

**Orangeburg-Calhoun Technical  
College Orangeburg, South Carolina**

**2023 - 2024**



**Radiologic  
Technology Student  
Handbook**

*(The Program Director reserves the right of final decision in disputes over interpretation)*

*Radiologic Technology  
Associate Degree*

**STUDENT HANDBOOK  
2023-2024**

*Orangeburg-Calhoun Technical College  
Orangeburg, South Carolina*

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

*Approved:*

\_\_\_\_\_  
*Radiologic Technology Program Director*

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

\_\_\_\_\_  
*Dean of Health Sciences & Healthcare Preparation*

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

\_\_\_\_\_  
**AVP of Adv Manuf., Health Sciences & Workforce Development**

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

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**Radiologic Technology Program  
Mission, Goals and Student Learning Outcomes  
2023-2024**

**MISSION**

The mission of Orangeburg-Calhoun Technical College Department of Radiologic Technology is to provide a comprehensive education in the science of radiography in a safe, diverse, and inclusive environment that will allow graduates to deliver efficient healthcare and contribute to the life of the communities of interest.

**GOALS**

**Goal 1:** The student will apply critical thinking skills.

**Goal 2:** The student will demonstrate clinical competency.

**Goal 3:** The student will demonstrate the ability to communicate effectively.

**STUDENT LEARNING OUTCOMES**

**Goal 1:** The student will apply critical thinking skills.

**Student Learning Outcomes:**

Students will be able to achieve diagnostic radiographs on trauma patients.  
Students will demonstrate ability to critique and analyze radiographs.

**Goal 2:** The student will demonstrate clinical competency.

**Student Learning Outcomes:**

Students will produce acceptable diagnostic quality images.  
Students will apply radiation safety practices.

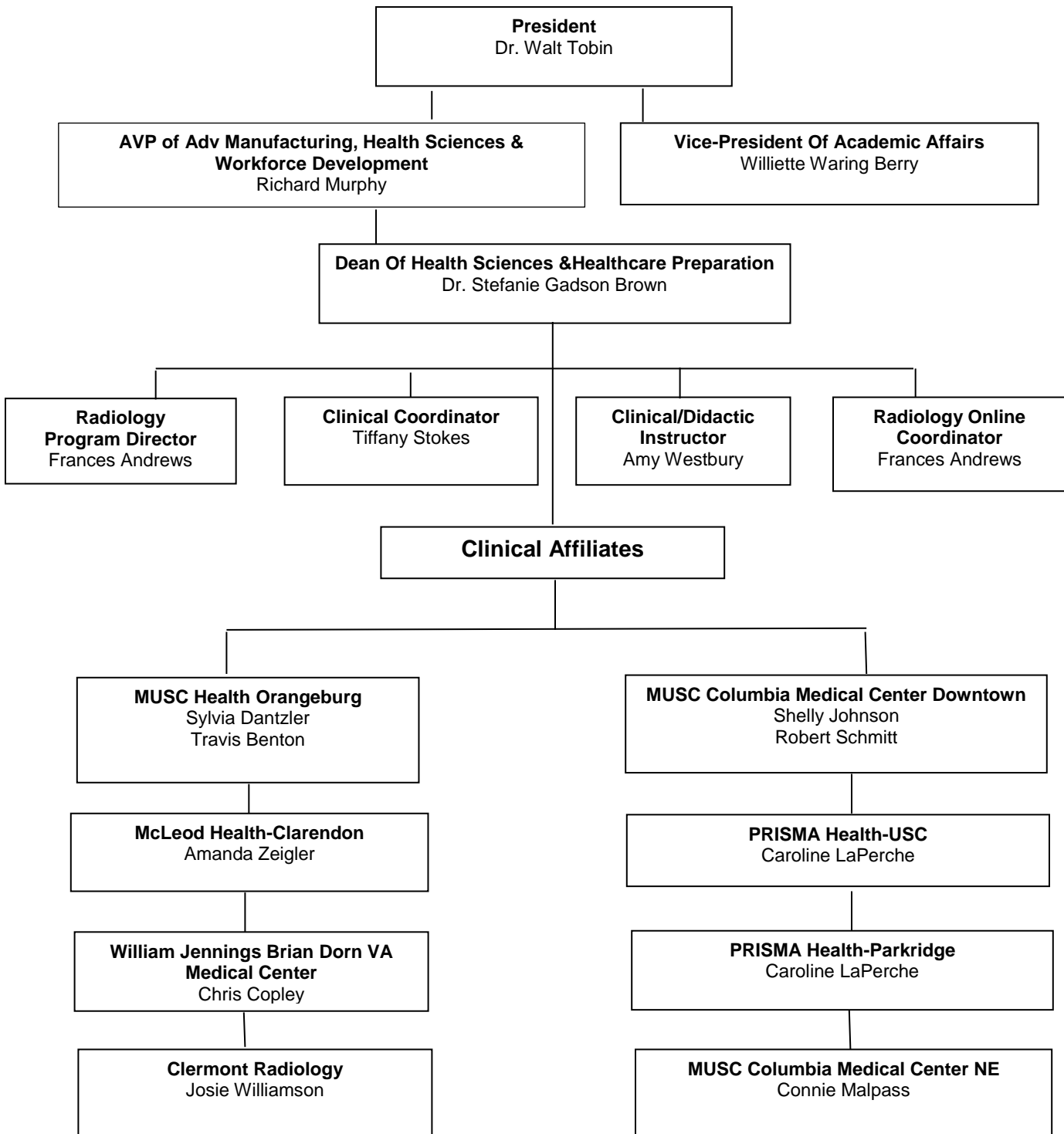
**Goal 3:** The student will demonstrate the ability to communicate effectively.

**Student Learning Outcomes:**

Students will communicate effectively as a part of the healthcare team.  
Students will demonstrate effective written communication skills.

Updated 11-14-23

**ORANGEBURG-CALHOUN TECHNICAL COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**





### RAD Faculty Directory

Name/Title	Office	Telephone
Frances Andrews, M.Ed. RT(R) Health Sciences and Radiologic Technology Program Director Radiology Online Director	172 K	(803) 535-1356
Tiffany Stokes, BHS RT(R)(M) Radiologic Technology Clinical Coordinator	189 K	(803) 535-1357
Amy Westbury, MS. RT (R)(M)(MR) Didactic/Clinical Instructor	188 K	(803) 535-1348
Travis Benton, MS RT(R) Radiology Adjunct Instructor	Adjunct	(803) 395-2368
Sylvia Dantzler RT(R) Clinical Preceptor	MUSC Health Orangeburg	(803) 395-2368
Shelly Johnson RT(R) Robert Schmitt R.T(R)(CV) Clinical Preceptor	MUSC Columbia Medical Center Downtown	(803) 256-5350
Amanda Zeigler RT(R) Clinical Preceptor	McLeod Health Clarendon	(843) 777-6325 Ext. 1
Chris Copley RT(R) Clinical Preceptor	VA	(803) 776-4000 Ext. 7511
Caroline LaPerch RT(R)(M) Clinical Preceptor	Prisma Health-USC	(803) 434-7948
Caroline LaPerche RT(R)(M) Clinical Preceptor	Prisma Health- Parkridge	(803) 907-7270
Connie Malpass RT(R)(CT) Clinical Preceptor	MUSC Columbia Medical Center Northeast	(803) 865-4630
Josie Williamson RT (R) Clinical Preceptor	Clermont Radiology	(803) 536-1106

#### ADVISORS

Faculty members serve as academic advisors. Students are asked to contact their advisors at designated times. Faculty will also make themselves available for conference before and after classes and at others times of mutual convenience. A schedule of office hours is posted outside each office and on D2L at the beginning of each semester for student and faculty information. The Program Director is available for conference by appointment or convenience of both parties.

