GRCC
GRAND RAPIDS COMMUNITY COLLEGE

Radiologic Technology Program

Academic and Clinical Student Handbook

2022-2023

Program Overview

Administration and Faculty

GRAND RAPIDS COMMUNITY COLLEGE
143 Bostwick NE
Grand Rapids, MI 49503

College Administration and Faculty
President – Interim - Dr. Juan Olivarez
Provost & Vice President of Academic Affairs- Brian Knetl Ed.D.
Dean for the School of Health Sciences – Lisa Radak, MBA, BHS, RT(R)(T)(CT)
Assistant Dean of Workforce Development – Interim - Dan Sullivan MA, M.Ed.
Program Director, Radiologic Technology – Julie Lackscheide MS, RT (R)(CT)
Educational Clinical Coordinator, Radiologic Technology – Heather Klare MS, RT (R)
Faculty - Traci Grimm BS, RT(R)(CT)

Phone Numbers: Radiologic Technology Department - 502 College Park Plaza (CPP)
616-234-4233 - Program Director, Julie Lackscheide
616-234-3735 - Clinical Coordinator, Heather Klare
616-234-4373 - Faculty, Traci Grimm
616-234-4349 - Program Support Professional, Amelita Fisher

Clinical Affiliates and Clinical Instructors

Radiology Department Chairperson and Educational Coordinator
Spectrum Health – Butterworth/Blodgett Campus-Manager Diagnostic Radiology Melanie Peterson RT (R)
Holland Community Hospital – Radiology Manager – Amanda Wiggins RT(R)
U of M Health - West Hospital, Interim - Radiology Manager – Jen Miller BS, RT(R)(CT)
Trinity St. Mary's Medical Center, Radiology Manager, Meghan Woods BS, RDMS, RVT
Trinity Muskegon Medical Center - Radiology Manager, Kyle DeDario BS, RT(R)
Spectrum Health–Zeeland Community Hospital, Radiology Manager, Stacy Sotke BS, RT (R)
Spectrum Health-United Hospital, Radiology Manager, Jodie Karamol

Corewell Health

Blodgett Campus
1840 Wealthy SE
Grand Rapids, MI 49506
(616) 774-7826

Butterworth Campus
100 Michigan St. NE
Grand Rapids, MI 49503
(616) 989-7999

Helen Devos Children's Hospital
100 Michigan St NE
Grand Rapids, Mi 49503
(616) 989-7999

South Pavilion
80 68th Street SE
Kentwood, MI 49548
(616) 391-8242

Clinical Instructors:
Laura Holstege BS, RT(R)
Marcie Vos RT (R)

Zeeland Community Hospital Location
8333 Felch Street
Zeeland, MI 49464
(616) 748-8704
Clinical Instructor: AJ Prizler, RT(R)

Greenville United Memorial Hospital Location
615 S Bower St
Greenville, MI 48838
(616) 225-6589

Kelsey Hospital Location
418 Washington Ave
Lakeview, Mi 48850
(989) 352-7211

Corewell Health United Memorial Medical Specialty Center
705 S. Greenville Dr.
Greenville, MI 48838
Specialty Center: 616.754.9323

Clinical Instructors:
Leslee Klem, RT(R)(CT)
Katie E. Berrington, RT(R)(CT)

Holland Community Hospital

Main Hospital
602 Michigan Ave.
Holland, MI 49423
(616) 546-4943

Holland UC
Lakeshore Medical Campus
Holland, MI 49426
(616) 494-4250

Holland Lakeshore Medical Imaging
3299 Wellness Drive
Holland, MI 49426
(616) 395-3987

Clinical Instructor:
Melissa Torres RT(R)
Katie Bolhuis RT(R)

Trinity Health

Saint Mary's, Grand Rapids
200 Jefferson, S.E.
Grand Rapids, MI 49503
(616) 685-6215

Southwest Campus/Trinity Health Medical Center
2373 64th St SW
Byron Center, MI 49315
(616) 685-3900

Clinical Instructors
Tamara Twentyman, RT (R)

Muskegon Location
1500 E Sherman Blvd
Muskegon, MI 49444
(616) 672-2000

Clinical Instructors:
Ashley K. Ostwald, RT(R)
Kyle A. DeDario, RT(R)

U of M Health - West Hospital

Main Hospital
5900 Byron Center Ave.
Wyoming, MI 49519
Main Dept. (616) 252-7196

Southwest Campus
2215 44th Street
Wyoming, MI 49519
(616) 252-8300

Clinical Instructor:
Maria Krevda-Carne, RT(R)(M)

Ultra-X Imaging

729 West Ann Arbor Trail
Plymouth, MI 48170
(734) 735-6759

Clinical Instructor: Jordan Rippee RT(R)

Program Mission

The mission of the Grand Rapids Community College Radiologic Technology Program is to demonstrate radiographic skills, critical thinking skills, communication skills, apply radiation safety, patient care, professional attitudes, and lifelong learning characteristics that will prepare students for entry into the workforce of diagnostic medical imaging as a registry eligible radiographer.

Program Goals

Upon completion of the Radiologic Technology Program at Grand Rapids Community College:

Goal #1
Students will demonstrate critical thinking abilities when solving clinical problems.

Student Learning Outcomes:
#1 Student adapts correctly to mobile/trauma radiographic exams
#2 Student modifies exam for non-routine patient (wheelchairs, stretcher trauma, etc.)

Goal #2
Students will demonstrate appropriate communication skills.

Student Learning Outcomes:
#1 Student will be able to demonstrate effective oral communication skills
#2 Student will be able to demonstrate effective written communication skills

Goal #3
The student/graduates will be clinically competent.

Student Learning Outcomes:
#1 Student will apply radiation safety according to ALARA principles
#2 Student graduates will demonstrate positioning skills
#3 Student graduates will select appropriate technical factors

Goal #4
Students will demonstrate professional growth and development.

Student Learning Outcomes:
#1 Student will exhibit professional attributes in the professional setting
#2 Student will determine the importance of continued professional development

Program Philosophy

Radiologic technology is an integral part of the health team. As a health team member, it serves to meet the needs of the community to conserve and promote life. Radiologic technology is a health discipline found in many different settings from the doctor's office to the large general hospital. The role of the technologist is varied and challenging. The technologist's ability to handle and work with many different kinds of patients while setting up technical equipment to yield diagnostic radiographs is of primary importance. The Grand Rapids Community College Radiologic Technology program is designed to provide students with educational opportunities and experiences in the field of radiologic technology.

Accreditation

The program demonstrates a high quality standard of education. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) located at 20 North Wacker Drive, Suite 2850 Chicago, Illinois 60606-3182. The JRCERT contact number is (312) 704-5300.

For further questions or concerns related to the JRCERT standards, refer to their website at www.jrcert.org. In the event the program is alleged to be in noncompliance every effort will be made to resolve the issue immediately. A meeting will take place between all involved parties and if the allegation is determined valid the program will make every attempt to resolve the issue within 30 days. If the program is contacted by the JRCERT regarding an allegation the program will work with the JRCERT and the parties involved to resolve the issue according to JRCERT timeframes.

The college administration provides the program with financial resources. These resources provide unique opportunities for students to gain learning experiences in all phases of radiologic technology. The academic and clinical phase is integrated throughout the program. The curriculum is based on planned educational objectives. The responsibility for planning, supervising, and evaluating selected learning experiences of students rests with the college in conjunction with clinical affiliations. A relationship of cooperation between the college and the clinical affiliations benefit the student. Within this framework, the student gains insight into radiologic technology with different radiologic staff, technical methods and work environments. Ultimately, the student will have received opportunities to become an efficient, high quality medical radiographer.

Academic Regulations and Policies/Completion Requirements

Academic counseling for each student in the Radiologic Technology program is available in the Counseling Academic Support Services office. Although academic counseling is intended to provide effective guidance, each student is responsible for completing his/her program and degree requirements to graduate.

- A minimum of 80 credit hours are required for graduation in the Radiologic Technology major.
- A minimum cumulative G.P.A. of 2.0 is required to remain, or graduate from the Radiologic Technology program.
- A 75% minimum passing score is required for all components of the RT courses. Students must pass the lecture and the lab components with a minimum of 75%. Final course grades below 75% in lecture or lab will require the student to repeat the course both lecture and lab components the next time it is offered. The student will not be allowed to enroll in the next semester's classes. A minimum of 75% is required to pass all clinic courses.
- Certification to take the Registry Examination as given by the American Registry of Radiologic Technologists (ARRT) is granted to the student that fulfills all academic and clinical courses in the RT curriculum.

Policies are subject to change by Program administrative decision. Students will be notified of Program and course changes one semester before policies are implemented.

Program Courses

RT 100 - Orientation to Health Care in Radiologic Sciences Credit Hours: 2
RT 105 - Application of General Patient Care Skills Credit Hours: 1
RT 110 - Radiographic Positioning I Credit Hours: 4
RT 111 - Radiographic Exposure I Credit Hours: 4
RT 112 - Radiographic Positioning II Credit Hours: 4
RT 113 - Radiographic Exposure II Credit Hours: 4
RT 130 - Clinical Practicum in Radiologic Technology I Credit Hours: 3
RT 131 - Clinical Practicum in Radiologic Technology II Credit Hours: 4
RT 207 - Radiation Protection Credit Hours: 2
RT 210 - Radiographic Positioning III Credit Hours: 4
RT 211 - Survey of Medical-Surgical Diseases Credit Hours: 3
RT 212 - Radiographic Positioning IV Credit Hours: 4
RT 213 - Radiologic Technology Capstone Credit Hours: 2
RT 215 - Physics of X-ray Credit Hours: 4
RT 230 - Clinical Practicum in Radiologic Technology III Credit Hours: 4
RT 231 - Clinical Practicum in Radiologic Technology IV Credit Hours: 4
RT 232 - Clinical Practicum in Radiologic Technology V Credit Hours: 4
RT 240 - Sectional Anatomy Credit Hours: 2

Programmatic Policies and Procedures

RT Health Admission Procedures

A new incoming student must meet the requirements for admission to the College before being considered for the RT program. Students who chose to enroll in the Radiologic Technology Program may do so online here. All information about the program is available online here.
The student must:

- Be a high school graduate or have passed the high school equivalency GED (General Educational Development) Test.
- Have a high school or college GPA of at least 2.0.
- Math competency must be demonstrated through any one of the following ways:
  - Math Placement Test (ALEKS) with a score of 30 or higher within the last five years or
  - Completion of MA 098 or higher with a grade of C or higher within the last five years.
- Reading and writing requirement competency must be demonstrated through any one of the following ways:
  - EN 101 with a grade of C or better or
  - Score of 26 on ACT or 400+ on SAT within the last five years or
  - Accuplacer placement test scores of 249+ on the reading portion and 4+ on the written portion within the last five years.
- Earn a grade of C or higher within two attempts in the following courses (a withdrawal is considered an attempt):
  - BI 121: Human Anatomy & Physiology 1.
  - BI 122: Human Anatomy & Physiology 2.
- Pass a Preliminary Criminal Background Check
- Students with felony convictions may be prevented from taking the national registry examination through the American Registry of Radiologic Technologists. This may impact employment options following completion of the RT program. If you think this might apply to you, then you should complete the Ethics Review Pre-Application.
- Pass a 7-panel drug screen.
- In order to be eligible for admission into the Radiologic Technology program, students must have successfully completed any required foundational courses with a grade of at least C.
- In order to be eligible for graduation, Radiologic Technology students must earn a minimum of "C-" in each Radiologic Technology program course.

