



**Lebanon College  
Radiography  
Student Handbook**

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## **Welcome to the Lebanon College Radiography Program**

Your education will be a rewarding experience leading to a satisfying and challenging career. The purpose of this document is to provide the student with information regarding the organization and policies, as well as the academic and clinical components of the Radiography Program at Lebanon College. This manual is intended as a guide to the Radiography Program and is to be read in conjunction with the Lebanon College Student Handbook. Specific policies have been developed to foster your educational growth and workplace preparedness. In essence, they are meant to help you make responsible decisions. If at any time you feel uncertain about program expectations, contact the Program Director or Clinical Coordinator at Lebanon College for clarification.

### **Program Description**

The Radiography Program at Lebanon College is based on the commitment of its Advisory Committee Members to educate individuals to become entry-level radiographers and join the Medical Imaging teams at healthcare facilities in the Upper Connecticut River Valley region of Vermont, New Hampshire and nationwide.

Clinical education, occurring at various healthcare facilities in New Hampshire and Vermont, is correlated with the didactic education to provide opportunities for the student to apply skills learned in the classroom and laboratory settings. The curriculum is structured on the ASRT (American Society of Radiologic Technologists) Curriculum Guide.

### **Program Accreditation**

The Radiography Program at Lebanon College has received accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT may be contacted for further information about this process.

Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
Email: [mail@jrcert.org](mailto:mail@jrcert.org)

## **American Registry of Radiologic Technologists**

**When determining eligibility for examination, the ARRT requires that the applicant be of good moral character. Conviction of a crime, including a felony, gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations is considered to be a violation of the Standards of Ethics. Such violations must be cleared by the AART before the applicant can be assigned to an examination. The AART may be contacted at (612)687-0048 for individual consultation. It is strongly recommended that all students contact the AART if appropriate.**

## **Complaints Regarding Compliance with JRCERT Standards**

**All Lebanon College Radiography Program students are provided with JRCERT Accreditation Standards on request. If, during the course of the program, a student believes that the Radiography Program is not in compliance with these standards, the student may make a complaint by following the “Student Grievance Policy” procedure outlined in the student handbook. The Program will maintain a record of all complaints regarding JRCERT compliance issues. Students may choose to contact the JRCERT without first utilizing this process.**

## **Code of Ethics**

1. The Radiologic Technologist conducts himself/herself 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 unrestricted by concerns of personal attributes or the nature of the disease of illness, and without discrimination, regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, and utilizes equipment and accessories consistent with the purpose for which it has been 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 management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the radiation exposure to the patient, himself/herself, 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 individuals or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

Adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists

### **Expectation of Professionalism**

Appropriate professional behaviors are expected of all members of the learning community. Experience shows that behaviors demonstrated in the classroom do carry over into clinical practice. Professional behaviors, grades, and performance of skill are all integral parts of a resume. When you meet with your advisor, these professional behaviors will be reviewed and assessed.

Four professional behaviors are identified. These are expectation of you that apply equally in the classroom and clinic. Each is clarified with a list of supporting behaviors. This list is not intended to be all-inclusive.

#### **1. Demonstrate dependability and punctuality;**

- Attend all classes, labs, and scheduled appointments with your advisor.
- Arrive for class, lab, and clinicals with ample time so as to be prepared to participate at the designated starting time.

- Leave class, lab and clinical at the stated time or when dismissed.
- Contact your instructor by phone or message *prior* to absence from a clinical.
- Complete and turn in assignments on time.
- Accept responsibility for actions and outcomes.
- Do not abandon lab partner without completing task.
- Take full advantage of time available in labs by staying on task and involved.

#### **2. Work effectively and respectfully in the clinical setting.**

- Stay in assigned areas unless permission is granted by college

staff or RT.

- Do not leave for lunch or break in the middle of an exam.
- Accept assignments from clinical supervisor commensurate with capabilities.
- Attend to the comfort and safety of all patients.
- Continually maintain patient confidentiality.
- Minimize personal business in the clinical setting.
- Demonstrate a positive attitude toward feedback.
- Develop a plan of action in response to feedback.
- Critique own performance and share that self-assessment.
- Maintain professional demeanor at all times.

**3. *Work effectively and respectfully with peers and instructors demonstrating mature communication skills.***

- Avoid interrupting others.
- Respond during interactions using appropriate verbal and nonverbal style.
- Communicate in a respectful manner.
- Respect personal differences of others.

learning.

- Share fully with lab or project partner in accomplishing assigned task.
- Use correct grammar and expression in verbal communication.
- Avoid use of offensive statements.
- Write legibly and complete assignments with acceptable quality.
- Listen actively.
- Accept limits to own knowledge on subject matter.
- Consult with the instructor when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct.

**4. *Assume responsibility for personal and professional growth.***

- Recognize problem or need.
- Assume responsibility for own actions.
- Demonstrate a positive attitude toward feedback.
- Maintain an open line of communication with individual offering critique.
- Develop a plan of action in response to feedback.
- Assume responsibility for all

## **Program Mission**

The mission of the Lebanon College Radiography Program is to educate students to become competent radiologic technologists who provide imaging services to the community.

## **Program Goals**

Following the completion of all academic courses and clinical rotations the graduate will be able to:

1. Demonstrate the knowledge and acquired skills of an entry-level radiographer (radiologic technologist).
2. Demonstrate an understanding of medical ethics and display ethical behaviors in the clinical and classroom setting.
3. Demonstrate effective written and oral communication skills with patients, medical professionals and classroom instructors prior to their graduation from the program.
4. Demonstrate the ability to apply problem solving and critical thinking skills in both the classroom and the clinical setting.
5. Demonstrate that the academic and clinical competence of the program have supported the needs of the student and has helped them achieve their professional goals.

## **Didactic Education**

The purpose of didactic education in the Radiography Program is to prepare the student to practice in the professional discipline. The American Society of Radiologic Technologists *Radiography Professional Curriculum, May 2002*, which is followed by program faculty, provides the student with instruction in the areas of radiation protection, equipment operation and maintenance, image production and evaluation, radiographic procedures, and patient care. The clinical education is correlated with the didactic education to provide opportunities for the student to apply skills learned in the classroom.

## **Advisors**

Each student will be assigned a faculty advisor. We ask that you make an appointment to meet with your advisor at least once during each term. Your advisor is another key to your success. At these meetings you will be able to express problems, gain assistance in your study habits, learn how the instructors have evaluated your progress, and in general discuss any way in which you can be successful. Office hours will be posted outside our office doors and if these times are not convenient for you, please feel free to leave a voice mail message or email the program faculty listed below.