## INTRODUCTION

The Radiographer is a skilled health professional qualified by technological education consisting of classroom and clinical experience. The student will assist the radiographer and radiologist in examining patients for disease or injuries by using various imaging modalities and radiographic equipment. Radiology students will also be exposed to other areas of the hospital in which radiographic procedures are performed, such as in the emergency room, surgery, ICU, nursery, or the patient's room utilizing mobile X-ray units.

The objectives of the program are to train students in the science of radiography and to supplement this training with an educational program that will allow graduates to contribute to the life of the community.

Graduates of the program are eligible to take the official registry exam given by the American Registry of Radiologic Technologists (A.R.R.T.). Upon passing the exam, they are entitled to use the abbreviation R.T. (R.) (A.R.R.T), which means Registered Radiographer, following their name.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology. With additional education, Radiologic Technology is the stepping-stone for careers in the related allied health professions, such as Radiation Therapy, Mammography, Nuclear Medicine, Ultrasound, Education, Computerized Tomography, Magnetic Resonance Imaging, Management, and Special Procedures.

Classes begin in the fall semester only. Admission to the Radiologic Technology program is based on successful completion of required placement tests, GPA and proof of high school diploma or G.E.D and other published admissions criteria found on the college website. The Admissions Office will provide specific program information and additional admission requirements.

Proof of current CPR certification before entering the clinical education setting is required. Students will be required to travel out of town for selected clinical experience.

This handbook is designed to provide students of the Radiologic Technology program with information concerning the policies and procedures specific to this program. The College reserves the right to change, delete, and amend any of the contents of this handbook with notification to the students.

The policies and procedures stated in this handbook are in effect for 24 months. Through an addendum, the students will be advised of any necessary changes that occur during this time period. A re-admission student will re-enter the Program under the most current handbook, which is applicable to the year in which he/she re-enters. Failure to comply with the policies and procedures will affect student evaluations and may result in dismissal from the Program if the student shows no improvement or makes no attempt to correct errors after counseling.

## THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS STANDARDS OF ETHICS

Last Revised: September 1, 2022

Published: September 1, 2022

### **PREAMBLE**

The *Standards of Ethics* of the American Registry of Radiologic Technologists® (ARRT®) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

### **STATEMENT OF PURPOSE**

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values. The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

### **CODE OF ETHICS**

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

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## **B. RULES OF ETHICS**

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and Candidates. ARRT certification and registration demonstrates to the medical community and the public that an individual is qualified to practice within the profession. The Rules of Ethics are intended to promote the protection, safety, and comfort of patients. Accordingly, it is essential that Registered Technologists and Candidates act consistently with these Rules.

The Rules of Ethics are enforceable. Registered Technologists are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence.

Registered Technologists and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

*The titles and headings are for convenience only, and shall not be used to limit, alter or interpret the language of any Rule.*

The Standards of Ethics can be found on the ARRT website [www.arrt.org](http://www.arrt.org).

Source: American Registry of Radiologic Technologists

## **PRINCIPLES OF PROFESSIONAL CONDUCT**

The Program has adopted a Principles of Professional Conduct, which all students are expected to follow. Each student's professional conduct will be observed by the faculty and clinical staff and will be evaluated on a semester basis.

### **A student enrolled in the Program is expected to:**

1. Conduct themselves in a manner compatible with the dignity and professional standards of their profession.
2. Provide services with consideration of human dignity and the needs of the patient, unrestricted by consideration of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem.
3. Make every effort to protect all patients from unnecessary radiation.
4. Exercise and accept responsibility for independent discretion and judgment in the performance of their professional services.
5. Judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence.
6. Apply only methods of technology founded upon a scientific basis and not employ those methods that violate this principal.
7. Not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to radiologic diagnosis or patient management.
8. Be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.
9. Continually strive to improve their knowledge and skills by participating in educational and professional activities and sharing the benefits of their attainments with their colleagues.
10. Protect the public from misinformation and misrepresentation

## **Standards for an Accredited JRCERT Educational Program in Radiography 2021**

### **Standard One: Accountability, Fair Practices, and Public Information**

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

### **Standard Two: Institutional Commitment and Resources**

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

### **Standard Three: Faculty and Staff**

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

### **Standard Four: Curriculum and Academic Practices**

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

### **Standard Five: Health and Safety**

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

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

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

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



## RADIOLOGIC TECHNOLOGY ADMISSIONS OVERVIEW 2023

### **Application Submission Dates**

*January 30, 2023 - May 11, 2023 for fall 2023*

### **Communication By**

*June 16, 2023*

**Admission to Orangeburg-Calhoun Technical College's Radiologic Technology program is competitive.** Application packets are reviewed on a competitive basis. Applicants are encouraged to apply when most competitive. You must meet the requirements outlined in this overview and be a U.S. citizen or lawful permanent resident to qualify. Admission of international students must comply with federal and state regulations pertaining to international student enrollment in U.S. colleges.

All students interested in competing for a seat in one of our competitive Health Science/Nursing programs must first apply and be accepted into the College. Please select Healthcare Preparation and Clinical Studies as your program of study.

**Applicants who have had two or more Nursing or Health Science program attempts (withdrawal and/or failure) within three years are ineligible to apply.**

All applicants can expect to hear from us according to the schedule listed above. There is no guarantee that you will be accepted; however, we suggest that you make financial arrangements and complete the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) in the event that you are offered admission, since payment of tuition, fees and books will be due upon enrollment.

A national background check and drug test will be required upon acceptance to the program and before starting class. Positive results on background check and/or drug test may prohibit participation in clinical experiences and may necessitate removal from the program. **Clinical sites may require additional background and drug testing during the course of a student's enrollment.**

It is the responsibility of the student to notify the Program Coordinator or Dean of Health Science of any criminal charges, convictions, orders and/or sanctions that occur during the course of his/her enrollment. Failure to notify the Program Coordinator or Dean may necessitate removal from the program and revocation of eligibility to take the National American Registry for Radiologic Technologists (ARRT) Certification Exam.