After program requirements have been met, the following steps are followed:

- The Admissions Office/Health Admission Coordinator will assign a Ready Date and your permanent file will be sent to the Rad Tech Program support professional.
- You will be placed on a deferred enrollment list in chronological order from earliest to latest ready date. Students with identical ready dates are further ranked according to their date of application. In the rare instance where students have identical ready and application dates, they are ranked alphabetically.
- You will be sent a letter announcing your acceptance into the Radiologic Technology Program. The Radiologic Technology Program admits approximately 23 students once each year starting fall semester and ends after completion of 4 semesters & 2 summer sessions.
- Grand Rapids Community College's Academic Probation Policy can be reviewed at the following website: http://www.grcc.edu/AcademicStanding.

Health Guidelines for the Radiologic Technology Students

1. Students will be required to maintain a current record of vaccinations during clinic semesters including:

- TB test results, or Chest X-ray date and report
- Hepatitis B series
- Diphtheria/Tetanus record
- Date of Chicken pox or Varicella injection documentation
- Measles, Mumps, Rubella (MMR) record
- COVID immunization

Additional details:

- Flu vaccine. A flu immunization and TB test or screening must be completed yearly.
- The TB must not lapse.
- Flu vaccine must be acquired no later than November 1.

These results need to be logged into Castlebranch, the Program's designated immunization tracking system. These records are your responsibility to maintain and keep up to date. If your records lapse, you will not be permitted to attend clinical. You will be required to take your one "free day". If that has been used, this will count as an unexcused absence for each day you need to become compliant. (See and follow the unexcused absence policy.)

2. Students will also be required to maintain and provide proof for health insurance coverage during the duration of the program. A copy of the student's insurance card will be collected with the immunization record.

Please note: If the student is injured at the affiliating hospital site, it is the student's responsibility to seek their own medical attention. The affiliating hospital's emergency room or health clinic is not responsible for providing free medical care. The student is not a hospital employee and cannot be treated as such.

3. A student who is pregnant will follow the Attendance/pregnancy procedure as listed in the RT Student Handbook.

4. Each student needs to be aware of the Michigan Recommendations on HBV Infected and/or HIV-Infected Health Care Workers. Any infected student is encouraged to seek confidential counseling from his/her personal physician and is not required to share this information with faculty or health care providers.

*A history of chemical/latex or other sensitivities and/or allergies, which occur in the work or clinical environment, may limit or prohibit your ability to complete the clinical requirements of the program.

5. CRIMINAL BACKGROUND CHECKS of Radiologic Technology Students Criminal background checks are required by all long term care and many acute care facilities. This will involve Campus Police investigating by performing a fingerprint background check. If you have not been a resident of Michigan for the last three years, you will be required to provide fingerprints from your local Police Department to the GRCC Campus Police at your own cost. Failure to provide permission for the background check or a criminal history will result in dismissal from the clinical facility and RT program.

6. DRUG TESTING is required for all Radiologic Technology Students.

*These must be performed at admissions to get on the "ready list" and at the start of the program in the summer semester.

Communicable Disease Prevention (Universal Precautions)

Since transmission of several human diseases capable of causing significant illness and death may occur from contact with "blood, saliva, or other body fluids" their droplets, aerosols, and possibly contaminated laboratory wastes, it is essential that standards of practice which will protect health students, their families, and clients/patients be put in place and enforced. Given the expected increase in persons with HIV antibodies in the total population and given the impossibility of identifying persons who engage (now or in the past) in high risk activities that could result in virus exposure, the only realistic, consistent approach for prevention and control of HIV is the universal application of blood/body fluid precautions to all clients and in all clinical settings. This simplified approach prevents potential transmission of virus infections including hepatitis B, hepatitis C, herpes and cytomegalovirus infections and Creutzfeldt Jacob disease. This approach also establishes a standard that would prevent questions and concerns of classmates/laboratory partners and assist in preserving confidentiality for all patients and students.

The Standards for such protection shall include:

- A basic premise that all patients should be considered potential carriers of contagious disease.
- The strong recommendation that all students obtain immunization, if available, against known diseases transmitted or direct contact with blood, saliva, or other body fluids to help prevent disease transmission.
- The reduction of cross-contamination between treatment areas and non treatment areas such as home and school. Examples include, but are not limited to wearing uniforms from the clinical area to a public place, such as the grocery store.
- The use of "Universal Precautions" at all times when working with any real or simulated client. The following are illustrations of Universal Precautions:
    - Wash hands prior to and immediately after every patient contact.
    - Use gloves whenever there is expected contact with blood and moist body secretions.
    - Gloves must be worn when in contact with blood, body fluids and mucous membranes and for handling items or surfaces soiled with blood or body fluids, or for performing venipuncture and other vascular access procedures.
    - Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.

Radiography Program Communicable Disease Policy - Recommendations for Clinical Experience Restrictions			
Disease/Problem	Relieve from direct pt. contact	Partial Clinical Restriction	Duration
Conjunctivitis	Yes		Until discharges cease antibiotic initiated
Diarrhea, acute with fever, cramps or bloody stools, or lasting more than 24 hrs.	Yes		Symptoms resolve
Herpes Simplex, Genitalia, Orificial	No	Do not take care of high-risk or maternity, infant patients	Until lesions heal
Herpes Zoster (shingles)	No	Do not take care of High-risk or maternity, infant patients	Until lesions heal
Pediculosis	Yes		Until 24 hrs after treatment
Scabies	Yes		Until hrs after treatment
Staphylococcus Aureus (Skin lesions)	Yes		Until lesions have healed

Technical Standards

Students will be required to perform certain physical functions in order to successfully complete the program. You will perform them throughout your course work and/or clinical experience and later in your employment. These functions are not conditions for admission to the program; they are listed for the purpose of alerting you to what physical functions will be expected of you.

Physical Strength

You will assist in transferring patients from the wheelchairs and beds to the x-ray table and vice versa. These patients may be comatose, paralyzed or suffer from some degree of incapacity. You may have to move heavy equipment such as portable x-ray machines to different locations.

Mobility

In the course of performing your duties in radiography you will be expected to stand and reach overhead to position the x-ray tube hanging from the ceiling; you must move quickly in an emergency; you must perform your work standing over a long period of time.

Hearing

You must have the ability to hear sound from a distance of 15 feet--approximately the distance between the control panel and exposure switches and the x-ray table where the patient is being placed. You must also be able to hear faint sound signals emitted by a dysfunctional machine.

Visual Discrimination

You must have vision to enable you to differentiate changing colors of the x-ray films, to read markings on dials, digital monitors etc.

Coordination
Good motor skills, eye-hand coordination skills, and at least sensory function in at least one upper limb are needed to align body parts of a patient with the film. Many other functions also require dexterity, including filling syringes, putting on surgical gloves, and manipulating locks on equipment.

Manual Dexterity
Motor skills such as standing, walking, and writing are all required to perform your duties. In addition, you must have fine motor skills, such as, the ability to insert IV lines, calibrate equipment, draw blood, and so on.

Communication Skills
You must be able to communicate in English orally and in writing. Example: You must be able to read and give directions and instructions and to record health data from patients.

Program Accessibility
The Radiologic Technology Program at GRCC does not discriminate in the admission or treatment of students on the basis of a disability. The RT Program is committed to providing appropriate accommodations for students with disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as state law. If you have any concerns, contact ADA@grcc.edu.

Equipment
RT Classroom and Laboratory Suite
The RT classroom and laboratory Suite is located on Grand Rapids Community College's campus, third floor, Room 329, in the Cook Building. The suite has a large classroom for lecture that will seat about 40 students with a connecting laboratory. The laboratory has four energized X-ray rooms and 5 non-energized X-ray tables and tube stands and X-ray darkroom with an automatic film processor. The laboratory will accommodate 18-20 students. Various X-ray equipment is located in the suite including Kodak and Fuji Digital Film Processors, 4 DR/CR systems, one C-arm, 1 portable, X-ray illuminators, 5 phantom subjects, various phantoms, X-ray cassettes, grids, and other small items.

Laboratory and Equipment Use Policy
All equipment within the radiology laboratory is very sensitive and costly. The students will only use equipment in its intended fashion and follow the following guidelines:

- It is imperative that the student keep three (3) points of contact on the DR (digital radiology) plate at all times (two hands, and body) when carrying. Cost to replace if dropped: $50,000.
- The plate will not be "propped" against any surface. Appropriate holders will always be used.
- Tape is not an appropriate holder.
- The DR plates will be put back into the designated resting spot at the end of each lab and the battery in the back will be placed in the corresponding toaster for charging.
- Pixies/Phantoms will be moved with no less than three (3) people via the slider boards, making sure the head is supported in transfer.
- No students will be allowed to enter exposure rooms without faculty in the laboratory area.
- No exposures will be made without direct/indirect supervision within the laboratory space.
- No repeat exposures will be made without faculty supervision.