## **Attendance**

Student attendance for classroom and clinical training activities is essential for the development of highly skilled medical professionals. Learning objectives cannot be met with frequent absences including tardiness. The program reserves the right to impose remedial work on its students, require clinical make-up or reduce academic or clinical grades.

Excessive absenteeism or patterns of attendance abuse will result in grade reduction or disciplinary action up to and including termination from the program.

## **Didactic Attendance**

### **Student Responsibilities**

1. Students are expected to attend all classes on a regular basis. Classes must be attended for the ENTIRE time frame that the course is held unless other arrangements have been planned or pre-arranged with the instructor. Attendance will be monitored by the instructors and is part of the student's permanent record.
2. It is imperative that students arrive to class and labs on time. The college will not tolerate excessive tardiness. Tardiness is defined as arriving at the class 5 minutes or more after the scheduled start time. Three tardies in any trimester will count as 1 absence, and the didactic grade will be adjusted as described below.
3. Students may be allowed a total of 2 missed days for each trimester. Days missed beyond this allowance will result in a grade point reduction of 2 points for every missed class. All radiology courses must be passed with a "C" or better. A reduction in the final grade may result in the student being placed on Academic Probation resulting in failure to complete the program.
4. If a student is absent for 3 or more consecutive classroom days a medical release must be provided to the program coordinator and instructor.
5. Students are responsible for material presented in their absence. It is the responsibility of the student to arrange for completion of class work, or any missed exams. A "0" will be entered as the grade until any missed exam is made up. No make up tests will be allowed unless arranged with the instructor.
6. Students receiving financial aid should refer to Lebanon College catalog/Student Handbook for detailed information about attendance.

### **Radiography Lab**

The Radiography Program has a fixed radiographic unit that has been energized. It will be used to supplement educational activities in the didactic setting.

1. Program faculty must be in the building during times that exposures are taken. Activation of the energized unit is by key only. The key is kept in the Program Director's office.
2. Under no circumstances will ionizing radiation be applied to humans or other living entities.
3. Students will have access to the lab for study or positioning practice; however, the door will be locked during hours that faculty are not on campus.
4. Program faculty and students will wear radiation monitoring badges while conducting experiments in the energized lab. Control badges will be kept in the Clinical Coordinator's office.

5. While taking a radiographic exposure, all individuals in the lab must stand behind the control booth barrier.
6. Inappropriate use of the energized room will result in disciplinary action and may include expulsion from the program.

### **State and Federal Policies**

Students are provided with instruction regarding OSHA regulations as well as basic Radiation Protection during the didactic course, *Introduction to Radiation Safety*. The information is then applied during the clinical rotations. During the second year, Winter/Spring term, students will enroll in the course, *Radiation Biology and Protection*, which provides in-depth knowledge regarding state and federal radiation safety laws.

### **Expectations of the Student in the Didactic Setting**

1. Students are expected to be on time for class and ready to learn.
2. Students are expected to be prepared for class, with assignments read and homework completed.
3. Students are expected to complete assignments on time. Late assignments will not be accepted unless approved by the instructor.
4. Students should demonstrate respect for themselves, fellow classmates, and instructors. Specifically, students must:
  - a. Demonstrate willingness to learn;
  - b. Limit talking and distracting noises;
  - c. Accept and give constructive feedback;
  - d. Be open and accepting of others' ideas – no laughing or put downs;
  - e. Refrain from extraneous movements during class;
  - f. Refrain from eating during lectures;
  - g. Refrain from working on assignments for other courses during scheduled class time;
  - h. Dress in an appropriate manner suitable for an academic and professional environment; and
  - i. Ensure cell phones and pagers are silent during classes.

### **Clinical Education**

The purpose of clinical education in Radiography is to provide opportunities for the student to apply theoretical principles of radiography, patient care, procedures, and radiation protection to practical experience. Students will have the status of learners and will not replace members of the affiliated staff. A complete syllabus containing performance objectives, evaluation instruments, required hours, submission documents, and a course calendar will be given to and discussed with the students prior to the first clinical rotation.

Students are required to demonstrate competency in all 36 of the **mandatory** Radiological Procedures. At least 29 of the 36 mandatory Radiological Procedures competencies must be demonstrated on patients (not phantoms or simulated). Students must demonstrate competency in at least 15 of the 30 elective Radiological Procedures. Electives may be demonstrated on patients or phantoms or as simulations.

The student's failure to complete all mandatory competencies during the term will receive a failing grade for the clinical rotation.

### **Scheduling of Clinical Activities**

The clinical schedule follows the schedule of the College with relation to the length of the term. Each student will experience 3 rotations, each at a different facility. Assignment to affiliate sites will take into account student preferences if they are consistent with clinical objectives and if space is available.

The student will be assigned full-time to a hospital – eight (8) hours per day for each scheduled day of the college term. The student shall be assigned for no more than forty (40) hours per week to the clinical and didactic setting. It is understood that, on occasion, circumstances may occur where a student's clinical education will be advanced by patient procedures presenting at the end of a shift. The student may voluntarily remain, noting it on the time card and taking compensatory time off another day when arranged with the Clinical Instructor.

Students will follow as closely as possible the shift and room rotation schedule designed by the Clinical Instructor. Rotations may be rearranged only with advance permission from the Clinical Instructor, Clinical Coordinator, or Program Director.

### **Expectations of the Student in the Clinical Setting**

1. All students are required to attend assigned clinical rotations at the times established by the program and the clinical site.
2. All students are expected to arrange their schedules in non-clinical related activities so they do not interfere with these assigned times.
3. Students are NOT permitted to change these times without prior written approval by the clinical instructor at the clinical site and the Clinical Coordinator of the program.
4. The failure of the student to attend clinical rotations at the prescribed times will constitute a violation of the program policies.
5. Personal communications during scheduled clinical activities are inconsistent with your professional development and should be limited to those of an emergency nature. At no time should any communication exceed 5 minutes in duration. Access to E-mail and internet at clinical sites will be limited to lunch time if approved by the clinical instructor.
6. The student will be on time for all clinical activities.

7. The student will be appropriately dressed for all clinical activities.
8. The student is required to comply with all legitimate requests of the clinical instructors and/or department supervisors during their clinical rotations.
9. The student shall refrain from the use of inappropriate language in front of all patients and to their superiors.
10. The student is to comply with all hospital and College policies during school and clinical activities.
11. Students are required to demonstrate professional conduct with all supervisors, patients, staff and fellow students.