**Note: Prior criminal convictions may affect eligibility to take the ARRT Examination for Certification.**

**Concerns regarding prior convictions should be directed to the ARRT. [www.arrt.org](http://www.arrt.org); 651-687-0048**

## APPLICATION REQUIREMENTS

### Part I - Applicants must meet the following requirements to be eligible to move to Part II:

**Apply and be accepted into the College.**

Before you can apply to a Health Science or Nursing program you must meet all general college admission requirements and become an OCtech student. Please select Healthcare Preparation and Clinical Studies as your program of study. If a current OCtech student, skip to next step.

**Get Advised and Registered**

Once notified of your acceptance to the college, login to EAB Navigate Student to schedule your appointment. Meet with your Academic Advisor or Student Success Coach to discuss program admission requirements, plan your course of study, select and register for classes, and get assistance with the competitive Health Science/Nursing application process.

**Meet the program admission requirements listed below.**

### Part II - Applicants eligible to submit a Health Science/Nursing Application:

**Apply to the Radiologic Technology program.**

The Health Science/Nursing Application must be submitted by the published submission date. Applications are reviewed on a competitive basis, and applicants are encouraged to apply when most competitive. **The Health Science/Nursing Application** can be found in the D2L Virtual Advising Center.

**Meet the following reading and math criteria**

1. SAT Reading – 26 and Math - 480

OR

2. ACT Reading – 19 and Math - 17

OR

3. TEAS (version V, VII or ATI TEAS) Reading – 65 and Math – 65 (within 5 years)

OR

4. Accuplacer Reading – 71 and Math - EA 25 (within 5 years)

OR

5. Accuplacer Next Gen Reading – 250 and Math - QAS 237 (within 5 years)

**AND have a minimum GPA of 2.50 (on a 4.0 scale) on any previous college work used to meet the general education requirements in the Radiologic Technology Program. (BIO 210/211, ENG 101, MAT 105/102 or higher, PSY 201/SOC101, Humanities Elective *no ART or MUS*).** Points will be awarded based on the highest course grades received. *(Students who have received AP credit or credit by exemption (E) will receive 4 points for 4-credit hour courses and 3 points for 3-credit hour courses for the REQUIRED courses only.)*

**Points are awarded for specified general education courses, certification or licensure in health-related field, degree completion, and residency:**

See “**Selective Ranking Score Sheet**”.

#### **Guaranteed Track Admission (GTA)**

Students applying on the basis of GTA must

- ✓ **Meet the testing** criteria listed above,
- ✓ Complete ALL required program general education courses at OCtech prior to admission into the clinical RAD program with a **3.0 or higher GPA on required courses:** BIO 210, BIO 211, ENG 101, MAT 105/102 or higher, PSY 201 or SOC 101, and a Humanities elective (No ART or MUS).
- ✓ **Complete BIO 210 and 211 at OCtech** with a grade of “B” or higher.



**ALL RAD students must be able to meet the core performance standards for the classroom and clinical environment before starting the program.**

Requirements	Examples
Critical thinking	Identification of cause/effect relationships in clinical situations Use of the scientific method in the development of patient care plans Evaluation of the effectiveness of nursing interventions Make decisions based on the nursing process
Professional Relationships	Establishment of rapport with patients/clients and colleagues Capacity to engage in successful conflict resolution Peer accountability
Communication	Explanation of treatment procedures; initiation of health teaching Documentation and interpretation of nursing actions and patient/client response Correctly read aloud written instructions Ability to follow oral and written instructions
Mobility	Movement about patient's room, work spaces and treatment areas Administration of rescue procedures – cardiopulmonary resuscitation Lift 20 pounds from the floor, carry and place on a surface 36 inches in height Stand from a seated position and walk 300 feet without any impairment Lift and support patient from a bed, stretcher or wheelchair safely Go from a standing position to a squatting position and vice versa. Walk up and down several flights of stairs and pivot Extend legs forward and backward to provide patient support as needed Move a patient from a bed, stretcher or wheelchair safely Push a stretcher with a patient without assistance Transport a patient in a wheelchair, bed or stretcher with oxygen or IV fluids
Motor skills	Calibration and use of equipment, operation of computers, telephones, call lights, etc. Therapeutic positioning of patients Put on and remove proper clothing and equipment correctly without assistance (i.e. surgery suit, shoe covers or other protective devices, etc.) Demonstrate fine motor skills in manipulating small objects
Hearing	Ability to hear monitoring device alarm and other emergency signals Ability to discern auscultatory sounds and cries for help
Visual	Ability to observe patient's condition and responses to treatments Ability to see monitoring device alarm and other emergency signals
Tactile Sense	Ability to palpate in physical examinations and various therapeutic interventions Ex: Distinguish smells which are contributory to assessing and/or maintaining patient's health status, e.g. smell fire, wound drainage
Self-Care	Implement universal precautions; follow established procedures for body hygiene
Temperament/Awareness	Perform procedures on patients in pain from trauma, disease or under the influence of drugs/alcohol Maintain professional composure under stress Be aware of the potential exposure to pathogens through bodily secretions, mucous and blood

Applicants who need to be evaluated for reasonable accommodations should make an appointment with the Coordinator for Services for Students with Disabilities, Tracy Dibble, by calling 803-535-1225 between 8:30 a.m. and 3 p.m., Monday thru Thursday. Admitted students who are not able to perform all Core Performance Standards will have the admission offer rescinded.

Non-Discrimination Policy: Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status in its admissions policies, programs, activities or employment practices. Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer, the Director of Human Resources, Marie Howell, 3250 St. Matthews Road, Orangeburg, SC 29118, 803-535-1207, who serves as the College's Section 504, Title II and Title IX Coordinator.

OCtech's Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; telephone number: (312 ) 704-5300; e-mail address: mail@jrcert.org or website: www.jrcert.org