Clinical Supervision

While in the radiology department, students will be supervised at all times by the Clinical Instructor (CI) and registered radiographers. According to the Joint Review Committee on Education of Radiologic Technology (JRCERT), the following guidelines must be met:

- No more than ten students shall be assigned to a Full-time Equated (FTE) Clinical Instructor.
- The CI must also maintain a 1:1 student to radiography clinical staff ratio at all clinical settings.
- All radiographs shall be checked and evaluated by a CI or designated radiographer prior to submission for interpretation.
- Students, while in clinical practicum, will be responsible to the Clinical Instructor, and radiology department supervisors and staff radiographers.

Competency Supervision

All Competency Evaluations are to be performed under direct or indirect supervision of the CI or registered radiographer. The radiographer providing the supervision will grade the competency.

Repeat Image Procedure

(See Student Safety & Affirmation Signature Form)
Students are encouraged to take part in all aspects of the Clinical Practicum experience. There is a natural evolution of participation. It should proceed as follows:

- Observation
- Assistance
- Perform procedure under direct supervision
- Perform procedure under indirect supervision

In each of these situations, if there are radiographs on a patient that must be repeated, all repeat radiographs are to be done under direct supervision by the Clinical Instructor or registered radiographer. This repeat procedure holds true whether it is the student's first day or the last day that they are in the clinical setting.

If this policy is violated, it will result in probation for the remainder of the semester. If it occurs again during the remainder of the time the student is in the program, they will be dismissed from the program.

*This repeat procedure is to be posted and adhered to at all clinical sites.

Social Media Policy

The Radiologic Technology Program follows and abides by GRCC's (Grand Rapids Community College's) Technology and Social Media Policies:

- Acceptable Use of Technology
- Acceptable Use Agreement

If the student violates the above conditions of conduct, the following action will occur:

- Student will be notified that conditions of conduct have been reported and must meet with the Program Director and Clinical Coordinator.
- The student will be asked to meet with the Director of Student Life and Conduct.
- Appropriate action will be determined by the Dean of Director of Student Life and Conduct &

Dean for the School of Health Sciences.

- Possible Actions:
    - a. Action Plan to be completed
    - b. Lowering of clinic/course grade
    - c. Probation

Buckley Amendment (FERPA)

All student records, hospital and patient records are confidential in nature. Requests for information about student or patient should be referred to the Program staff and/or Clinical Instructor or designated person. Students are expected to maintain confidentiality regarding all patients and/or staff information.

Clinical Assignment Procedure

Student clinical placements will be randomly assigned to a clinical placement template.

- Sites located outside of the Grand Rapids area will be offered to students living near the area first.
- Once all clinic assignments have been posted, there is a brief 20-minute opportunity within the classroom to voluntarily trade sites with other students.
- All rotational site placements are predetermined by the program.

Incomplete Clinical Assignment

If a student is unable to complete the required semester clinical assignments, the student will be administratively withdrawn from the clinical course or given a failing grade for not completing the course objectives and requirements. Depending upon significant circumstances, the student may receive an incomplete (I) grade. All incomplete aspects of the clinical assignment must be completed prior to the following semester to progress in the program.

Radiation Safety Policies and Procedures

Radiation Safety Rules and Regulations

All RT students will be given a digital radiation badge to be worn at the clinical site when assigned to the clinical area. Students should follow radiation safety guidelines at the affiliating hospital's radiology department.

These guidelines include:

- RT students must protect themselves from radiation by staying behind (lead) barriers.
- Increasing distance away from the primary beam and secondary and/or scatter radiation.
- Using short exposure times.
- Reducing the field of exposure when possible to protect the patient.
- Wearing of lead apron during any of the following procedures is required:
  - Fluoroscopy
  - Surgical procedures
  - Portable procedures
  - Any other procedure where the student could be exposed to any radiation.

The Program maintains that GRCC RT students must not hold a patient during radiographic examinations. Students SHOULD NEVER put themselves in the path of the primary beam for any reason.

Personnel Radiation Monitoring

To comply with all Nuclear Regulatory Commission (NRC) and State of Michigan Licensing and Regulatory Affairs regulations and to ensure that all students/interns are monitored and that monitoring is done appropriately.

- A radiation monitoring badge, will be furnished by GRCC to all students working in areas where ionizing radiation is in use in accordance with the judgment of the radiation safety officer and as required by state and federal regulations.
- Students will wear the radiation monitoring badge at all times when they are present in the clinic or laboratories utilizing ionizing radiation.
- A record of each monitored student's radiation exposure will be maintained by the radiation safety officer. These records will comply with 10 CFR 19 and 20 and State of Michigan Rules for ionizing radiation. Exposure reports are accessible to students and posted in their laboratory areas.
- At no time may a student's radiation badge be intentionally exposed to radiation unless being worn properly by that student.
- Collection and distribution of radiation badges for routine processing will be the responsibility of the Radiation Safety Officer or designee.
- Assigned radiation badges shall be worn at all times while working in clinical and lab environments.
- Correct placement of monitoring badges – A single body badge should be worn at the neck, outside of the lead apron.
- Radiation badges are reported out on a quarterly basis. To facilitate the reading of badges, doses should be quarter.
- The radiation badge is the responsibility of the student. Do not tamper with the badge (example, opening), and report loss or damage to the badge immediately to the radiation safety officer or designee.

- Do not wear the badge when working at another institution or area of the clinic, as these badges are used to indicate the working conditions of your assigned clinic or laboratory.
- Do not wear your monitoring badges if you are receiving ionizing radiation exposure as a patient.
- The radiation safety officer should be notified of all new students prior to their placement in clinics or labs utilizing ionizing radiation.
- It is the responsibility of supervisory personnel to see that the above rules are observed and to report radiation protection problems to the RSO.

GRCC Radiation Monitoring Policy Reviewed July 2022

Radiation Badges

Rules to follow:

- The digital badge will be attached to the student's collar or clothing near the neck and the badge will face outward showing the badge's colored radiation.
- The digital badge will be processed on a 3-month basis either by the student, instructor, or lab assistant.
- The digital badge must not be worn if the student becomes a patient during any radiological procedure. The badge must be removed to a safe place before X rays are given.
- Care of the radiation badge:
    - Do not leave the badge unattended in a radiological room that dispenses radiation.
    - Remove the badge from your uniform at the end of your work day.
    - Many badges are lost when the student washes their uniform while the badge is still attached. Please be careful with your badge.
    - Do not leave the badge in a vehicle during the summer months especially if the inside temperature reaches well over 100 degrees F.
    - If you lose your badge please inform Julie Lackscheide, Radiation Safety Officer @ (616) 234-4233 or jlackscheide@grcc.edu and Heather Klare, Clinical Coordinator @ 234-3735 or heatherklare@grcc.edu. See following Proper Dress policy.
    - Please be responsible for taking care of your badge.

Digital radiation badges will be provided to the student by the college at no cost to the student. The student will receive one badge only for clinical experiences at the college and/or off-site experiences. A second radiation badge may be assigned if the student self discloses pregnancy. (See policy below) After the completion of the clinical shift the badges must be stored in a designated place or maintained by the student. Students are responsible to process digital radiation badges once every three months - usually by the 10th of the month. The College is responsible for processing the badges on a three-month basis and monitoring the results. Further, the College will inform the student if radiation badge readings are above normal limits.

Radiation Safety

Pregnancy Policy

The Radiologic Technology Program has developed and adopted the following radiation safety pregnancy guidelines. Female radiographer students will make their own choice whether or not to declare pregnancy. A declared pregnant woman is "a woman who has voluntarily informed, in writing, to the College's Radiation Safety Officer of her pregnancy and the estimated date of conception". The pregnancy declaration may be retracted if done in writing. It is the student's responsibility to notify the Radiation Safety Officer when she is no longer pregnant so that the fetal badging may be discontinued. If you choose to declare your pregnancy in writing, a lower radiation limit will apply to you according to the standards set forth by the State of Michigan's Radiation

Rules. If you choose not to declare your pregnancy, you will follow the same radiation protection guidelines that other (non-pregnant) students follow while in the Program.

Options:

- Continuing the Program without modification or interruption. This means the student would agree to attend and complete all classes, clinical assignments, and competencies in a manner consistent with her peers within the guidelines set forth by the individual instructor(s) and Grand Rapids Community College.
- Continuing the Program with modification of clinical assignments. This means the student would have the choice to delay clinical assignments and/or competencies in areas such as fluoroscopy, MRI, angiography, portables, and surgery. Even though every effort would be made for the student to accomplish the aforementioned clinical assignments and/or competencies during the 22 months of the Program, the Program may need to be extended to accomplish this.
- Students may take a one-year leave of absence from both the didactic and clinical portion of the Program.

Program Re-Entry

If the student is interested in returning to the RT Program, it will be based upon space availability in the RT Class, (contingent upon maximum class number) clinical site (on-site capacity) and past student performance. The student must notify the Program Director of his/her intention to come back into the Program by April 1 for return of the fall semester, September 1 for return of the winter semester, or January 1 for the summer semester of the year that they wish to enter. Students that drop out of the Program for whatever reason will follow the same admission procedure based upon space availability. **Please Note:** A student that drops out of clinical practice for three or more semesters will be required to enroll and repeat the previous semester's didactic positioning course and then will be allowed to enroll in the clinical course.

Student Protection

The pregnant student will be given two radiation badges to be worn on the uniform at the collar and waist while working in the clinical area or classroom/lab. The collar badge will be worn outside the lead apron and the waist badge under the lead apron during conditions that require the use of the lead apron. The Program will follow the guidelines established by the Michigan Department of Public Health, Division of Radiologic Health entitled, Ionizing Radiation Rules Governing Radioactive Material and Electronic Product Radiation set forth in General Provision R325.5205 Dose limits, Rule 205. The Maximum Permissible Dose Equivalent for Occupational Exposure for fertile women (with respect to fetus) 500 mR during the entire gestation period. The College's Radiation Safety Officer will review your radiation protection & may make certain recommendations regarding your work assignments by taking a conservative approach to reduce the dose to the embryo/fetus. Generally, you are not prohibited from working in or frequenting radiation areas. If a situation is identified in which the anticipated dose to the embryo/fetus is likely to exceed the established limits, then an alternative approach may be taken. Please contact the College's Radiation Safety Officer at any time, if you have questions or concerns regarding your radiation safety. Further, contact your Clinical Instructor and review the Radiation Safety Guidelines of your assigned clinical affiliation. You as well as all students in the Program should follow good radiation safety practices.