### **Student Clinical Dress Code**

A professional appearance contributes greatly to a professional image for the student and the College.

1. Each clinical site has rules and regulations regarding dress and appearance. The regulations shall be followed according to the specific site. Disciplinary action may be warranted if professional appearance does not reflect the standards and professionalism of the clinical institution.
2. Students are responsible for purchasing the required uniforms (scrubs) approved by the college. Scrubs must be worn in an appropriate manner that reflects a professional image. EX; shirt tops long enough and pants high enough to cover midriff area.
3. Students who do not meet the criteria for proper dress code regulations will be dismissed from the clinical site until compliance with the dress code is established.
4. White shoes or white sneakers are to be worn at the clinical site.
5. Ear piercing must be limited to one earring per ear. No other body piercing is allowed.
6. No extreme hair styles or colors are allowed. Hair longer than shoulder length must be pulled off the shoulders.
7. Perfume, cologne, or strong after-shave are not allowed.
8. Nametags will be supplied by the College and are considered part of the uniform and shall be at all times at the clinical site.
9. Students must wear radiation monitoring badges at all times while at the clinical site.
10. Fingernails are to be of a length appropriate for a professional appearance and patient comfort.

## Clinical Attendance

The student must have regular attendance to achieve the course goals and objectives. Attendance will be monitored and will become part of the student's permanent record. However, over the period of three clinical terms, the student will be allowed a total absence of 6 sick days, two for each clinical period (for personal or family illness, funerals, medical appointments, etc.) Days missed beyond these may be made up during the break following the trimester in which they are missed or at an agreed upon schedule between student and instructor. The clinical grade will be affected for any absence beyond allowed. (See Didactic Attendance)

If a student is absent for 3 or more consecutive clinical days, a medical release must be provided to both the clinical site and Lebanon College before resuming the clinical experience along with the permission of the Clinical Coordinator. The student is expected to return to the clinical experience only when physically able to perform all aspects of the clinical experience. The Clinical Coordinator will have the final determination whether or not a student is able to perform all duties at the clinical setting even if a medical release is given by the student's physician.

Days used for **non-emergency** reasons must be approved in advance by the Clinical Instructor and Clinical Coordinator. This request must be written. If the Clinical Instructor and Clinical Coordinator approve the absence, make-up time will be arranged according to the guidelines above. If an **emergency** situation keeps a student from scheduled clinical time, the Clinical Instructor and Clinical Coordinator must be notified by telephone or e-mail as soon as possible. Time lost (unless sick days are used) will be made up according to the above policy.

The JRCERT Standards specifically state that students may not be in the clinical experience more than 40 hours a week.

The student is expected to be on time and at the appointed place and ready to participate when the shift begins. If the student is late, the Clinical Instructor must be notified when the student arrives. If the student is going to be more than fifteen minutes late, the clinical instructor must be notified by telephone as soon as possible. All time lost due to tardiness must be made up the same day to maintain a good attendance record. Documentation of late arrival will be made on the student's time card. After three tardies, the clinical course grade will be affected.

A good attendance record is considered an important part of overall performance. Students should keep in mind that the clinical radiography courses serve as an extended job interview. Poor attendance may adversely affect clinical performance, evaluation, financial aid the clinical course grade, and/or future employment opportunities.

## **Clinical Completion Policy**

In the Clinical I, II, III syllabus for the Course Objectives it states, upon completion of this course, students will be able to:

1. Complete ALL Mandatory and Elective competencies as required by the ARRT for Clinical III;
2. If the minimum number of required competencies has not been met, the student fails the course.

During Clinicals if a student misses any days they are required to make them up or it will be reflected in their final their grade. These attendance policies are found in the syllabi for RAD 120/220/320, provided by the faculty to the student.

Any missed clinical days can be made up as follows:

- A. A student may elect to make up days beyond the 2 “free” days that are allowed each clinical semester. Those make-up days may only replace time previously taken off.
- B. Two points are deducted for each day missed beyond the allowed.
- C. Make up days follow the same daily schedule as previously assigned at the beginning the first weekday. Time made up cannot exceed the number of regular work days during the semester break.
- D. Make up days are done immediately following the school term end and have to run consecutively or at a pre-arranged schedule approved by the program coordinator and clinical instructor.
- E. Missing a make up day during the make-up period will terminate the make up time and the end term for that student.
- F. At the end of make up period, the term is over and graded accordingly.

## **Clinical Rotations**

### ***Exam Competency Objective Consistency***

If a student has successfully completed an exam competency documented by the Clinical Evaluation/Competency form, it may be declared void (revoked) if it is shown that the student cannot perform in a consistent manner. Voiding a previously competent examination may only be done through the following procedure:

The Clinical Instructor, in writing, declares that the student has performed the prior documented successfully complete objective in an unsatisfactory manner 2 times during the same term.

This declaration is to be completed for EACH of the 2 unsatisfactory performances of the objective in question, and must include the following:

1. Be in writing including the date the examination was performed and patient number;
2. Include specific reasons why the examination was declared unsatisfactory;
3. Be signed by the qualified clinical instructor (or his/her designee) completing the objective review.

Forms will be provided to the Clinical Instructor, and upon completion, will be inserted into the student's clinical notebook. A copy of the form should be kept at the clinical site by the Clinical Instructor.

If a student receives a grade of C – or below in RAD120/220/320, they will be required to audit and pay the fee for the corresponding RAD115/215/315, prior to retaking the Clinical Rotation. If the student fails any program courses a second time, they cannot be readmitted to the program.

### **Vacations**

The program provides for a 2-week break between each of the program's trimesters. Lebanon College also observes all major national holidays. When students are involved in a clinical affiliation, they will follow the clinical site's holiday schedule.

### **Clinical Competencies**

At the beginning of each clinical rotation the required forms for exam evaluations and competencies will be supplied to students. When the student and Clinical Instructor have determined readiness for an evaluation or competency evaluation, the Clinical Instructor (or supervising registered technologist) will observe the procedure and evaluate the student's performance according to the criteria on the checklist. Failure involves no penalty; the procedure may be performed another time. **Competency exams observed by the Clinical Coordinator or Program Director may be required at any time after the initial competency exam.**

### **Documentation of Competencies**

The student will maintain accurate time records, repeat exam log, and a master record of competencies completed. The Clinical Coordinator prior to the clinical rotation will provide these documents, along with other clinical assignments.