## Radiologic Technology

## 2023-2024 Projected Expenses (approximate and subject to change)

<b>FIRST SEMESTER</b>	
<b>ITEMS NEEDED</b>	<b>APPROXIMATE COST</b>
Books	\$700.00
Hepatitis Vaccine (Depending on source)	\$225.00
Physical (Depending on source)	\$150.00
Malpractice Insurance (Annually)	\$5.00
Uniforms (Female/Male Per Uniform)	\$60.00 / \$45.00
Shoes (Female/Male Per Pair)	\$50.00 / \$60.00
Lab Coat (Female/Male)	\$30.00 / \$35.00
Name Pin	\$7.50
CPR	\$195.00 / \$236.00 plus book
ASRT Membership	\$35.00
SCSRT Membership	\$25.00
Dosimeter Fees	\$90.00
Viewpoint	\$110.00
Electronic Device	\$300.00
RAD Boot Camp	\$190.00
Trajecsys	\$150.00
Lab Fee	\$25.00
<b>Total</b>	<b>\$2357.00/\$2418.50</b>
<b>SECOND SEMESTER</b>	
Books	\$500.00
Uniforms (Female/Male Per Uniform)	\$60.00 / \$45.00
Professional Meeting (SCSRT Seminar) - Optional	\$300.00
Lab Fee	\$25.00
<b>Total</b>	<b>\$885.00/\$870.00</b>
<b>THIRD SEMESTER</b>	
Books	\$150.00
Health Physical Update	\$ 25.00
<b>Total</b>	<b>\$175.00</b>
<b>FOURTH SEMESTER</b>	
Books	\$150.00
HESI Testing Fees	\$100.00
Malpractice (Annually)	\$5.00
Uniforms (Female/Male) (Uniform & Shoes)	\$120.00 / \$115.00
ASRT Membership	\$35.00
Trajecsys	\$150.00
Dosimeter Fees	\$100.00
Lab Fee	\$ 25.00
<b>Total</b>	<b>\$685.00/\$680.00</b>
<b>FIFTH SEMESTER</b>	
Books	\$200.00
Professional Meeting (SCSRT Seminar) - Optional	\$300.00
<b>Total</b>	<b>\$500.00</b>
<b>SIXTH SEMESTER</b>	
Books	\$255.00
License Application Fee	\$50.00
Graduation Fees	\$50.00
Registry Fees	\$225.00
<b>Total</b>	<b>\$580.00</b>
<b>Program Total (tuition not included)</b>	<b>\$5,202.00/5,223.50</b>

STUDENT:	OCtech ID#:	FALL 2023		
<p>To submit an application package, students must meet <b>the specified reading and math criteria</b>: Accuplacer: Reading - 71 and Math - EA 25 (within 5 years); Accuplacer Next Gen: Reading - 250 and Math - QAS 237 (within 5 years); SAT: Reading - 26 and Math - 480; ACT: Reading 19 and Math 17; or TEAS Reading - 65 and Math - 65 (version V, VII or ATI TEAS within 5 years) <b>AND</b> have a minimum <b>GPA of 2.50</b> (on a 4.0 scale) on any previous college work used to meet general education requirements in the RAD TECH Program. Students who have received AP credit or credit by exemption (E) will receive 4 points for 4- credit hour courses and 3 points for 3-credit hour courses for the REQUIRED courses only. Points will be awarded based on the highest course grades received.</p> <p><b>GUARANTEED RAD TECH ADMISSION:</b> Students must meet the specified reading and math criteria <b>AND</b> complete ALL required program general education courses at OCtech prior to admission into the RAD program with a 3.0 or higher GPA on required courses <b>AND complete BIO 210 and 211 at OCtech</b> with a grade of "B" or higher in each course.</p> <p style="text-align: center;">Points will be awarded based on the highest course grades received.</p> <p>*Accuplacer and TEAS scores must be within five years. TEAS must be version V, VII or ATI TEAS.</p>				
Criteria	Considerations	Scoring	Grade	Points
<b>MAT 105/102 or higher</b>	Review of student's transcript to verify points  MAT 110 or higher recommended for transfer.	A = 5 B = 3 C = 1 D, F, W, WF = 0 Exemption Exam (E) = 3		
<b>BIO 210 ANATOMY &amp; PHYSIOLOGY I – (must retake if &gt;7 years old)</b>	Transferable course. Review of student's transcript to verify points.	A = 9 B = 5 C = 3 D, F, W, WF = 0 Exemption Exam (E) = 4		
<b>ENG 101</b> ENGLISH COMPOSITION I	Transferable course. Review of student's transcript to verify points	A = 5 B = 3 C = 1 D, F, W, WF = 0 Exemption Exam (E) = 3		
<b>BIO 211 ANATOMY &amp; PHYSIOLOGY II – (must retake if &gt;7 years old)</b>	Transferable course. Review of student's transcript to verify points	A = 9 B = 5 C = 3 D, F, W, WF = 0 Exemption Exam (E) = 3		
<b>Additional Points Allowed - for completing all Gen Ed Courses</b>	<input type="checkbox"/> BIO 210 <input type="checkbox"/> BIO 211 <input type="checkbox"/> ENG 101 <input type="checkbox"/> MAT 105/102 or higher <input type="checkbox"/> PSY 201 or SOC 101 <input type="checkbox"/> Humanities elective (no ART or MUS)	6 points if all courses are completed at the time of application		

**Radiologic Technology  
Selective Ranking Score Sheet: Published**

Criteria	Considerations	Scoring	Grade	Points
<p><b>Additional Points Allowed - for current certification or licensure in health-related field</b></p>	<p><b>MUST include a copy of current certification, and/or license in order to receive the points</b></p> <p><b>(or provide documentation of successful course or program completion if not currently certified or licensed)</b></p> <p><b>(other certifications must be approved by Dean)</b></p>	<p>Certificate, Diploma, or higher in a Health-Related field from an accredited college program. (these include: CNA, PCT, EMT, Paramedic, Medical Assistant, Dialysis Tech, ECG, Phlebotomy) = <b>receive 3 points – (multiple points are not awarded for more than 1 certificate/degree)</b></p> <p><b>LPN/NUR/RES/PTA receive 4 points</b></p>		
<p><b>Additional Points Allowed - for residency</b></p>		<p>Calhoun or Orangeburg County Residency = 2 points</p>		
<p><b>Maximum Possible Score = 40 Points</b></p>			<p>Total Score</p>	

Applicants who have had two or more Nursing or Health Science program attempts (withdrawal and/or failure) within three years are ineligible to apply.



# HEALTH SCIENCES PROCEDURES



### **Consent to Release Information from Criminal Background and Drug Tests**

Students enrolled in the Health Science programs must complete clinical with various affiliations. This is part of the curriculum and is required to graduate. Most all clinical facilities upon which we contract with mandate that students complete a criminal background and drug test. The College is utilizing Viewpoint to ensure compliance with these requirements.

The purpose of this form is to allow law enforcement to conduct a criminal record check for direct care facilities as required by the Criminal Record Checks on Direct Care Staff Act and the regulations promulgated by DHEC ([www.scdhec.net/hr](http://www.scdhec.net/hr)). This law requires a criminal records check (CRC) be conducted by all direct patient care givers in nursing homes, day care facilities for adults, home health agencies, and community residential care facilities. The law requires a CRC be conducted as of August 22, 2001. Further, this form serves as consent for a drug test.

If a potential caregiver has been found guilty or has pled no contest (nolo contendere) to child or adult abuse, sexual assault, assault with a deadly weapon, neglect, or mistreatment of a resident/patient/client or misappropriation of resident/patient/client property, the facility CANNOT permit that student to work as a direct caregiver. More stringent requirements may be enforced by the facilities. Applicants should also understand that most all clinical facilities decline to accept students who test positive for drugs.