Notification of Radiation Monitoring Incidents

Grand Rapids Community College utilizes quarterly radiation monitoring badges for the Medical Radiography, Dental Hygiene, and Dental Assisting Programs. All exposure reports are reviewed and signed by the Radiation Safety Officer. In the event that an over-exposure event occurs, the State of Michigan, Department of Community Health, Radiation Safety Section will be notified.

The State of Michigan, Radiation Safety Section, Radiation Safety Rules state that a licensee or registrant shall notify the department when radiation over exposure occurs.

In accordance with Rule 247 of the Michigan State Ionizing Radiation Rules, as a licensee with the State of Michigan, Grand Rapids Community College, shall *immediately* notify the state by telephone of any incident involving any source of radiation which may have caused any of the following: A dose to the whole body of any individual of 25 rems or more of radiation: a dose to the skin of the whole body of any individual of 150 rems or more of radiation, or a dose to the feet, ankles, hands or forearms of any individual of 375 rems or more of radiation.

In accordance with Rule 247 of the Michigan State Ionizing Radiation Rules, as a licensee with the State of Michigan, Grand Rapids Community College, shall *within 24 hours* notify the state by telephone, of any incident involving any source of radiation which may have caused any of the following: A dose to the whole body of any individual of 5 rems or more of radiation: a dose to the skin of the whole body of any individual of 30 rems or more of radiation, or a dose to the feet, ankles, hands or forearms of any individual of 75 rems or more of radiation.

In accordance with rule 250 (Reports of Overdose) the Grand Rapids Community College, in addition to the notification listed in Rule 247, shall within 30 days, report in writing any over-exposure. The Radiation safety officer shall report each radiation exposure received by an individual, in excess of any applicable limit set forth in Rule 247. The report shall describe the extent radiation dose received by individuals and corrective steps taken or planned to assure against recurrence.

Follow up procedures and recommendations will be given by the Michigan State Radiation Safety Section. The exposed individual will be notified within 24 hours of the report being made to the state.

Monitoring badge reports will be reviewed by the GRCC (RSP) Radiation Safety Person, and if any radiation monitored individual exceeds 10 % of their allowed dose they will be contacted and given a letter of exposure notification.

GRCC State Overexposure Notification

Remediation and Associated Policies

Student Action Plan-Clinical Practicum/Didactic Courses

The student action plan is used for students as an intervention. If a student is noticeably lacking in any area (clinical or didactic) the student will be asked to complete a student action plan.

*Form can be found in the forms section of the handbook.
*See violation pathway below.

Probation Procedure – Clinical Practicum Courses

If a student fails any portion of the clinical practicum, including any categories on the following areas:

- Mid-Term evaluation
- Clinical Instructor's requirement or evaluation
- Affective Objectives
- Clinical Evaluation
- Competency Evaluation grade
- Average of the Final Grade

An action plan will be initiated, along with the student being placed on probation, for the following semester. In the clinical practicum semester that follows, if the student passes all of the previously stated areas with 75% or higher, the probation ends. If the student fails any portion of the probationary semester, it will result in a final grade of "F".

Program Dismissal/Withdrawal/Repeat Policy

Due to the sequential nature of the RT Program in order to assure the student's success the following guidelines will be observed:

- If a student fails any RT course including a clinical practicum course, the student may have the opportunity to repeat the RT course when offered the next year at the discretion of an appeals committee consisting of the RT program director and a faculty member and another health profession faculty member.
    - Considerations that will negatively impact the committee's decision for a request to repeat the RT course/clinical practicum placement include, but are not limited to: unprofessional behavior, poor attendance, failure to complete assignments, inappropriate interpersonal skills, failure to follow policies, clinical practicum evaluations and/or not being receptive to supervisor feedback. If it is determined that these identified student behaviors contributed to the failure of a course/clinical practicum experience the student will be dismissed from the program without the opportunity to repeat. If it is determined that the student is able to repeat the student will be placed in the next RT cohort group. The student must notify the program director of their intent to repeat by specified time line indicated by the program director.
- If a student receives repeated ethical violations or documentation of unsafe practice to patients/themselves/peers, the student will be dismissed from the RT Program without the ability to re-enter. (See Violation Pathway below.)
- If a student has completed all aspects of the Violation Pathway, the student is no longer eligible for re-entry to the program.
- If a student fails two RT courses regardless of when they occur in the program, the student will be dismissed from the RT program. The student will not be eligible for re-entry.

- If a student withdraws from any RT course(s) and is not in good academic standing the student will be dismissed from the RT program. The student must reapply to the RT program to take RT classes. Good academic standing is defined as a grade of C or better in the class at the time of the withdrawal.
- If a student withdraws for reasons not related to academic performance and is in good academic standing, the RT classes must be resumed one year after withdrawal date. Failure to resume the RT classes within one year will result in withdrawal from the RT program.
- A student who has been dismissed from the RT program will not have the ability to reapply to the RT program.

*Some violations will result in immediate dismissal from the RT Program, including but not limited to, those listed in the student handbook. The Program will determine these on an individual basis.

Violation Pathway
Violation → corrective education → 2nd violation or not corrected → action plan though remainder of semester and potential student code of conduct referral → 3rd violation or not corrected → probation → 4th violation or not corrected → dismissal without the ability to re-enter

Program Academic Grievance Procedure

Step 1: Any student who has a grievance/complaint against a Radiologic Technology faculty member, is encouraged to approach the specific faculty to attempt to resolve the grievance. The student has 5 business days to approach the faculty member to lodge a grievance/complaint. The student's complaint will be listened to (by faculty members involved) carefully and every effort will be made to respond in a fair and unbiased manner within 5 business days.

Step 2: If the student's grievance is not resolved through Step 1, the student should next approach the Radiologic Technology Program Director within 2 business days following the faculty member's decision. The Director, after hearing the student's grievance and in an effort to resolve the issue in a fair and equitable manner, should consider scheduling a meeting with all concerned parties within 2 business days. The final program decision will be made within 2 business days. The student will be required to meet with the Director. At this time the student will be given written confirmation of the program's decision.

Step 3: If the issue is not resolved at Step 2, the student has five business days to initiate the Formal Grade Grievance Process by completing a Grade Appeal Form and delivering it to the Associate Dean for the School of Health Sciences. The Associate Dean has 15 school days from contact to discuss the situation with the student and instructor, and, if necessary, department head/program director, and make a written decision to:

- 1. deny the request for a change of grade, or
- 2. Move forward with the Formal Grade Grievance Process by convening the Academic Governing Council (AGC) Grade Appeal Hearing Committee.

The Associate Dean may deny a request for a change of grade and decline to refer the grievance to the AGC Grade Appeal Hearing Committee in the following instances:

- When the instructor has followed the guidelines set forth in his or her syllabus.
- When the instructor has followed college policies and procedures that would impact the student's grade.
- When the student provides no evidence that he or she was treated in a partial or otherwise unfair manner.

- When the student provides no evidence that a grade was miscalculated.
- Other cases may exist in which an Associate Dean may deny a grade change request.

Written notification of the Associate Dean's decision and rationale will be sent to the student, instructor, and appropriate department head/program director.

The Associate Dean's decision at this stage is final and binding. However, in cases in which a student's final grade results in expulsion from a program, the decision will be forwarded from the Associate Dean to the AGC Grade Appeal Hearing Committee, if the student so requests and if the student has followed all the steps of the Informal Process.*

Step 5: If the Associate Dean's decision is to convene the AGC Grade Appeal Hearing Committee, its Chair shall do so within 10 school days. The Grade Appeal Hearing Committee shall be a standing committee of the Academic Governing Council. The Committee shall be composed of five members and shall include three faculty members, one academic administrator and one student. The Chair of the Hearing Committee shall be an appointed faculty member. The student shall be a member of the Student Congress.

In a case where any member of the AGC Grade Appeal Hearing Committee (faculty member, student, or administrator) is involved in the grade dispute at hand or is otherwise unavailable, an appropriate substitute member will be appointed by the AGC Executive Board to the Committee for that case. The Educational Support Professional working with the academic administrator serving on the Hearing Committee shall serve as Recording Secretary (a non-voting position) for the Committee. Hearings also will be audio-recorded. Students may have a support person/advisor with them at the hearing, but that person has no role at the hearing other than to advise the student. The support person/advisor will not be permitted to ask or answer questions, or to make arguments. Both the student and the instructor shall be invited to attend the Hearing Committee.
If either the student or the instructor fails to appear before the Hearing Committee, a decision will be made based upon the information that is presented at the Hearing and evidence already submitted during the grievance process. The Hearing Committee will present its written decision to the student (via first-class mail), instructor, and appropriate associate dean within five school days of the hearing.

If the Hearing Committee finds in favor of the student, it shall ask the instructor and, if necessary, the appropriate associate dean to submit a Change of Grade Form to the Registrar's Office within 5 school days of the written notification. The decision of the AGC Grade Appeal Hearing Committee is final and binding.

Program Non-Academic Grievance
For any grievance other than academic, the student should follow the following steps:

Step 1: Any student who has a grievance/complaint against a Radiologic Technology faculty member is encouraged to approach the specific faculty to attempt to resolve the grievance. The student has 5 business days to approach the faculty member to lodge a grievance/complaint. The student's complaint will be listened to (by faculty member involved) carefully and every effort will be made to respond in a fair and unbiased manner within 5 business days.

Step 2: If the student's grievance is not resolved through Step 1, the student should next approach the Radiologic Technology Program Director within 2 business days following the faculty member's decision. The Director, after hearing the student's grievance and in an effort to resolve the issue in a fair and equitable manner, should consider scheduling a meeting with all concerned parties within 2 business days. The final program decision will be made within 2 business days. The student will be required to meet with the Director. At this time the student will be given written confirmation of the program's decision.

Step 3: If the issue is not resolved at Step 2, the student has five school days to contact the Associate Dean for the School of Health Sciences. The Associate Dean has 15 school days from contact to discuss the situation with the student and instructor, and, if necessary, department head/program director, and make a written decision to respond.