## **Clinical Supervision**

### **Direct Supervision of Students**

Until students achieve the program's required competency in a given procedure, all clinical assignments should be carried out under the direct supervision of an ARRT radiographer. Following are the parameters of direct supervision:

1. The qualified radiographer reviews the procedure in relation to the student's achievement and level of experience.
2. The qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. The qualified radiographer is present during the procedure.
4. The qualified radiographer reviews and approves the procedure.
5. A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph, and documents accordingly, in the student's notebook.

### **Indirect Supervision of Students**

After demonstrating competency, students may be permitted to perform procedures with indirect supervision. Following are the parameters of indirect supervision.

1. The qualified radiographer must be immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.
2. The qualified radiographer reviews and approves the procedure, initialing the image.

### **Repeat Examination Policy**

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency. This is a JRCERT requirement.

All clinical students will adhere to this policy. Specific parameters are as follows:

1. If it is determined by an ARRT registered radiographer that a repeat radiograph must be taken, the student shall repeat the radiograph only with instruction from and in the presence of an ARRT registered radiographer;
2. If a student is asked to repeat a radiograph without the presence of an ARRT registered radiographer, he/she is directed to respectfully refuse, explaining that it is not allowed by program policy;
3. The student will never solely evaluate a radiograph and determine whether or not it should be repeated without consultation from a qualified radiographer;

4. The student will document ALL repeats on the Examination Log forms supplied in their notebook and the supervising qualified radiographer who witnessed the repeat shall indicate that the exam was performed under direct supervision and sign the form;
5. Failure to adhere to this policy will result in disciplinary action;
  - a. Upon the first offense, the student will have a meeting with the Clinical Instructor explaining the serious nature of the offense and the potential consequences of a second offense. This will be a verbal warning and documented as such on the disciplinary report form.
  - b. Upon the second documented offense, the student will have a meeting with the Clinical Instructor. At this meeting, the Clinical Instructor will, in writing, explain again the seriousness of the offense and the Clinical Coordinator will be notified.
  - c. Upon the third documented offense, the student will have a meeting with the Clinical Coordinator and further action will be taken, which may result in dismissal from the program.

## **Radiographic Requirements**

Radiographic identification markers are a legally binding form of identification used for radiographic examinations. Students will purchase one (1) set of leaded right and left markers with his or her initials on them. Information for ordering markers will be supplied. Markers must be in student's possession no later than November 1<sup>st</sup> of the first year. The students must have his or her markers available for all lab sessions and all clinical assignments. If lost, they must be replaced. **No student may use the marker of another student or technologist when performing a radiographic evaluation.**

Acceptable radiographs produced by students **MUST** demonstrate the following:

1. Visible Right or Left marker with student initials
2. Evidence of collimation
3. Proper selection of exposure and technical factors
4. Proper positioning of the patient
5. Gonadal shielding when it is appropriate for the examination

The Clinical Instructor or supervising radiologic technologist will determine if the above essential requirements are met, as well as evaluate the procedure according to the evaluation checklist and clinical site protocol.

## **Expectations of the Student during Clinical Assignments**

Students not adhering to the following expectations may be asked to leave the clinical area and administrative action may follow. The student must:

1. Show evidence of having a current physical exam verifying health status and completion of required immunizations.
2. Provide own transportation to and from clinical sites.
3. Prepare for clinical prior to the clinical experience by:
  - a. Reviewing radiographic procedures and protocol routinely performed in the assigned area
  - b. Reviewing emergency procedures
  - c. Preparing lead markers
4. Arrive promptly for clinical experience.
5. Attend clinical only when healthy; notify the Clinical Instructor and Clinical Coordinator prior to the scheduled start time if you will be absent or more than 15 minutes late.
6. Arrange with Clinical Instructor and Clinical Coordinator to make up missed clinical experience time.
7. Assume legal responsibility for providing safe and effective patient care.
8. Communicate professionally with peers, affiliate staff, and Lebanon College faculty.
9. Students must have an e-mail account that is checked on a regular basis for communication with program officials. Students will be responsible for this and it will be assumed that they are receiving any messages sent.
10. Communicate with the patients and their families in a respectful nonjudgmental manner.
11. Practice the Code of Ethics of the ASRT.
12. Adhere to the Lebanon College dress code for Radiography students or the assigned Clinical Affiliation Center, whichever is stricter.
13. Assume responsibility for providing evaluation forms to the appropriate individuals and follow through on their completion.
14. Accurately record evaluations, competencies, and repeat exams as required for current rotation.
15. Complete all assignments in a timely fashion.
16. Take issues unresolved by the staff technologist to the attention of the Clinical Instructor. For further clarification, contact the Clinical Coordinator. The Program Director may be contacted if the Clinical Coordinator is unavailable.
17. Additional information is available in the clinical syllabus, which will be provided to students prior to the beginning of their clinical assignment.

18. If a student receives a grade of C – or below in RAD120/220/320, they will be required to audit and pay the fee for the corresponding RAD115/215/315, prior to retaking the Clinical Rotation.

## **Policy on Student Criminal Background Checks and Urine Drug Screening**

The Joint Commission on Accreditation of Healthcare Organization (JCAHO). Comprehensive Accreditation Manual for Hospitals 2004 now requires that all staff members, students, instructors and volunteers meet new standards relating to criminal background and freedom from drugs. This policy affects any students enrolled in the Radiography Program at Lebanon College.

### **Criminal Background Check**

Students must clear a criminal background check before admission to the Radiography Program. Failure to undergo the background check will result in dismissal from the program. If the background check indicates criminal behavior the student may be dismissed from the program. Students may appeal the decision and will have the opportunity to present information to dispute the background check.

### **Drug Testing**

Clinical agencies may require drug testing prior to placement of students for clinical rotations. Students with positive drug test results may be prohibited from clinical practice and may not complete the program.

Cost for criminal background checks and drug testing will be the responsibility of the student. Students must further agree that all results are available to the program and the clinical sites associated with the program. Should a clinical agency refuse to place a student based on the outcome of the background check or the drug screen, the program has no responsibility for arranging alternate clinical placements. Further information for obtaining the required background check can be obtained from [www.certifiedbackground.com](http://www.certifiedbackground.com) or by calling 888-666-7788.

## **Program Expectations of Clinical Instructors**

Clinical Instructors are expected to:

1. Maintain current knowledge of program goals, policies, procedures, and student progress.
2. Understand the clinical objectives and clinical evaluation system.
3. Maintain professional competence and instructional methodology through continuing education.
4. Provide the student with clinical instruction.
5. Act as a role model for the student.
6. Direct the student to the appropriate resource for answers to their questions.
7. Monitor student attendance and maintain accurate records.