Any student with a misdemeanor on a criminal background check or who has tested positive for drugs will be advised by program faculty.

In an effort to place students in off-campus clinical sites to meet program requirements for clinical education, program faculty will need consent from the student to share results from the criminal background check and drug test. Students should note that this information will only be shared with those clinical sites upon which the program seeks clinical placement. Ultimate decision as to whether or not a facility will accept a student is entirely left up to the clinical sites upon which OCTech's Nursing and Health Science programs has current, signed clinical contracts.

By signing below, you are giving faculty of the Nursing and Health Science programs consent to share results from your background check and drug test with clinical facilities upon which the program is attempting to seek clinical placement on your behalf.

\_\_\_\_\_  
Student Signature/Date

**Health Form and Physical Examination Instructions OCtech**  
Division of Health Sciences

**Instructions:**

Students **MUST** submit a completed health and physical examination form prior to the first day of class (\_\_\_\_\_). Failure to meet this deadline and maintain current health documents will compromise your position in the program.

It is **strongly advised** that students make an appointment with their primary care provider or nurse practitioner at least one month prior to the due date of the physical. Results from lab tests may require several follow-up visits in order for the physical form to be complete and meet all requirements. If the required information is not submitted as listed, you may not be allowed to go to clinical and could be unsuccessful in the program. You are fully responsible for making sure this form is completed prior to submission.

1. **STUDENT:** Complete the 2-page Health Form before your appointment with your health care provider. **DO NOT** WRITE ANYTHING ON THE PHYSICAL EXAMINATION FORM.
2. **HEALTH CARE PROVIDER:** Complete the physical Examination Form
  - Sign off on all lab values and document on Physical Exam Form if they are immune or not and actions taken.
  - Sign forms
  - Document medical license number and address
  - Confirm all information has been reviewed and is accurate
- 1.
3. **STUDENT:** Review the Physical Examination Form before leaving your healthcare provider's office. Make sure all fields are filled out correct and signed in all areas indicated. The form will not be reviewed or accepted if information is missing.
4. **STUDENT:** Upload the Health Form and Physical Examination Form together to Viewpoint. Do not include the 2 pages of instructions with your uploaded documents.

**TB Testing--PPD or QuantiFERON-TB Gold**

- Proof of either a 2 step PPD (1-3 weeks apart)
- OR**
- Quantiferon-TB Gold with negative results within 30 days of program start date.
- OR**
- Negative Chest X-ray or QuantiFERON-TB Gold if previously positive
- Student must provide documentation of results.
- Student will be required to maintain an annual TB test after this initial submission.

**Tdap - Tetanus, Diphtheria and Pertussis**

- Must provide documentation of one dose of Tdap. You must also maintain a current tetanus – one every 10 years, unless otherwise indicated.

**Varicella**

- Titer documentation must include a quantitative titer value that constitutes immunity. If the titer value does not constitute immunity, please provide proof of (2) vaccination dates at least 4 weeks apart and consult with your health care provider regarding need for additional booster vaccination.
- *A copy of the titer lab report is required. If titer is negative, equivocal, or non-conclusive, documentation of completed 2 dose series is required.*

**Measles (Rubeola), Mumps and Rubella**

- Titer documentation must include a quantitative titer value that constitutes immunity. If the titer value does not constitute immunity, please provide proof of (1 or 2) vaccination dates based on vaccination received and consult with your health care provider regarding need for additional booster vaccination(s).
- *A copy of the titer lab report is required. If titer is negative, equivocal, or non-conclusive, documentation of completed 1 or 2 dose series is required.*

**Hepatitis B**

- The hepatitis B quantitative titer is required to verify immunity.
- **You do not need to have all of the series completed** (two or three doses depending on brand of Hepatitis B vaccine) to be considered for the program. If you are in the process of receiving the vaccination series, you must provide documentation of dates when vaccinations are received.
- *A copy of the titer lab report is required.*

**COVID No titers required.**

*Vaccination documentation with dates, boosters, manufacturer, OR an approved exemption.*

- *Fully vaccinated is based on manufacturers recommendations and current CDC guidelines.*
- *Speak to the clinical coordinator or program coordinator for a list of facilities that have medical and religious exemptions forms.*
- *Be aware that some clinical facilities used by our programs are **NOT** accepting exemptions.*
- *To complete the program course student learning outcomes, you must be able to attend all clinical sites utilized by the program. **If you are not able to attend assigned clinical sites, it will affect your ability to progress in the program.***

**Note:** Equivocal and Negative titers are not accepted. All required titers must be positive or show immunity. Otherwise, documentation of vaccinations/boosters must be provided or physician documentation for reason why or course of action taken. It is recommended that the student have titers completed BEFORE seeing your care provider.

When all the above has been satisfied, please submit your completed documents to Viewpoint, our electronic documentation program. **Make at least 2 copies of all documents before submitting to keep for your records.** If you have questions about health requirements, you may contact the Program Coordinator or Clinical Coordinator for your program. Your cooperation is appreciated.



**Health Form**  
Health Science  
(Please print legible)

Orangeburg-Calhoun Technical College
3250 St. Matthews Road
Orangeburg, SC 29118
803-536-0311

\*\*\*\*\*Student to complete prior to taking paperwork to physician \*\*\*\*\*

NAME: \_\_\_\_\_ SEX: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
City State Zip

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_  
Month/Day/Year (XX/XX/XXXX)

PHONE: \_\_\_\_\_  
Cell Home

**1. Complete the chart below indicating if you have or have ever had the following conditions.**

CONDITION	YES	NO	COMMENT	CONDITION	YES	NO	COMMENT
Hearing Problem	<input type="checkbox"/>	<input type="checkbox"/>		Anxiety/Nervous Disorder	<input type="checkbox"/>	<input type="checkbox"/>	
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>		Allergy/Hay Fever	<input type="checkbox"/>	<input type="checkbox"/>	
Heart Problem	<input type="checkbox"/>	<input type="checkbox"/>		Respiratory Disorder	<input type="checkbox"/>	<input type="checkbox"/>	
Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>		Skin Disorder	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>		Tuberculosis/Treatment to Prevent Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	
Thyroid Disorder	<input type="checkbox"/>	<input type="checkbox"/>		Cancer/Cysts/Tumor/Etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Anemia	<input type="checkbox"/>	<input type="checkbox"/>		Intestine/Stomach Problem	<input type="checkbox"/>	<input type="checkbox"/>	
Seizure Disorder	<input type="checkbox"/>	<input type="checkbox"/>		Urinary Infection	<input type="checkbox"/>	<input type="checkbox"/>	
Headaches	<input type="checkbox"/>	<input type="checkbox"/>		Drug/Alcohol Abuse	<input type="checkbox"/>	<input type="checkbox"/>	
Dizziness/Fainting	<input type="checkbox"/>	<input type="checkbox"/>		Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	
Depression	<input type="checkbox"/>	<input type="checkbox"/>		Orthopedic Problem	<input type="checkbox"/>	<input type="checkbox"/>	
Glasses/Contacts/ Other Vision Disorder	<input type="checkbox"/>	<input type="checkbox"/>		Food/Drug/Other Allergies PLEASE LIST/EXPLAIN:  _____	<input type="checkbox"/>	<input type="checkbox"/>	
				Is Epi Pen Needed? _____			

2. Have you ever had a serious illness?       YES     NO  
 3. Are you taking any medications?       YES  
 NO If yes, please list:

\_\_\_\_\_

4. Are you currently being treated by MD?     YES  
 NO If yes, please indicate reason:

\_\_\_\_\_

5. Do you have any disease, treatment, or routine medications that should be continued or periodically evaluated?       YES     NO  
 If yes, please explain: \_\_\_\_\_

6. Do you have any illness or condition that could potentially interfere with your ability to participate in college or clinical requirements as listed below?