Step 4: If the issue is not resolved, the complaint will then be addressed by the Student Feedback Management Team. The Associate Provost and Dean of Student Affairs, chairs this committee. The committee will have 15 days to respond.

*If the student is not sure about how to get a complaint to the correct department, the student affairs webpage has all of the appropriate links. They can be found at https://www.grcc.edu/studentaffairs/studentcomplaintprocess#AcademicConcerns.

Code of Conduct

Honesty/Professional Ethics Policy

Radiologic Technology students are expected to adhere to high standards of professional ethics and academic honesty. Because of the nature of the work, these behaviors may affect the life and safety of clients. To that end, the Radiologic Technology faculty has adopted the following policy:

The following behaviors shall not be tolerated:

- Cheating
- Copying
- Lying
- Plagiarism
- Withholding pertinent information
- Stealing
- Falsification of records
- Breach of confidentiality
- Giving false information
- Etc.

A student who is found to have violated this policy will be immediately dismissed from the course, and may be permanently dismissed from the Radiologic Technology Program, and/or the College.

The following steps will be followed:

- The instructor involved with the incident of dishonesty shall provide written documentation to the Director of the Radiologic Technology Program.
- The student may appeal the decision of the faculty to the Program Director within 2 school days by submitting a letter containing pertinent information. (The Program Director may bring the instructor and the student together). The Violation Notice and a written record of the interview shall be placed in the student's file with copies to the student, the Director of Radiologic Technology Program and the Assistant Dean for the School of Health Sciences.
- The RT Program Director shall render a decision within two school days of the meeting.
- The student may appeal the decision of the Program Director in writing, giving pertinent information, by submitting a letter to the Assistant Dean for the School of Health Sciences within two school days of receiving written notice of a violation of the Dishonesty/Violation of Professional Ethics Policy.
- The Assistant Dean shall render a final decision on the matter within two school days. The Dean for the School of Health Sciences, or Vice-President of Academic Affairs will act in the absence of the Program Director, Assistant Dean or Dean.

Conduct

The Clinical Affiliation and the College reserve the right to refuse admission to the clinical site of any Radiologic Technology student who is involved in any activity not considered professional or conducive to proper patient care. Students must follow employee guidelines of affiliating hospitals and clinics. Students will:

- Report to the Clinical Assignment in an alert condition.
- Report to the Clinical Assignment in the proper complete uniform.
- Not be in possession of drugs or liquor, nor engage in their use while on Clinical Assignment.
- The Clinical Affiliation must comply with the State and Federal laws regarding drug and alcohol abuse.

The following is a list of behaviors that will not be tolerated for any reason.

- Stealing.
- Sleeping during the clinical assignment.
- Engaging in theft of any articles from the Clinical Affiliation.
- Engaging in immoral conduct, as defined by Clinical Affiliation rules and regulations, and the college's Student Handbook while on Clinical Assignment. Adhere to appropriate guidelines as published by the College for initiation of grievances concerning any aspect of clinical course-work. This includes maintaining a professional attitude when in the presence of other students, staff technologists, program faculty, physicians, and patients.
- Engaging in abusive physical behavior and/or abusive language.
- Smoking/vaping at an assigned clinical setting.
- Eating in areas not specifically designated for that purpose.
- Leaving the Clinical assignment for meals, or clock in early or late for meals.
- Using clinical affiliation telephone for personal use; cell phones can be used during breaks and meals.
- Refusing to accept assignments by the Clinical Instructors commensurable with their capabilities, or to take directions from an individual designated by the clinical supervisor.
- Leaving their assigned area within the Radiology Department.
- Punching in or otherwise filling in the attendance record of another student.
- Accepting any type of gratuity or "tip" from a patient or a patient's family.
- Reporting to the clinic under the influence of drugs or alcohol.
- Excessive tardiness or absenteeism
- Committing any acts that are considered unsafe to oneself, staff, or patients.
- Committing any violations of hospital/clinic rules and regulations.

* Note: Hospital/clinic has the right to refuse admission to students that violate the conduct guidelines.
*Any student convicted of a felony during their tenure in the program shall be dismissed from the program.

See the ARRT code of ethics here.
See GRCC code of conduct here.

Clinical Education & Clinical Instructor Role

Clinical Education & Clinical Instructor Role

Clinical Education Centers

There are many factors involved in providing quality clinical education for the radiography program to be successful.

- One of these factors is the effectiveness of the clinical education center. These institutions offer the facilities and staff to accomplish course objectives set by the program and provide supervised competency based radiography training.
- Hospitals, imaging centers and health care clinics all contribute to the professional development of the radiography students. The Grand Rapids Community College Program is affiliated with multiple clinical education centers within 60 miles of GRCC.
- While enrolled in the program, students will be assigned to at least two of these institutions.
- By allowing the student to train in these different health care facilities, we hope to enhance the learning experience by exposing the student to a variety of medical modalities, radiographic procedures and expertise of departmental staff.
- When working in the affiliating hospital's radiology department, the student is required to observe the regulations imposed by the cooperating clinical facility on its employees in connection with patient welfare.
- The student's assigned academic & clinical schedule must be strictly followed by the student.

Clinical Instructor's Role

While at the clinical site, the student will be under the supervision and guidance of the Clinical Instructor.

- As an on-site representative of the radiography program, the Clinical instructor establishes the means for the students to accomplish course objectives in the radiology department and enforces regulations according to program policy.
- Faculty are in accordance with the JRCERT's list of responsibilities.

Responsibilities of the Clinical Instructor:

- Knowledge of program goals.
- Provide opportunities for radiography students to observe and participate in clinical education.
- Interpret policies and regulations of the affiliate institution to the radiography student.
- Plan learning activities for the radiography student which draws upon and enriches college course curriculum by understanding the clinical objectives and clinical evaluation system.
- Assign student radiographers to the appropriate radiographic areas. The clinical instructor understands the sequencing of didactic instruction and clinical education.
- Provide students with clinical instruction and supervision.
- Confer regularly with departmental staff on the student's clinical performance.
- Provide feedback to program faculty regarding the student's clinical performance and evaluation.
- Counsel students when necessary regarding clinical performance and completing course objectives.
- Coordinate the evaluation of the student's overall clinical performance.
- Maintain a confidential folder on each student and their performance. Included should be any attendance and/or anecdotal records.
- Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development.

- Responsibilities of the Clinical Staff:
- Understand the clinical competency system.
- Understand requirements for student supervision.
- Support the educational process.
- Maintain current knowledge of program policies, procedures, and student progress.

Clinical Instructor Resources
The purpose of the teaching organization is to coordinate topics and demonstrate similar teaching between affiliates. Every Clinical Instructor is given access to a secured shared drive that includes:

- Semester specific teaching guidelines
- Student Handbook
- Programmatic annual calendars
- Student semester progress information
- Student Clinical Assignments

Clinical Supervision
While in the radiology department, students will be supervised at all times by the Clinical Instructor and registered radiographers. According to the Joint Review Committee on Education of Radiologic Technology (JRCERT).

- No more than ten students shall be assigned to a Full-time Equated (FTE) Clinical Instructor.
- The Clinical Instructor must also maintain a 1:1 student to radiography clinical staff ratio at all clinical settings.
- All radiographs shall be checked and evaluated by a CI or designated radiographer prior to submission for interpretation.
- Students, while in clinical practicum, will be responsible to the Clinical Instructor, and radiology department supervisors and staff radiographers.
- See Direct and Indirect Supervision Policy.

Student Clinical Dress Policy
Proper dress is to include proper photo ID as issued by the student's clinic site, their radiology film badge, black scrubs embroidered with the GRCC student logo, and proper footwear. All student technologists are expected to be neat and clean in appearance and dress appropriately for all occasions and clinical assignments.

- Students must be in compliance with the Clinical sites dress code.
- Hair should be neatly groomed and styled to avoid contact with the patient.
- Comfortable, clean shoes will complete the uniform. Shoes with open toes, sandals, or holes of any kind are not acceptable.
- Jewelry should be minimized, students will be working with equipment and patients, and accidents can occur.

These need to be followed and if any doubt should arise as to appropriateness of a particular uniform or the overall appearance of a student, they may be asked to leave the clinical facility until a correction is made. Absence policy will apply.

- First improper dress day: Students will be allowed to return to the clinic site at 11:30am and they must make up the hours missed.

- Second improper dress day: Student will be sent home and will be counted as an unexcused absence. All penalties will be enforced in compliance with an unexcused absence as noted in the student handbook.
- Third improper dress day: Student will be sent home and will be counted as a second unexcused absence. All penalties will be enforced in compliance with a second unexcused absence as noted in the student handbook.

Clinical Identification & Radiographic Markers
Clinical affiliates require that students wear a Clinical identification badge. The following guidelines must be followed:

- The badge is the property of the affiliate and must be returned when the student completes their clinical education assignment.
- If a student reports to a clinic without their badge, they are required to retrieve it and the absence policy will be applied.
- Students are required to use their own radiographic markers when in the GRCC labs or performing radiographic procedures in the clinical setting.
- The first set of Radiographic film markers are provided by the GRCC program.
    - Any additional marker sets are the responsibility of the student.

Clinical Reporting Guidelines
Students are directly responsible to the Clinical Instructor and radiology staff of the assigned affiliating hospital.

- All GRCC affiliates are recognized as teaching hospitals and radiographers within the radiology department are responsible to educate students.
- Should any operational or personality problems arise, the Clinical Instructor should be consulted first.
- If the situation still cannot be rectified at the level, the GRCC Clinical Coordinator should be consulted.

Clinical Incident Report
The CI will fill out an internal incident report for any incident involving a student.
The incident report will be forwarded to the Clinical Coordinator and Program Director to be placed in the student's file. If further action is required, an Action Plan will be implemented.

Clinical Orientation
Clinic Site specific orientations are required to be completed. This may include a site visit prior to the beginning of the first day of clinic. The penalty for not completing orientation by the assigned date (determined by the individual clinic site) will result in an unexcused absence for each day missed.

- First year students must schedule their clinic orientation prior to the end of the Fall semester. Orientation must be completed prior to the first day of the Winter semester.
- Second year students must schedule and complete clinical orientation for their rotation site prior to the scheduled GRCC spring break.