8. Document and provide the student with constructive criticism of their clinical performance and radiographic quality.
9. Enhance students' confidence with encouragement and guidance.
10. Complete student evaluations in a timely fashion, seeking input from staff interacting with the student.
11. Act as a liaison between the student and the clinical education center.
12. Consult with Program officials to resolve problems or clarify objectives.
13. Assign students to clinical education activities consistent with the rotation objectives.
14. Provide appropriate student supervision as described in the Clinical Supervision Policy.
15. Participate in program provided Clinical Instructor education as required by the JRCERT.

### **Venipuncture**

Venipuncture is included in the didactic course, Patient Care and Ethics. Students may not perform venipuncture or inject patients at the clinical site.

### **Professional Liability Insurance**

All students are required to obtain Professional Liability Insurance (Malpractice Insurance). One source is the American Society of Radiologic Technologists ([www.ASRT.org](http://www.ASRT.org)). Proof of this insurance must be supplied to the clinical coordinator, one month before the first clinical trimester. Renewal is required for the second year.

### **Health Insurance**

Each student will provide his/her own health insurance. Lebanon College assumes no liability for student injury or illness in the didactic or clinical education courses. If a student needs medical attention while participating in any radiography course, treatment shall be at the student's discretion. Billing for treatment and/or services rendered shall be directly to the student or his/her insurance carrier.

### **Incident Report and Occupational Exposure**

Any unusual occurrence (i.e. patient falling, exposure to TB, student injury, etc.) during clinical education shall be reported to the Clinical Instructor and Clinical Coordinator. An incident report is completed by the supervising technologist and the student at the affiliate site and reported by phone to program officials at Lebanon College. The student is advised of affiliate protocol for management of the incident and shall follow the clinical affiliate's instructions.

### **Basic Cardiac Life Support Certification**

BCLS for health care worker's **upon beginning the program**. Certification must be current and current throughout the program. A copy of the card must be submitted to program faculty

on or prior to that date. Courses are offered through the American Red Cross, Upper Valley Emergency Medical Services and area hospitals.

### Student Conferences

A minimum of one formal conference will be held with each student during each didactic trimester in the Radiography program. The objective of the conference is to provide feedback to the student regarding his/her performance. Unscheduled or informal conferences may be arranged if the need arises. The student should feel free to discuss questions, ideas, and problems with the Program Director, Clinical Coordinator or Clinical instructors at any time.

### Radiography Didactic and Clinical Grading Scale

Radiography course grades are assigned according to the following grade scale:

A	93 – 100%	B-	80-82%
A-	90 – 92%	C+	77-79%
B+	87 - 89%	C	73-76%
B	83 - 86%		Below 73% is unacceptable

Radiography course grades are an average of the letter grades weighted according to the specific course syllabus based on the following scale:

A	4.0	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	0

I	<i>Incomplete</i> (grade must be made up before the end of the next term, or becomes an "F")
W	<i>Withdrawal</i> (may only be used up to the 60% point in the term)
WP	<i>Withdrawal Passing</i>
WF	<i>Withdrawal Failing</i>
AF	<i>Administrative Failure</i>
AW	<i>Administrative Withdrawal</i>

### Minimum Grade Policy for a Course

Students are **required** to achieve a **C grade** or better in all classes.

#### Consequence of Achieving less than a C grade in a Course

Students who obtain a grade of C – or below in any Occupational Specific or Occupational Support course will not be permitted to continue in the consecutive progression of the Radiography Program.

- ★ The student failing the course may repeat the course one more time and further program courses in succession by special arrangement of the Academic Dean. If a student receives a grade of C – or below in RAD120/220/320 Clinical Rotations I-III, they will be required to audit and pay the fee for the corresponding RAD115/215/315 Positioning and Procedures I-III, prior to retaking the Clinical Rotation. If the student fails any program courses a second time, they cannot be readmitted to the program.

The student failing the course may repeat the course one more time and further program courses in succession by special arrangement of the Academic Dean. If the student fails any program courses a second time, they cannot be readmitted to the program.

The Radiographer must have a thorough understanding and high degree of knowledge and competence in the many skills used to treat patients safely and effectively. Your grades reflect your mastery of the material and the competency to complete the program.

### **Dismissal from the Radiography Program**

Failure to comply with the written program guidelines will result in:

A detailed memo of the incompliance placed in the student's advisor's file;

**or**

A meeting with the program faculty and/or Director of Radiography and the Dean of Academics and Student Services.

Students are expected to follow all guidelines as printed in student handbook and in the Lebanon College catalog.

Noncompliance will result in activation of Lebanon College dismissal policy.

### **Student Discipline/Termination Policy**

In accord with the conduct guidelines provided in the Lebanon College Student Handbook which are applicable to all Lebanon College students, the Program Director and/or Clinical Coordinator will initiate disciplinary action at their discretion following documented reports of substandard, unethical, or inappropriate conduct by the student. Such inappropriate conduct is not limited to and includes:

1. Excessive tardiness and/or absenteeism during didactic or clinical education courses.
2. Unexcused absenteeism, including failure to follow notification of absence and/or falsification of sick time during clinical radiography courses. (see syllabi for Clinical courses)
3. Insubordination, including rude, discourteous, or uncivil behavior.

4. Breach of any portion of the Code of Ethics, as described in the Radiography Student Handbook and ARRT.
5. Gross carelessness in regard to safety of patients or colleagues.
6. Rude, discourteous, or uncivil treatment of patients, public, or staff.
7. Dishonesty, cheating, plagiarism, or theft.
8. Breach of any portion of the clinical rotation policies and procedures, contained within the Radiography Student Handbook and syllabi.
9. Violation of the supervision policy.

### **Disciplinary Action Policy**

The list provided above includes, but is not limited to, offenses considered to be serious misconduct. Disciplinary actions for the above and similar offenses are handled according to the “Disciplinary Action” section of the Lebanon College Student Handbook.

### **Disciplinary Action for Clinicals**

1. Upon the first offense, the student will have a meeting with the Clinical Instructor explaining the serious nature of the offense and the potential consequences of a second offense. This will be a verbal warning and documented as such on the disciplinary form.
2. Upon a second documented offense, the student will have a meeting with the Clinical Instructor. At this meeting, the Clinical Instructor will, in writing, explain again the seriousness of the offense and the Clinical Coordinator will be notified. (email is preferred due to documentation purposes)
3. Upon the third documented offense, the student will have a meeting with the Clinical Coordinator and further action will be taken, which may result in dismissal from the program.