<b>Required Ability for Health Science and Nursing</b>	<b>Yes</b>	<b>No</b>	<b>Explain</b>
Critical Thinking			
Problem Solving			
Interpersonal Abilities			
Communication			
Mobility			
Motor Skills			
Vision			
Hearing			
Tactile			
Smell/Olfaction			
Self-Care			
Temperament			

7. Are there any additional comments you would like to make regarding your health?  
 YES     NO  
 If yes, please elaborate:

**In Case of Emergency Notify (please indicate someone local):**

Name:

\_\_\_\_\_

Relationship:

\_\_\_\_\_

Emergency Contact's Phone Number:

\_\_\_\_\_

Cell

Home

**I certify that the information provided is accurate and understand that any misrepresentation may result in my immediate dismissal.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Upload to Viewpoint with the Physical Examination Form once completed.*

**Physical Examination Form**Health Science

(Please print legible)

Orangeburg-Calhoun Technical College
3250 St. Matthews Road
Orangeburg, SC 29118
803-536-0311

\*\*\*\*\*Physician, Physician's Assistant, or Nurse Practitioner to complete \*\*\*\*\*

\*A health care provider **MUST** complete and sign with name, title, license number, address, and date of physical to confirm information is complete and accurate. Any corrections or changes to the original information entered must be signed by the health care provider.

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Height: \_\_\_\_\_ Weight (lbs.): \_\_\_\_\_ B/P: \_\_\_\_\_ Pulse: \_\_\_\_\_ Resp: \_\_\_\_\_

Vision: O.D. \_\_\_\_\_ O.S. \_\_\_\_\_

	Normal	Abnormal	Comments
Head, Nose, Sinuses, Neck, Thyroid			
Mouth, Throat, Teeth, Gums			
Eyes			
Ears			
Skin			
Chest, Breasts, Lungs			
Heart and Vascular System			
Endocrine			
Lymphatic System			
Abdomen			
Hernia			
Spine and Musculoskeletal			

Is this student currently under a physician's care or taking medications?  YES  NO

If yes, please list: \_\_\_\_\_

The student must be able to participate in the following abilities:

Critical Thinking	Problem Solving	Interpersonal	Communication
Mobility	Motor Skills	Vision	Hearing
Tactile	Smell/Olfaction	Self-Care	Temperament

Recommendations or Restrictions:

Do you consider the applicant **physically qualified** for college and clinical work?  YES  NO

If no, please explain: \_\_\_\_\_

Do you consider applicant **emotionally qualified** for college and clinical work?  YES  NO

If no, please explain: \_\_\_\_\_

Are there any conditions which might impose **limitations** on college or clinical activities?  YES  NO

If yes, please explain: \_\_\_\_\_

*\*Physician MUST VERIFY all titers and immunity.*

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

TEST	RESULT
<p><b><u>PPD or QuantiFERON-TB Gold</u></b></p> <p>1. Proof of a 2 step PPD (1-3 weeks apart) with negative results <b>OR</b></p> <p>2. If previous positive PPD negative chest-X- ray <b>OR</b></p> <p>3. a negative <b><u>QuantiFERON- TB Gold</u></b></p>	<p><b><u>MUST SELECT ONE:</u></b></p> <p>1. <b>STEP 1:</b> please circle #1) NEGATIVE OR POSITIVE Date: _____.</p> <p><b>STEP 2 (1-3 weeks apart):</b> #2) NEGATIVE OR POSITIVE Date: _____.</p> <p>2. IF POSITIVE PPD, DATE OF CHEST XRAY: _____.</p> <p>RESULTS OF CHEST X-RAY: _____.</p> <p>Attach copy of report within last 5 years</p> <p>3. QuantiFERON-TB Gold (please circle) NEGATIVE OR POSITIVE Date: _____.</p>
<p><b><u>Tdap (ONE DOSE)</u></b> (Must maintain current Tetanus booster every 10 years)</p>	<p>DATE OF LAST TDAP: _____.</p>
<p><b><u>VARICELLA</u></b> If titer reveals lack of immunity, and initial vaccinations have been completed, please consult with health care provider regarding need for additional booster vaccination.</p>	<p>QUANTITATIVE TITER VALUE: _____.</p> <p><b>Attach copy of Lab Report</b></p> <p>DOES THIS TITER CONSTITUTE IMMUNITY TO VARICELLA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>Note: Equivocal titers not accepted</b></p> <p>IF NON-IMMUNE: DATES OF VARICELLA VACCINATIONS – at least 4 weeks apart</p> <p>1. _____ 2. _____</p> <p><b>Note: If never vaccinated, vaccines must be completed no less than 30 days prior to start of clinical rotation.</b></p>
<p><b><u>MEASLES (RUBEOLA)</u></b> If titer reveals lack of immunity, and initial vaccination has been completed, please consult with health care provider regarding need for additional booster vaccination.</p>	<p>QUANTITATIVE TITER VALUE: _____.</p> <p><b>Attach copy of Lab Report</b></p> <p>DOES THIS TITER CONSTITUTE IMMUNITY TO MEASLES? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>Note: Equivocal titers not accepted</b></p> <p>IF NON-IMMUNE: DATE OF MEASLES VACCINATION</p> <p>1. _____ 2. _____</p> <p><b>Note: If never vaccinated, vaccines must be completed no less than 30 days prior to start of clinical rotation.</b></p>