Clinical Interdepartmental Scheduling
While in the clinical site, the students will be assigned to a variety of general diagnostic areas within the radiology department. The interdepartmental clinical schedule is under the direct supervision of the Clinical Instructor.

Specialty rotations will be allowed in the final Winter and Summer semesters RT231 and RT232. For a student to be in this rotation, they must display entry level abilities of a fully trained radiologic technologist. These rotations are considered voluntary and are not a requirement of the program.

- Computed Tomography
- Mammography
- Magnetic Resonance Imaging
- Interventional Radiology
- Cardiac Cath Lab
- Ultrasound
- Nuclear Medicine

If one of these modalities is not available to you at your assigned clinic site, contact your Clinical Coordinator. You must request the observation within the first two weeks of the semester. Every effort will be made to accommodate an observation request.

Student Evaluation of Clinical Site
Accreditation requires that students provide feedback on their assigned clinical site at the end of semester. The student evaluates the Clinical Instructor and the Film Educational Seminar or Film Critique. The Program then can use these responses to benchmark how each CI is teaching and for Program Assessment.

- A survey will be emailed at least 2 weeks prior to the end of the semester.
- The surveys are required to be completed by the last date of the semester.
- Students that do not complete the survey by the required time will receive an incomplete for their clinical course.
- The student must contact the clinical coordinator for any grade adjustment upon completion of the survey.

Transportation To and From Clinical Site
Students are responsible for their own transportation to and from campus and all assigned clinic sites.

- If a student that is car-pooling must leave the clinic prior to the end of the shift requiring other car-pool students to leave, all are subject to the following absence policy & its consequences.
- All transportation is at the student's expense.

Clinical Personal Calls & Cell Phone Usage
Department phones may not be used for personal calls except for emergencies. The following guidelines must be followed:

- Cell phones may not be carried during clinic hours.
- Messages can only be checked during the lunch allotment
- Cell phones may be used for studying during clinical with the permission of the Clinical Instructor or Radiology Lead only.

Clinical Education Rotation Policy
Students enrolled in clinical courses will be assigned to an affiliating base hospital radiology department and one other radiology department for seven-week rotation.

- During the Winter semester RT 230 students will rotate the second seven weeks upon returning from the GRCC scheduled spring break.
- Clinical rotation scheduling is the responsibility of the Clinical Coordinator

- Clinical rotation assignments are based on space availability, and equal distribution of clinical experiences for all students.
- The student can request a change of rotational site with the **Clinical Schedule Transfer Form (link at bottom of section)**. Changes are made on an availability basis along with rationale for change.
- The Clinical Schedule Transfer Form must be completed by the end of the Fall semester. Determinations will not be made until 4 weeks prior to the rotation.

Clinical Final Grade Audit Conference

The final grade for clinical education courses are recorded by the Clinical Instructor based on completion of assignments and scores on performance evaluations.

- During the final week of the semester, students will meet with the Clinical Instructor to ensure that all information is reviewed on the Final Grade Audit Report.
- Due to Radiology Clinical staffing no student is allowed to take their Free Day the final week of clinical due to this conference requirement.
- Students will receive their grade & appropriate feedback for their semester performance.
- Clinical Instructors collect required signatures, and return to Clinical Coordinator.
- If a conference does not occur due to unforeseen circumstances the Student will have a conference with the Clinical Coordinator.

*See Clinical Transfer form in forms section.

Clinical Hours Requirement

Clinical Hours Requirement Schedule

Clinical hours vary by clinical site between the hours of 6 am and 10 pm. The schedule will be determined by the semester of the program, and cohort.

First Year Cohort Winter: Tuesday and Thursday plus lunch allotment

- 7.5 Hours per shift plus Lunch allotment
- 8:00 a.m. to 4:15 p.m.
- Mid shift assignment: Varies per clinical site
- 1:45 p.m. to 10:00 p.m.

First Year Cohort Summer: M-F depending on schedule 37.5 hours per week.

Clinical shift options:

- Three 10 hour shifts plus 7.5 shift plus lunch time allotment
- Five 7.5 hour shifts plus lunch time allotment
- Once the desired shift is selected, no changes will be made for the duration of the semester.
    - First shift assignment: 8:00 a.m. to 6:45 p.m. x 3 days
    - First shift assignment: 8:00 a.m. to 4:15 p.m. x1 day
    - Mid shift assignment: Varies per clinical site
    - Off shift assignment: 11:15 a.m. to 10:00 p.m. x 3 days
    - Off shift assignment: 1:45 p.m. to 10:00 p.m. x1 day

Second Year Cohort: Monday, Wednesday, and Friday

- 7.5 Hours per shift plus lunch allotment
- 8:00 a.m. to 4:15 p.m.
- Mid shift assignment: Varies per clinical site
- 1:45 p.m. to 10:00 p.m.

Second Year Cohort Summer: M-F Depending on schedule 37.5 hours per week.

- Three 10 hour shifts plus 7.5 shift plus lunch time allotment
- Five 7.5 hour shifts plus lunch time allotment
- Once the desired shift is selected, no changes will be made for the duration of the semester.
    - First shift assignment: 8:00 a.m. to 6:45 p.m. x 3 days
    - First shift assignment: 8:00 a.m. to 4:15 p.m. x1 day
    - Mid shift assignment: Varies per clinical site
    - Off shift assignment: 11:15 a.m. to 10:00 p.m. x 3 days
    - Off shift assignment: 1:45 p.m. to 10:00 p.m. x1 day

*Per Accreditation students cannot exceed 10 hours per day/40 hours per week.
*Students cannot switch clinical days/shifts unless previously approved by Clinical Instructor and assigned faculty member.

Lunch Allotment

- Students will be given a 45 minute lunch break in addition to their 8 or 10 hour shift.
- These 45 minutes reflect the 30 minute meal time and 15 minute personal time formally allotted to students.
- Students may not leave the hospital campus during lunch time allotment.
- This is due to GRCC Insurance Policy, and nonnegotiable.

- Students who take prolonged lunch break without permission of the CI and/or supervising radiographer will be in violation of Program policy.

Off Shift Assignment

Radiographers work a variety of hours in a 24-hour period, every day of the week. Each shift can require different responsibilities and skills to be efficient at one's position. As student radiographers, it is to your advantage to experience these variations and gain the skills needed to function on these shifts.

The following objectives are met with off shift clinical rotations:

- Observe and relate the role of the radiology department with that of the other hospital service departments under other than normal clinical hours.
- Participate and conduct general patient care functions relative to the care in the radiology department without a normal staff of radiology personnel.
- Assist and perform varying technical exposure factors of mAs, kVp and distance.
- Assist and perform easy, difficult, and uncommon radiographic examinations in accordance with departmental policy and at the discretion of the clinical preceptor and room technologists.
- Assist and perform any other duty which may be assigned to an evening or second shift technologist, in accordance with departmental policy for student activities.

To broaden the educational experience in the clinical setting, students will be required to do the following:

- Student will rotate on two (2) off-shifts for a full week rotation for each of the semesters - RT 130, RT 230, and RT 231.
- Student will rotate on one (1) off-shift for a full week rotation for each of the semesters - RT 131 and RT 232.
- These hours must be completed as assigned.
- Off-shift competencies are required for each semester, except RT 130.

Non Affiliating Clinical Work Experience (No Double Dipping)

According to the JRCERT's Standards for an Accredited Educational Program, the GRCC Program emphatically enforces the following policy, "The Program limits assigned student activities to educationally related and valid academic and clinical requirements".

- Students are NOT permitted under any circumstances to work in an affiliating clinical site as an employee of the radiology department during a scheduled designated GRCC clinical experience. In other words, no double dipping is permitted.
- Students will sign an affirmation form declaring that they will not replace qualified staff.

*See Non Affiliating Work Experience form in the forms section.

Absences Guidelines

Lecture Tardy Policy

Tardiness is failure to arrive at the clinical site at the start of the clinical work shift. (Tardiness is defined as anything over 6 min up to 1 hour.)

- 1 tardy = excused
- Each additional tardy will result in 1% subtracted from your total accumulated points for this class for each tardy beyond one.

Lecture Absence Policy

- 1 absence=excused
- 2nd absence = subtraction of 2% from total accumulated points for this class
- 3rd absence= subtraction of 4% from total accumulated points for this class, plus 2% from 2nd absence.
- 4th absence= will fail the class with a grade of "E"

Lab Tardy Policy

Tardiness is failure to arrive at the clinical site at the start of the clinical work shift. (Tardiness is defined as anything over 6 min up to 1 hour.)

- 1 tardy= excused
- Each additional tardy will result in 1% subtracted from your total accumulated points for this class for each tardy beyond one.

Lab Absence Policy

- 1 absence=excused
- 2nd absence= will fail the class with a grade of "E"

Clinical Absence Reporting Procedure

In order to report absence from clinical correctly the following must be completed:

- An email has to be sent prior to clinical start time to the GRCC faculty member assigned to the clinical course.
- A call must be made to the clinical site's Radiology Department prior to clinical start time and report your absence.
- Absences will be recorded by the GRCC Clinical Coordinator.
- If make up time is required per the Absence Policy, this must be coordinated with the Clinical Instructor. This make-up time must not exceed the accreditation guidelines of 10 hours per day/40 hours per week, and a make-up plan must be completed and approved by the faculty assigned and CI within one week of the absence.
- Student must notify assigned GRCC faculty and their CI via email when time is complete.
- Any hours not made up at the end of the semester, the student will be given an incomplete "I" for the clinical course.
- Any time missed at a rotational assignment must be completed at the rotational site.

Clinical Attendance

Clinical attendance will be combined to determine the effect on the student's overall clinical grade. Any time that is missed must be made up. It is made up as straight time or double time based on whether it is unexcused or excused. Excessive absenteeism will result in a failing grade or administrative withdrawal.

Tardiness

Tardiness is failure to arrive at the clinical site at the start of the clinical work shift. Tardiness is defined as anything over 6 min up to 1 hour. Students will be considered "on time" if they are at their assigned clinical station at the beginning of the work shift. At times, extenuating circumstances account for tardiness. However, tardiness will result in disciplinary action.

- The student will be allowed three (3) tardies each semester without penalty.
- On the fourth (4th) and beyond, regardless of duration of tardy, they will count as unexcused absences.
    - An unexcused absence requires that the student will make up 16 hours within four weeks of incident.
    - You will receive one whole grade reduction of the total clinic course grade.