The Clinical Instructor will keep a copy on file of all recorded disciplinary forms for a period of 3 years. A copy will be given to the student, and the original sent to the Clinical Coordinator for the student’s file and further review.

## **Reinstatement**

Any application by an individual who has been dismissed/expelled from the program of inappropriate academic or non-academic conduct will not be accepted.

## **Withdrawal Procedure**

If withdrawal from the Radiography Program becomes necessary, the student is advised to consider the circumstances carefully. The Program faculty, academic advisor and Admissions Office [admissions@lebanoncollege.edu](mailto:admissions@lebanoncollege.edu) or (603) 448-2245 ext. 103, will readily assist the student in understanding the intent and procedures for withdrawal. These individuals will also be able to assist you with possible future plans.

If you choose to withdrawal from the program, you must meet with the Academic Dean. You will be required to complete paperwork to withdrawal to provide to and to meet all outstanding financial and financial aid obligations to the college. The student must inform the Registrar's Office of any decision that affects her/his enrollment in the College.

## **Certification of Health**

After acceptance to the Radiography Program, the student must have a physical exam. A physical/immunization (measles, mumps, rubella and varicella) record form must be completed by his/her own physician at the student's own expense. The form must be complete. If the student had a physical exam during the calendar year, the results may be turned in without repeating the exam. Appointments should be made outside of class time. Every student must have the Hepatitis B vaccine series and be given a Mantoux (PPD) test. The Mantoux (PPD) test must be obtained annually during their training. No student will be allowed to begin their training unless the college has received this documentation prior to the beginning of the first term.

## **Inclement Weather**

In the case of adverse weather, the student should use his or her own best judgment concerning driving conditions. If classes are not canceled by college administration, they will be held as scheduled, and students will be responsible for material presented. Notice of cancellation is available by calling the College and local radio stations. If the College is closed on a clinical day you may opt to not go in without penalty of missing a day of clinic.

Weather and road conditions can vary between the college campus and various clinical sites. Students should use their own best judgment concerning driving conditions. If classes are not canceled at Lebanon College and a student elects NOT to drive to a clinical site, the Clinical Instructor and Clinical Coordinator are to be notified prior to the beginning of the shift.

## **Communicable Disease and/or Extended Illness**

Communicable diseases vary in virulence, duration, mode of infection and effects. In order to fully protect other students, faculty, patients, and/or clinical staff:

1. Students with communicable diseases that are transferred by air, droplet, or contact and are of short duration may not attend clinical rotations. They must inform the Clinical Instructor or their absence from clinical. Refer to the Clinical Policy regarding make-up time. Students should use their own judgment as to whether they should attend classes at the college. Nevertheless, course work missed is the sole responsibility of the student.
2. Students with communicable diseases that are of relatively long duration or extended illnesses must present a written diagnosis to the Program faculty and/or Clinical Instructor. Dependent upon the diagnosis, the student may be able to continue clinical with directions regarding patient contact or may be asked to discontinue the clinical course until the illness is resolved. The Program Director and/or Clinical Coordinator will develop a plan for missed classroom time. All information is confidential and is not released unless mandated by law.
3. If a student is absent from the clinical experience 3 consecutive days or more, a note from a physician stating the student may return to the clinical setting at full capacity must be provided to the Clinical Coordinator and the Clinical Instructor.

## **Leave of Absence**

A leave of Absence is not permitted in the Radiography Program. However, a determination on a case by case basis by the Head of Radiography and Dean of Academics may be provided to certain students.

## **Jury Duty**

If a student is summoned for jury duty, please contact the Dean of Academics.

## **Academic/Clinical Probation during Radiography Program**

Because of the progressive nature of the academic courses and the clinical rotations, any student who fails to pass all required courses during the semester will not be allowed to continue the program. Any Radiography student on academic probation will not be allowed to take any additional Radiography courses until they are registered to take the failed course(s) over.

## **Student Radiation Monitoring**

Each student entering the Radiography Program will be required to provide a record of all previous occupational exposure to ionizing radiation, or sign a disclaimer denying such exposure. Program officials must receive records within thirty (30) days of the beginning of

the first semester of the program. The student will be provided the proper forms during orientation.

To help insure that all student radiologic technologists are learning in a safe working environment, the amount of radiation received is monitored. One radiation monitor badge and holders will be issued for each student. The badge holder must be properly loaded and positioned for accurate radiation measurement. Each student must exercise care to correctly use the radiation monitor badge and prevent its loss or damage. Replacement badges may be ordered as needed by contacting the Clinical Coordinator. Students will be responsible for the cost of replacement badges.

Radiation monitor badges must never be taken home and are to be left at the clinical site or at Lebanon College, as appropriate.

It is the responsibility of each student to wear the assigned badge whenever he/she is in the clinical area or energized lab. The badge is to be worn on the collar. If wearing a lead apron, the student should wear the badge outside of the apron.

Students are NOT allowed to hold patients during x-ray exposures. Students are expected to practice the ALARA principle through recognized radiation safety strategies as instructed in the program.

Each month, new exposure badges will be issued and badges of the previous month will be collected. The used badges are sent out for processing and interpretation. The results are to be reviewed by the Program Director and Clinical Coordinator. Monthly reports are placed in the badge report notebook kept in the lab. A copy of the monthly report will be posted on the student bulletin board for student review. Students will be informed immediately of any exposure that exceeds 50 mR in a one-month period of time. Deep exposures exceeding 125 mR per calendar quarter will be discussed in a conference attended by program officials and the student. For guidelines regarding the pregnant student, refer to the Student Pregnancy Policy.

Within thirty (30) days of completion of the program, each student will be issued a copy of the Termination Report of Occupational Exposure from his or her time at Lebanon College. A copy of that record will also be placed with transcripts in the College office. This record will be maintained there for a minimum of thirty- (30) years following the student's completion of the Radiography Program.



Lebanon College  
Radiography Program

**Previous Occupational Dose Form**

I, \_\_\_\_\_, received occupational exposure to ionizing radiation while employed or attending classes at \_\_\_\_\_.