**PHYSICAL EXAMINATION CONTINUED – PHYSICIAN MUST VERIFY ALL TITERS AND IMMUNITY.**

Student Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

<p><b><u>MUMPS</u></b> If titer reveals lack of immunity, and initial vaccination has been completed, please consult with health care provider regarding need for additional booster vaccination.</p>	<p>QUANTITATIVE TITER VALUE: _____ <b>Attach copy of Lab Report</b></p> <p>DOES THIS TITER CONSTITUTE IMMUNITY TO MUMPS? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>Note: Equivocal titers not accepted</b></p> <p>IF NON-IMMUNE: DATE OF MUMPS VACCINATION</p> <p>1. _____ 2. _____</p> <p><b>Note: *If never vaccinated, vaccines must be completed no less than 30 days prior to start of clinical rotation.</b></p>
<p><b>RUBELLA</b> If titer reveals lack of immunity, and initial vaccination has been completed, please consult with health care provider regarding need for additional booster vaccination.</p>	<p>QUANTITATIVE TITER VALUE _____ <b>Attach copy of Lab Report.</b></p> <p>DOES THIS TITER CONSTITUTE IMMUNITY TO RUBELLA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>Note: Equivocal titers not accepted</b></p> <p>IF NON-IMMUNE: DATE OF RUBELLA VACCINATION</p> <p>1. _____ 2. _____</p> <p><b>Note: *If never vaccinated, vaccines must be completed no less than 30 days prior to start of clinical rotation.</b></p>
<p><b>HEPATITIS B VACCINE</b> If titer reveals lack of immunity and Hepatitis B series has been completed, please consult with health care provider regarding need for additional booster vaccination.</p>	<p>QUANTITATIVE TITER VALUE _____ <b>Attach copy of Lab Report.</b></p> <p><b>NOTE: TITER IS REQUIRED FOR ALL STUDENTS.</b></p> <p><b>IF YOU HAVE COMPLETED HEPATITIS SERIES OR IF IT IS IN PROGRESS, LIST DATES BELOW OF THE 2 DOSE OR 3 DOSE VACCINATIONS:</b></p> <p>1. Series in progress: _____</p> <p><b><u>Note: If student is in the process of completing the series, please have student sign waiver below:</u></b></p> <p>2. Series completed: _____</p> <p>1. _____ 2. _____ 3. _____</p> <p>DOES THIS TITER CONSTITUTE IMMUNITY TO HEPATITIS B? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>Note: A negative or equivocal titer is not accepted without evidence of completed Hepatitis series. If negative, Hepatitis B Series must be completed. You should sign the waiver while waiting completion.</b></p>

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**If student is in the process of completing the Hepatitis B series, please have student sign waiver below:**

**Date of Vaccination #1:** \_\_\_\_\_

**Date of Vaccination #2:** \_\_\_\_\_

**Date of Vaccination #3:** \_\_\_\_\_

Student must provide documentation of dates as the vaccinations are obtained via Viewpoint Screening.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**COVID Vaccination dates, boosters, manufacturer, OR an approved exemption.**

- ***Speak to the clinical coordinator or program coordinator for a list of facilities that have medical and religious exemptions forms.***
- ***Be aware that some clinical facilities used by our programs are NOT accepting exemptions.***
- ***To complete the program course student learning outcomes, you must be able to attend all clinical sites utilized by the program. If you are not able to attend assigned clinical sites, it will affect your ability to progress in the program.***

**I attest that I am fully vaccinated. I received the COVID-19 vaccination as follows:**

**Date of 1<sup>st</sup> Dose:** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Date of 2<sup>nd</sup> Dose:** \_\_\_\_\_

**Manufacturer** \_\_\_\_\_ (If two-dose series)

**I attest that I am eligible for and have received a booster dose of the COVID-19 vaccination as follows:**

**Date of Booster:** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**I HAVE A MEDICAL EXEMPTION FORM FROM A PHYSICIAN TO SUBMIT TO CLINICAL AGENCIES.**

**I HAVE A RELIGIOUS EXEMPTION FORM FROM A CLERGY TO SUBMIT TO CLINICAL AGENCIES.**

The above-named student has had a risk assessment and physical examination and is deemed able to participate in clinical rotations supervised by Orangeburg Calhoun Technical College, as of the date below.

\_\_\_\_\_  
HEALTH CARE PROVIDER'S NAME AND TITLE (PLEASE PRINT)

\_\_\_\_\_  
LICENSE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
HEALTH CARE PROVIDER'S SIGNATURE

\_\_\_\_\_  
DATE

**(Stamp is not acceptable)**

**Student:** Please make sure that the provider has signed off on all sections of the vaccine information. Incomplete forms will be returned to the student for verification by the physician.

***\*Upload ALL these documents to Viewpoint once completed.***

## Core Performance Standards for the Didactic and Clinical Environment

Radiologic Technology Program Orangeburg-  
Calhoun Technical College

2023

### Purpose

To communicate the physical demands and communicational skills required for Radiologic Technology Students.

### Description

The clinical and didactic environment will include but not limited to the following:

1. constant contact and communication with the patient, the public, and the multidisciplinary health care team. Follow oral and written instructions without the aid of lip reading or signing. Correctly read aloud written instructions.
2. making decisions based on "Standard of Care". Identifying cause-effect relationships in clinical situations
3. operation of computers, and telephones, call lights, etc. moving and manipulating equipment.
4. moving patients for such activities as walking (ambulation of patient), transporting in a wheelchair/stretchers/bed without assistance, lifting of patients, moving from a chair to a bed or from a stretcher to a bed and vice versa, administering CPR, etc.
5. exposure to pathogens through bodily secretions, mucous and blood.
6. monitoring alarms, body sounds, cries for help. Detecting audible and visual alarms.
7. interpersonal abilities sufficient to interact with an individual, family, groups from a variety of cultural and intellectual backgrounds,
8. put on and remove proper clothing and equipment correctly without assistance (i.e. surgery clothes, shoe covers, etc.
9. stand from a seated position and walk 300 feet without any impairment. Walk up and down several flight of stairs. Lift 20 pounds from the floor, carry and place on a surface 36 inches in height.
10. go from a standing to a squatting position and vice versa. Extend legs forward and backward to provide patient support as needed. Perform pivoting movements.

Applicant/Student: Receives the Core Performance Standards prior to admission to the program and declares accommodations based on standards.

**Physical Requirements:** Constant walking, standing, seeing, hearing, talking, public contact, and decision-making. Frequent operation of computers, usage of telephone, pushing wheelchairs, moving patients, helping patients walk, lifting patients, helping patients sit-up, reading, handling, reaching, grasping, fingering, feeling, exposure to stressful situations and concentration. Exposure to trauma, grief, or death. Sitting in class

**Exemptions:** There are no exemptions - if any changes occur in the student's physical or mental condition that interferes with class or lab/clinical activities while enrolled in the Radiologic Technology Program the Program Director must be notified immediately!