If not completed by the end of semester you will receive an incomplete for the course until all criteria are met.

Excused Absences

*After the student has used their one "free day" the following absence policy applies.

- First excused absence incident - no grade reduction. (make up time missed as straight time)
- Second excused absence incident - one third grade reduction (make up time missed as straight time) example: b is lowered to b-.
- Third excused absence incident - two-one third grade reductions (make up time missed as straight time) example: a- is lowered to b.
- Fourth absence - considering circumstances of absence, student is administratively withdrawn from clinical course.

Unexcused Absences

*No call, no show to the assigned clinical setting and faculty member.

- First unexcused absence - one whole grade reduction (make up time is double).
- Second unexcused absences - student is withdrawn from clinical course.

Clinical Time Records

Students are required to clock in and out of Trajecsys daily upon arrival & departure for scheduled times to track attendance of the affiliating hospital they are assigned. Accurate record keeping of each student's attendance is recorded on the Absentee Record Form by the GRCC Clinical Coordinator at the end of the semester.

- Students must punch in at a designated hospital computer in the Radiology Department.
- Students may not punch in on their cell phones.
- If the student forgets to punch in, a time exception must be entered.
    - When excessive time exceptions are entered, disciplinary action will result. The student will be allowed:
        - Three (3) time exceptions each semester without penalty.
        - Fourth (4th) and beyond, regardless of the reason, will count as a 1% grade reduction applied to Clinical Final Grade Audit.
        - Failure to punch in and punch out will result in a violation of the Program Policy.

GRCC Academic Schedule/Holidays

Students follow the GRCC Academic schedule. Depending on the legal holiday, one or two days are usually given.

- Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break

Academic/Clinical Leave For Radiography Event

Radiography students at GRCC are encouraged to become involved in educational events which augment their didactic and clinical experience. Students that participate in these functions will be excused from didactic and clinical. Students that do not attend will be required to report to their clinical assignment or complete required assignment depending on the day the activity occurs.

- KISD
- MSRT Meetings
- State Capital Functions
- RSNA
- ASRT Meetings
- Radiology related job interviews

All academic leave requests must be approved by the Program Director at least one week prior to the event.

Bereavement Leave

Students will be granted an excused leave of absence for up to 3 consecutive days from Clinical Practicum/Didactic Course in the event of a death of an immediate family member. The day may be taken without penalty at the discretion of the Program faculty.

- One day of bereavement for non-immediate family members. This day will be excused.
- If the student needs additional travel time, those days must be made-up before the end of the semester, or the student will receive an incomplete (I).
- For a non-family member, the student will need to use their sick day.
- If there are no sick days left, the student will need to make up that day with no penalty on a one to one basis.

Emergency GRCC College Closing

In the event the College is closed due to inclement weather or unforeseen events which develop overnight & prior to the normal opening time the procedure is the following:

- If the College is closed, all clinical practice will be canceled. This excludes site specific closings. The entire college must be closed for clinical to be canceled.
- GRCC Program faculty will inform the clinical sites via phone call to the Radiology Department.
- No penalty will be given to the student.

Inclement Weather Conditions

In the event that the College remains open during inclement weather conditions, particularly heavy snow and or windy conditions, the clinical practicum at the clinical affiliate will remain open and will require the student to go to the clinical site.

- The student is to use good judgment deciding whether to go to a clinical affiliate or not.
- Under these conditions, the student may arrive late to the clinical site and there will be no tardy assigned.
- If the student decides to not drive to the clinic site, the student will be given an excused absence (student must then call clinic & report absence) according to the absence policy.
- The clinical affiliate will remain open even though local area schools are closing.
- The Program Director and/or Clinical Coordinator do not have the authority to cancel the clinical experience at the clinical affiliate due to inclement weather conditions.
- The college remains open.

Extreme Circumstances of Leave

Leaves shall only be granted for such reasons as:

- Military Service
- Death in family (see Bereavement Leave)
- Pregnancy

Unique situations will be evaluated on an individual basis by the GRCC Program Faculty, such as serious illness, accident, trauma and/or hospitalization. These circumstances will require proof, and will follow the Absence Policy.

Grading Guidelines

Grade Calculation
Programmatic Grade Scale

All RT Program courses follow this grading scale, Didactic and Clinical.

- All Courses require a grade of 75% or above in order to continue on to the next semester, and the program.
- There is no "grade rounding" in any area of the Grade Calculation.

A	94 - 100
A-	93 - 92
B+	91 - 90
B	89 - 86
B-	85 – 84
C+	83 – 82
C	81 – 77
C-	76 – 75
D +	74 – 73
D	72 – 69
D-	68 – 67
E	66 – below

Clinical Competency Evaluation Process

Clinical Competency Evaluation is an important instrument used to assess the student's level of professional development. This evaluation process demonstrates the student's knowledge and skill of exams, and also reflects the students adaptability within those exams, and ability with different patient populations.

The competency regime each semester accomplishes two important aspects:

- All required of ARRT Master List competencies will be completed by the end of the last semester.
- Student repetitions of prior exams each semester creates student proficiency by the end of the program, which will assist with future employment.

Criteria for Clinical Competency Evaluation

Each area of interest is scored on a 1-10 scale. If any of the following criterias are not scored 7.5 or above, the competency will be considered failed, and will require a repeat of the exact same exam before the end of the current semester. If another similar exam is not available, the type of exam that will be repeated will be determined by the Clinical Coordinator .

Interpretation of Requisition:

- Identify the procedure and clinical indications on the request.
- Identify the patient's name, age and mode of travel.

Facilities Readiness

- Have radiographic table and other equipment ready
- Have room stocked with linens, emesis basins, syringes, etc.
- Have equipment turned on and cassettes ready.

Equipment Use

- Prepare and safely operate standard radiographic and fluoroscopic equipment.
- Prepare and safely operate mobile x-ray equipment.

Patient Care and Handling

- Identification of patients by 3 way identification.
- Ask the patient his/her name
- State the patient's name
- Check the name on the wristband
- Have the patient gown up properly and keep covered for privacy.
- Assist the patient to and from the x-ray table.
- Assist patients on the table to required positions.
- Explain examination to patient so he/she understands
- Give proper moving and breathing instructions.
- Follow correct procedures for isolation patients.

Correct Accessory Selection and Use

- Select the proper film, film holder, grid.
- Place film holder and body part in correct position
- Center and/or angle central ray.
- Use immobilization devices as needed - sandbags, sponges, etc.
- Fill syringes with correct contrast media or other solutions using aseptic technique.
- Prepare barium contrast medium according to departmental protocol.

Correct Technical Factor Selection

- Use the technique chart or appropriate AEC settings to acquire optimal radiographic quality.
- Adjust exposure factors for body habitus, pathology and motion.
- Adapt exposure factors for changes in SID, grid ratio and collimation.
- General Radiation Protection
- Cone or collimate to the part
- Use gonadal shields where applicable.
- Wear a dosimeter.
- Wear a lead apron and gloves as appropriate.
- Keep the door to the radiographic room closed.
- Request that any person in the vicinity of the patient move away before making an exposure.
- Acquire information regarding the possibility of pregnancy in accordance with departmental policy.

Correct Centering and Alignment

- Correct transverse and longitudinal centering.
- Correct tube-part-film alignment.
- Correct SID and CR angulation.

Correct Density, Contrast and Definition

- Proper density and contrast.
- The factors were adjusted for pathology or motion.

Correct film, film holder, grid, etc. were used.

- No motion, grid lines or artifacts.

Correct Position and Rotation of Part

- The body part is in the proper position and rotation.
- Correct patient identification and markers.
- Right and Left markers properly placed.
- Time and/or position markers correctly placed.
- Patient information, name, number, etc. clearly visible.
- Student markers are clearly visible.
- Evidence of radiation protection.
- Cone or collimation marks visible.
- Gonadal shielding visible (where applicable).
- No repeats at supervisor's discretion.

Film Critique

- Recognize the difference between poor and good image quality.
- Evaluate Image quality and technical consideration
- Critique image using problem-solving techniques to improve image quality.

Clinical Competency Evaluation Procedure

Students should observe/participate in all exams with a technologist at least 5 times prior to attempting a competency on any one exam.

- Once an Competency Exam has been declared by the student to their supervising technologist, that competency is required to be entered into the Program's system of record, Trajecsys.
- All Competency Evaluations are to be performed under direct supervision of the CI or registered radiographer.
- Technologists should enter all competencies within 72 hours, it is the students responsibility to follow up if that competency is not entered.
- All competencies must be entered by the technologist that supervised the exam.

Competency Definitions

Core

These competencies are exams that are required for:

- the ARRT Master List
- Depending on the semester there may be clinical specific exams included in this category.
- There are 10 in any given semester.

Extras

This competency can one of two types of competencies:

- A competency that was previously successfully passed in a prior semester
- A duplicate of a core from the current semester

Pediatric

There are 2 pediatric competencies required each semester.

- This additional category can apply to exam performed Core or Extra
- The age for a pediatric in this specific category is 18 years or below.
- There will be a semester of Core ARRT Master List Pediatric Competencies that require the age to be 6 years or below.

Offshift
The type of exams that are seen at our clinical sites shifts after 3pm. Typically the acuteness of exams rises, and the number of technologists on shift decreases.

- Each student participates in 2 weeks of offshift rotation during the fall and winter semesters, during the summer semester there is only one week.
- Students are required to perform at a minimum of 5 offshift competencies during that time.

CTS (Critical Thinking Skills)
This type of competency allows students to demonstrate their abilities to adapt from a standard exam protocol to something that will better accommodate the patient's condition while creating diagnostic images.

- This skill will increase over the time of the program by participating in all levels of exams with technologists, in all areas of the Main Radiology department.
- Students are required to complete a minimum 4 of these types of exams during any given semester.

Competency Repeat Process

- The repeats will be performed only after remedial instruction and observation of said exam.
- The student will be allowed 2 remedial repeats after the initial attempt.
- If the competency is still not passed after the second, a grade of zero will be entered for that competency and included in the average competency score.

Competency Revoke Process

If at any time, a student is not demonstrating the level of competency for a previously passed exam, the student may have that competency revoked.