I understand that I will contact my former employer/educational institution to receive a copy of my Termination Report of Occupational Exposure, and provide that record to the Program Faculty at Lebanon College within thirty (30) days of the beginning of the first semester of classes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have never received any occupational exposure to ionizing radiation through employment or education.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Pregnancy Policy**

It is strongly recommended that a student inform the program faculty of her condition of pregnancy. This is voluntary. When the student declares her pregnancy, in writing, the student will meet with her advisor and/or program head to discuss radiation protection practices during the pregnancy. The student will have the following options during her enrollment in the program:

### **Option #1**

- a) The student has the option to withdraw from the presently enrolled radiography science course.
- b) Withdrawal from the Radiography course will be done in accordance with College policy.
- c) The student may re-enter the program in the next cyclic offering of radiography science courses.
- d) The student should be aware that the availability of re-entry into the program is determined by class capacity.

### **Option #2**

- a) The student has the option to complete the presently enrolled radiography science course.
- b) The student will be required to wear two film badges; one at waist level and one at collar level.
- c) The student may voluntarily inform staff radiographers of her pregnant condition during clinical assignments for appropriate and safe assignment of tasks.
- d) The student may withdraw from the program at the completion of the radiography science course.
- e) The student may re-enter the radiography program in the next cyclic offering of radiography science courses.
- f) Availability of re-entry into the program will be determined by class capacity.

### **Option #3**

- a) The student may continue in the radiography program and will be required to wear two film badges – one at waist level and one at collar level.

- b) The student may voluntarily inform staff radiographers of her pregnant condition during clinical assignments for appropriate and safe assignment of tasks.
- c) After delivery, the student will be re-admitted to classes based on a physician's recommendation.
- d) It is advisable that the student contacts her advisor and course instructors to make arrangements in making up instructional hours missed due to delivery and convalescence. This should be done to ensure completion of the clinical competencies and radiography science course requirements.

Radiation monthly reading for the fetal exposure should not exceed 50 mrem per month during the duration of her pregnancy. If the monthly reading exceeds 50 mrem, the student will meet with the Radiation Safety Officer (RSO) and faculty to discuss appropriate actions.



Lebanon College  
Radiography Program

**Notification of Pregnancy Form**

I voluntarily submit this notification of pregnancy to the Director of the Lebanon College Radiography Program and my Clinical Instructor(s).

I, \_\_\_\_\_, \_\_\_\_\_ (do or do not) elect to continue my enrollment in this program without modification or interruption. My expected date of delivery is \_\_\_\_\_. I understand that my pregnancy is declared as of today's date.

**Today's Date** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

**Conference Date** \_\_\_\_\_

**Attended By** \_\_\_\_\_

## **Student Discipline/Termination**

### **Inappropriate Academic or Non-Academic Conduct**

In accord with the conduct guidelines provided in the Lebanon College Student Handbook which are applicable to all Lebanon College students, the Program Director and/or Clinical Coordinator will initiate disciplinary action at their discretion following documented reports of substandard, unethical or inappropriate conduct by the student. Such inappropriate conduct is not limited to and includes:

1. Excessive tardiness and/or absenteeism during didactic or clinical education courses.
2. Unexcused absenteeism, including failure to follow notification of absence and/or falsification of sick time during clinical radiography courses.
3. Insubordination, including rude, discourteous, or uncivil behavior.
4. Breach of any portion of the Code of Ethics, contained within this document.
5. Gross carelessness in regard to safety of patients or colleagues.
6. Rude, discourteous, or uncivil treatment of patients, public, or staff.
7. Dishonesty, cheating, plagiarism, or theft.
8. Breach of any portion of the clinical rotation policies and procedures, contained within this document.

### **Program Progression Standards**

1. The student must achieve a grade of C (2.0) or above in all Radiography courses.  
Consequence of Achieving less than a C grade in a Course  
Students who obtain a grade of C – or below in any Occupational Specific or Occupational Support course will not be permitted to continue in the consecutive progression of the Radiography Program.
  - The student failing the course may repeat the course one more time and further program courses in succession by special arrangement of the Academic Dean. If a student receives a grade of C – or below in RAD120/220/320, they will be required to audit and pay the fee for the corresponding RAD115/215/315, prior to retaking the Clinical Rotation. If the student fails any program courses a second time, they cannot be readmitted to the program.
2. The student must be able to perform the physical skills necessary to execute all radiographic exams. (Refer to Technical Standards)

3. The student must obtain a satisfactory rating on all Clinical Competency evaluations and Clinical Performance evaluations.
4. The student must exhibit ethical and professional conduct at all times.

Lebanon College administration, program faculty, and the administrators of the Medical Imaging Departments of the affiliate clinical sites enforce the above criteria.

### **Technical Standards**

To participate in the clinical education portion of the program, the student must possess additional non-academic skills. These technical standards are consistent with the duties of the entry-level radiographer in a professional position. These standards are not limited to, but include:

1. Communication – The ability to demonstrate verbal and non-verbal communication between patients, co-workers and visitors.
2. Auditory Skills – The ability to hear and or responds to a request for help from a patient, co-worker or visitor. The ability to hear requests made by a physician or supervisor.
3. Psychomotor Skills and Coordination – The ability to perform the physical movements required for the lifting and moving patients and handling radiographic equipment.
4. Visual Acuity – The ability to read instructions from a book, computer screen, technique chart, and patient requisition with extreme accuracy. Must be able to accurately identify anatomic structures on radiographic images.
5. Dexterity – The ability to manipulating radiographic equipment and the use of a keyboard to in put information to an imaging of storage system.

### **Grievance Procedure**

When a student believes he/she has a concern with a member of the staff at Lebanon College (staff meaning any person employed by the College), the following procedure should be followed:

#### **Step 1**

Within three weekdays of the date on which the concern occurred, the student is ENCOURAGED to meet with the staff member to discuss the concern. It is hoped that most concerns can be resolved at this level. If the staff member and the student are not able to resolve the concern OR if the student refuses to meet with the staff member, the student may proceed to step 2.

#### **Step 2**

The student may request a meeting with the staff person's immediate supervisor to occur within one week of the event (The Academic Dean will assist in identifying the supervisor's name). If the student feels the concern is unresolved at this step, he/she may proceed to step 3.

### **Step 3**

The student may (no later than three weekdays after the meeting in Step 2) request that the immediate supervisor of the staff member arrange a meeting with the student, the staff member involved, and his/her supervisor to discuss the concern. If the student feels the concern is unresolved at this step, he/she may proceed to step 4.

### **Step 4**

No later than three weekdays after the meeting in Step 3, the student may submit an appeal in writing to the Academic Dean. The appeal needs to contain all the pertinent dates, documents, and issues relevant to the concern. The Academic Dean will meet with all relevant parties for the purpose of reviewing the actions to date in an attempt to resolve the problem. The resolution and/or decision by the Academic Dean will be conveyed in writing to the student within 3 weekdays of this meeting.