- The student will need to go through the competency process again for that exam.
- The faculty member assigned should be contacted prior to any competencies being revoked.

Simulated Competency Evaluation

- In the event that a required procedure cannot be obtained during the semester, the Clinical Instructor may choose to complete the competency via simulation.
- The student can obtain up to two simulated exams without grade penalty upon the clinical instructor approval. Simulations for CTS (Critical Thinking Skills), Pediatric, Off-Shift, Fluoroscopy, Geriatric, and Surgical competencies are not acceptable.
- A simulation can also be performed upon the student's request. This is not an excusable situation, and the student cannot receive a grade greater than 90% on the competency. This is in situations where the competency of interest is available, but the student neglected to act upon acquiring the competency.
- The Program encourages 0 simulations.

Clinical Student Progress Evaluation

Student clinical progress evaluations are used to assess the student level of competency and professional development in the areas of clinical performance, patient relationships, personal attributes, and affective behaviors.

- As the student progresses in their training, certain levels of proficiency will be expected by clinical staff and program faculty.
- By evaluating the student in these areas, we are able to ascertain specific behaviors, which should be encouraged, and those, which are considered limiting to professional development.

- Students should use this feedback as a means to establish goals for achieving a higher level of clinical efficiency.

One evaluation will be completed by the Clinical Instructor, and a minimum of three evaluations by a qualified radiographer(s) at the end of the semester. Mid-term progress evaluations will be completed at the midpoint of the semester (approximately the 7th week of the 15-week semester). All submitted evaluations will be averaged, or a single mid-term evaluation will be filled out by the Clinical Instructor with solicited comments from staff. These comments will be presented to the students at the midterm and final point in the semester, along with their final grade.

Final grade audit forms will be emailed to the assigned faculty member by the clinical instructor.

Clinical Instructor's Assignment

All clinical curriculum is built to achieve applicable semester clinical objectives, and is established through collaboration between all clinical sites and program faculty. Clinical Instructors will hold by-weekly educational sessions to review the following criteria:

- Anatomy
- Positioning
- Pathology
- Film Critique

The Clinical Instructor's Assignment fulfills one major portion of the student's clinical grade. The Clinical Instructor's Assignment is consistent between all affiliating sites.

The student will be required to complete two components of testing listed below:

- By week seven, the student will complete a mid term assignment activity. This activity will be delivered based on established objectives and parameters, and will be graded with a standardized rubric.
- By week 15, the student will complete a 50 question test delivered by the assigned faculty member via the learning management system compiled of questions from a set database. Each test must include five questions regarding technique competency. For example:
    - What is the kVp and mAs for an AP knee?
    - What is the kVp and mAs for a lateral elbow?

The combined components listed above will equate to two scores valued at 100% each. The two assignments are then averaged.

Final Clinical Grade Calculation

- Average of Clinical Competency Evaluations (25% of Grade)
- Clinical Evaluation - Final (50% of Grade)
- Clinical Instructor's Requirement - Mid-Term Assignment (25% of Grade)

All clinical instructors are responsible for all student related documents. These documents are secured at each clinical setting.

Each Clinical Instructor is advised to review midterm and final grade evaluations, along with all components of the final grade calculation with the student.

GRCC Academic and Student Support Resources

Library/Health Sciences Resource and Tutorial Center

The following support services are available to all students at Grand Rapids Community College.

- The College maintains a library facility, plus complete laboratories in audio visual learning media in both general and health science education.
- Each hospital offers reference facilities which are accessible to the student.
- Each radiology department offers readily available reference manuals and textbooks.
- The Health Science Resource and Tutoring Lab, Fourth Floor of Cook offers large & private rooms for study or testing, a variety of multi-media software, computers and reference material.

Academic Policies Listed in College Catalog

See GRCC website here for all current policies.

Student Life Services and Programs

See GRCC website here for all services and programs.

Forms

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School of Workforce Development
Radiologic Technology

Student's Physical Safety Policy and Affirmation

According to the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiologic Sciences, the Program will adhere to and comply with Standard Four. The Program assures the health and safety of students associated with educational activities that are safeguarded through documented policies. In particular, from Standard Four, the Program:

Assures that students utilize equipment and accessories and employ techniques and procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves and others.

- Assures all medical imaging procedures are performed under the direct supervision of a qualified practitioner until the student achieves competency.
- Assures medical imaging procedures are performed under the indirect supervision of a qualified practitioner.
- Assures that unsatisfactory radiographs are repeated by students under the direct supervision of a qualified practitioner.
- Assures that I will follow Radiation Safety practices for myself and the patients that I image. I have read the Radiation Safety policy of the RT Program & clinical affiliate's policy and I will protect myself from unnecessary radiation exposure & I will collimate the beam & limit the field of exposure to the patient.

My signature affirms that I will follow the above listed policies when operating/performing in my assigned clinical affiliate as a student radiographer. Further, if I must repeat an unsatisfactory radiograph, I will do so only under the direct supervision of a qualified practitioner. If supervision is **not** present, **I will not take the repeat radiograph.**

If a radiograph is taken without direct or indirect supervision, it is automatic probation for the remaining semester. If it occurs again during the remainder of the program, the student will be dismissed from the program.

Print Name & Class Year:_____

Signature & Date:_____

This policy will be posted at each GRCC Clinical Affiliates

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School of Workforce Development
Radiologic Technology

Non Affiliating Clinical Work Experience (No Double Dipping)

According to the JRCERT's Standards for an Accredited Educational Program, specifically Standard One – Students, the GRCC Program emphatically follows this standard:

"Provides equitable learning opportunities for all students."

Students are **NOT** permitted under any circumstances to work in an affiliating clinical site as an employee of the radiology department during a scheduled designated GRCC clinical experience.

In other words, no double dipping is permitted. Students will sign an affirmation form declaring that he/she will not replace qualified staff.

My signature affirms that I will follow the above listed policy when operating/performing in my assigned clinical affiliate as a student radiographer.

Print Name & Class Year:_____

Signature & Date:_____

This policy will be posted at all GRCC Clinical Affiliates

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Radiologic Technology

Assigned Clinical/Rotation Transfer Request Form

This form is to be used to request a change of assigned clinical site for either your primary assigned site or your rotational site.

Currently Assigned Clinical Site:_____

Currently Assigned Rotational Site:_____

Requested Clinical Site:_____

Requested Rotational Site:_____

Reason for change of Assigned Clinical or Rotational site:

_____

_____

_____

_____

_____

All transfer requests will be subject to:

- Reasoning for the request
- Availability of space at requested location
- Approval of Clinical Site Clinical Instructor and Department Manager
- Approval of Clinical Coordinator and Program Director

Print Name & Class Year:_____

Signature & Date:_____

Approval & Date:_____

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The Academic & Clinical Education Handbook Agreement

The handbook agreement page is to be signed by all students beginning clinical training. This agreement states that while the student is in clinical practice, they will abide by the rules, procedures, and policies of the sponsoring clinical affiliate and the Grand Rapids Community College's Radiologic Technology Program.

I have read the Academic & Clinical Education Handbook for the Student Radiographer which includes but is not limited to procedures and or policies governing academic and clinical achievement, attendance, rules, conduct and clinical objectives. I understand and accept the procedures/policies as stated in the Academic & Clinical Education Handbook for the student radiographer.

I will abide by all rules and regulations of Grand Rapids Community College, its Radiologic Technology Program and affiliating clinical education centers during the time that I am enrolled in the RT Program. I understand that if I violate these principals, procedures, and regulations, I will be disciplined according to stated disciplinary actions. I have been given the opportunity to ask questions and seek clarification.

I also understand the importance of confidentiality in the medical profession and will not disclose any information regarding a patient, fellow student, or hospital personnel without proper authorization.

Signature: _____ Date: _____

These policies and procedures are subject to change at any time at the discretion of the College. Students will be given notification of these changes in due time.

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Anecdotal Note/Significant Form

DATE:

STUDENT NAME:
HOSPITAL SITE:
COURSE #:

INCIDENT:
(Write the circumstances of the situation.)

ACTION TAKEN:

COMMENTS:

Student & Date:_____

Clinical Coordinator:_____

Clinical Instructor:_____

Program Director:_____

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Student Action Plan

Student Name:_____

Graduating class:_____

Date:_____

Area(s) that need improvement:
Date:

Time:

Location(classroom/clinic):

Description:

_____

_____

_____

_____

Action plan (to be filled out by student):

_____

_____

_____

_____

Student:_____

Clinical Coordinator:_____

Clinical Instructor:_____

Program Director:_____

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Radiologic Technology

Radiation Monitoring Exposure Warning Report

Date: _____

Radiation monitoring badge reports indicate your exposure to ionizing radiation while interning in your clinical environment or attending lab courses utilizing ionizing radiation. The level of your exposure is a good indication of the radiation protection environment of the internship clinic and the school imaging laboratories. The exposure level is also a good indicator of your radiation protection habits.

The federal quarterly (3 month) exposure limit for radiation workers/students is 1200mRem. In an effort to keep you informed of potential over exposure we are issuing you a warning report because your recent badge report has indicated that you have exceeded 10% or 125mrem, of your maximum allowed exposure.

This is not a report of over exposure. It is merely a warning that you have exceeded 10% of what you are allowed and that you should be aware of the potential for over-exposure in the future. Please make sure your radiation protection habits are sound and consistent and if you have concerns about the radiation protection environment at the clinic site or in the imaging laboratories please notify the Radiation Safety Officer.

Your exposure level for the _____ quarter is _____ mRem.

Student signature:_____Date:_____

Radiation Safety Officer:_____Date:_____

GRCC Radiation Exposure Warning
Revised 2022

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Monitoring Badge Overexposure Report

As a licensee with the State of Michigan it is our responsibility to report that

_____, who is one of our current students, has received a radiation dose of

_____ mrem deep and _____ mrem shallow for the monitoring period of

_____. The badge number is .

Social Security Number: _____

Birth Date: _____

Badge Location: _____

Signature of exposed individual: _____

Radiation Safety Officer
Grand Rapids Community College
Radiologic Technology Program
143 Bostwick NE
Grand Rapids, Mi 49503

GRCC State Overexposure Report
Reviewed 2022

148583 12/22