### **Step 5**

Should the decision of the Dean in Step 4 be unsatisfactory to the student, he/she can appeal to the President of the College. This appeal should be submitted no later than 2 weekdays after receiving the written response from the Academic Dean. The President will review the concern and the actions to date. The President has the options of setting a meeting with the appropriate parties to continue discussion or accept the decision of the Dean. In either case, the President's Office shall notify the student in writing of his/her action within 3 weekdays of the submission of the written appeal.

### **Step 6**

Should the decision of the president be unsatisfactory to the student, he/she should immediately submit a written appeal to the Lebanon College Board of Trustees. The President or the Dean can help the student identify the appropriate trustee to whom the appeal should be addressed. The trustees meet periodically, so the student should ask the trustees for a date when his/her appeal will be considered.

### **Step 7**

Should the decision of the Board of Trustees be unsatisfactory to the student, he or she should appeal immediately to the accrediting board by writing to ACICS at Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC, 20002-4241 or calling them at (202) 336-6780 or to the JRCERT (contact information is given below).

Lebanon College's Radiography Program is accredited by the  
Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

Students with complaints of program non-compliance with the JRCERT Standards may contact the JRCERT at the above address. The program will respond to the allegations within 30 days of being contacted by the JRCERT.

## **Professional Activities**

Students are strongly encouraged to participate in professional activities such as local Continuing Education conferences. Membership in the New Hampshire Society of Radiologic Technology or Vermont Society of Radiologic Technology is available at a special student rate. Membership in the American Society of Radiologic Technologists (ASRT) is also encouraged.

## **Student Advisory Committee**

Students will elect three (3) members of their class to participate in the Student Advisory Committee. An alternate may also be elected. The purpose of this committee will be to bring student's needs and concerns to the attention of program officials. Other members of this committee will be the Program Director, Clinical Coordinator and Dean of Academics.

## **Program Advisory Committee**

The members of the Program Advisory Committee will include: The Program Director, Clinical Coordinator, Dean of Academics, a Radiologist and the Department Managers of the Clinical Affiliates or their designated representatives.

## **Administrative Advisory Committee**

The members of the Administrative Advisory Committee will be the Program Director, Clinical Coordinator and Dean of Academics.

## **Program Philosophy and Terminal Objectives**

The Radiography Program faculty recognizes that work is one of the most important features of adult life and provides a powerful motive for learning. Learning associated with a professional endeavor has an important impact on the student's self-concept. Therefore, our philosophy is to maximize student potential through leadership, mentoring, and closely interrelated didactic and clinical educational experiences.

We believe professional education must prepare the graduate to be a competent radiographer, think analytically and creatively, develop critical thinking skills, expand with future innovations by developing life-long learning concepts, and facilitate better healthcare for society through cooperation and communication with other health practitioners. This program is designed to encourage the student's initiative and support his/her intellectual and emotional development toward the ultimate goal of becoming an excellent radiographer.

Therefore, upon completion of this program, the graduate will be able to:

1. Eliminate unnecessary radiation exposure of patient, self, and others through application of radiation protection principles.
2. Demonstrate anatomical structures by applying knowledge of anatomy, positioning, and optimal exposure factors.
3. Evaluate radiographs for optimal positioning, exposure selection, radiation protection, and additional qualities.

4. Promote patient comfort and safety, and provide relevant patient care.
5. Recognize emergent and life-threatening situations, reacting efficiently and appropriately.
6. Integrate use of standard precautions into imaging department routines.
7. Monitor performance of equipment systems through quality assessment evaluation and report deviations.
8. Promote own professional development through life-long learning activities and continuing education.
9. Facilitate optimal health care through communication and cooperation with other healthcare professionals.

### **Graduation Requirements**

1. Meet the minimum of a **C (2.0)** in all general education and major core courses.
2. Fulfill all Radiography Course requirements.
3. Satisfactorily complete all Clinical Competency and Evaluation Requirements.
4. Present proof of current CPR certification to program faculty on or before the date of the Lebanon College Graduation.
5. File a "Petition to Graduate" and submit it to Lebanon College prior to April 30. All fees and academic responsibilities must be successfully completed before a student can graduate. Students fulfilling all other requirements and participating in the summer clinical rotation will be allowed to participate in that year's commencement.

### **THE STUDENT MUST COMPLETE ALL REQUIREMENTS FOR GRADUATION TO OBTAIN ELIGIBILITY TO TAKE THE ARRT RADIOGRAPHY EXAM**

### **Graduation and Certification**

Upon satisfactory completion of the 24-month program, graduates are eligible to apply for admission to the nationally recognized certification exam administered by the ARRT (American Registry of Radiologic Technologists).

## Statement of Understanding

1. I understand all information regarding a patient or former patient is confidential and is to be used only for educational purposes in non-patient instructional settings.
2. I understand I am a guest in the affiliate education centers and I will conduct myself accordingly. All known rules and regulations will be followed. When in doubt, I will contact the Clinical Instructor and/or Program Officials for clarification.
3. I understand the clinical education centers vary in location and all students are expected to meet the same requirements; therefore, distance and weather do not change the program schedule.
4. I understand clinical experiences are assigned for their educational value. Preference of assigned facility may be requested, but it does not guarantee placement at that facility.
5. I understand I may not function independently as a staff technologist. The clinical Instructor will determine appropriate supervision consistent with accreditation guidelines, and I will request a registered technologist to be present when I repeat any radiograph.
6. I understand that success in this program will be enhanced by regular classroom attendance.
7. I understand that I am responsible for information that is covered in class in my absence.
8. I understand that I am ultimately responsible for my success in this program.
9. I have reviewed the student information sheets and I agree to abide by the statements above and contained herein. I understand that failure to meet any program expectation may result in negative consequences from administrative action.
10. I have provided evidence of a criminal background check prior to admission to the Radiography Program. I also understand that clinical agencies may require drug testing prior to placement of students for clinical rotations. I understand that a positive drug test result may prohibit me from clinical practice as well as non-completion of the program or may affect my financial aid eligibility. I understand that any costs incurred for criminal background checks and drug testing will be my responsibility. I agree that all results will be available to the program and the clinical sites associated with the program.
11. I have received a copy of the JRCERT publication: *A Student's Guide to JRCERT Accreditation*.

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Print Your Student Name

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Student Signature

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Date