## 2023-2024 Core Performance Standards for the Didactic and Clinical

CORE PERFORMANCE STANDARDS ADMISSION, RETENTION, AND PROGRESSION			STUDENT DECLARATION OF MEETING CORE PERFORMANCE STANDARDS FOR ADMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM
REQUIREMENTS	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)	I HAVE REVIEWED AND UNDERSTAND THE CORE PERFORMANCE STANDARDS MINIMUM QUALIFICATIONS NECESSARY TO PERFORM THE ESSENTIAL FUNCTIONS OF A RADIOLOGIC TECHNOLOGIST.
Critical Thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation.	<ol style="list-style-type: none"> <li>1) Identification of cause/effect relationships in clinical situations</li> <li>2) Use of the scientific method in the development of patient care.</li> <li>3) Evaluation of the effectiveness of therapist interventions</li> <li>4) Make decisions based on the "Standard of Care"</li> </ol>	Critical Thinking: <input type="checkbox"/> I am capable of meeting these requirements. <input type="checkbox"/> I am not capable of meeting these requirements* <input type="checkbox"/> I am capable of meeting these requirements with the following accommodations*
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups.	<ol style="list-style-type: none"> <li>1) Establishment of rapport with patients/family and colleagues</li> <li>2) Capacity to engage in successful conflict resolution</li> <li>3) Peer accountability</li> </ol>	Professional Relationships: <input type="checkbox"/> I am capable of meeting these requirements. <input type="checkbox"/> I am not capable of meeting these requirements.* <input type="checkbox"/> I am capable of meeting these requirements with the following accommodations*
Communication	Communication adeptness sufficient for verbal and written professional interactions.	<ol style="list-style-type: none"> <li>1) Explanation of treatment procedures, initiation of health teaching</li> <li>2) Documentation and interpretation of technologist actions and patient/family responses</li> <li>3) Correctly read aloud written instructions without the aid of lip reading or signing.</li> <li>4) Ability to follow oral and written instructions</li> </ol>	Communication: <input type="checkbox"/> I am capable of meeting these requirements. <input type="checkbox"/> I am not capable of meeting these requirements.* <input type="checkbox"/> I am capable of meeting these requirements with the following accommodations*



Motor skills	Gross and fine motor abilities sufficient for providing safe, effective patient care	1) Calibration and use of equipment, operation of computers, telephones, call lights, etc. 2) Therapeutic positioning of patients 3) Put on and remove proper clothing and equipment correctly without assistance (i.e. surgery suit, shoe covers, lead aprons and other protective devices, etc.) 4) Demonstrate fine motor skills in manipulating small objects	Motor Skills: <input type="checkbox"/> I am capable of meeting these requirements. <input type="checkbox"/> I am not capable of meeting these requirements.* <input type="checkbox"/> I am capable of meeting these requirements with the following accommodations*
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	1) Ability to hear monitoring device alarm and other emergency signals 2) Ability to discern auscultatory sounds and cries for help	Hearing: <input type="checkbox"/> I am capable of meeting these requirements. <input type="checkbox"/> I am not capable of meeting these requirements.* <input type="checkbox"/> I am capable of meeting these requirements with the following accommodations*
Visual	Visual ability sufficient for observation and assessment necessary in patient care.	1) Ability to observe patient's condition and responses to treatments 2) Ability to see monitoring device alarm and other emergency signals	Visual: <input type="checkbox"/> I am capable of meeting these requirements. <input type="checkbox"/> I am not capable of meeting these requirements.* <input type="checkbox"/> I am capable of meeting these requirements with the following accommodations*
Tactile Sense	Tactile ability sufficient for physical assessment.	1) Ability to palpate during physical examinations and various therapeutic interventions  Ex: Distinguish smells which are contributory to assessing and/or maintaining patient's health status, e.g. smell fire, wound drainage	Tactile Sense: <input type="checkbox"/> I am capable of meeting these requirements. <input type="checkbox"/> I am not capable of meeting these requirements.* <input type="checkbox"/> I am capable of meeting these requirements with the following accommodations*

Temperament/ Awareness	Deal effectively with stress produced by work and interpersonal interaction situations.	1) Perform procedures on patients in pain from trauma, disease, or under the influence of drugs/alcohol. Maintain professional composure under stress  2) Aware of the potential exposure to pathogens through bodily secretions, mucous and blood	Temperament/Awareness:  _____ I am capable of meeting these requirements.  _____ I am not capable of meeting these requirements*  _____ I am capable of meeting these requirements with the following accommodations*
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I, the undersigned, do hereby testify that I have read and understand the Core Performance Standards for the RADIOLOGIC TECHNOLOGY Program and the above statements, as indicated, are true.

\* Indicates awareness of applicant to make an appointment with the Special Needs Counselor, Tracy Dibble, calling 535-1225 between 8:30 AM and 3:00PM Monday-Thursday and delivering this form to the Special Needs Counselor for determination of reasonable accommodations.

\_\_\_\_\_  
Applicant's Signature/Date

**(Updated 6-5-23)**

## **EXPOSURE CONTROL**

Every effort is extended to educate the student concerning standard precautions and the transmission of disease. In the event that an exposure occurs, the student will follow the departmental exposure procedure. A copy of this procedure can be found in the Program Director's office.

### **ACCIDENTS, EXPOSURE CONTROL AND PREVENTION**

Radiology students should be aware of potential for transmission of infectious disease in the health care environment. It is important for the student to be knowledgeable about and diligent in practices that will prevent accidental exposure. Students should at all times treat each patient as if they were a potential source of infection. This practice, known as standard precautions, includes guidelines for preventing contact with a patient's blood or body fluids. Rigorous adherence to these precautions will help ensure protection against HIV (human immunodeficiency virus), the cause of AIDS; HBV (Hepatitis B Virus), the primary cause of viral hepatitis; and all other blood borne infectious agents. All students are required to practice standard precautions in the clinical and laboratory setting. Also, prior to clinical rotations students are required to complete safety in-service requirements for each facility.

All accidents occurring during clinical assignments resulting in patient, hospital personnel or personal injury to the student and/or damage to equipment must be reported in a timely manner (24 hours or less). All incidences should be reported to the Supervisor, Director of Clinical Education, Clinical Coordinator and the Program Director immediately. Any student that has been injured, contracted, or been exposed to a communicable disease must inform the Clinical Instructor at the facility. At that time an incident report will be filed with the hospital and the College. The Clinical Affiliate's protocol and the College's Exposure Plan will be followed. Expenses will be covered by the student's accident insurance.

## **INJURY PROTOCOL**

### **\* Call Compendium @ 877-709-2667**

1. Give your Name/Company Name and tell the Operator that you have an injury to report.
2. A Medical Manager Nurse Consultant will take your call and ask the name of the injured worker and specific questions about the accident.
3. Compendium will assist the injured worker in selecting a physician and scheduling an appointment or will direct the injured worker to the Emergency Room. (ER)

Compendium will notify the Physician or the ER of the injury and the arrival of the injured worker.

The Physician or the ER will call Compendium before the injured worker leaves the facility to receive authorization from treatment.

Immediately following the Medical Manager Nurse Consultant will call you with a report on the status of your employee's condition and work status.

The physician's report/case notes will be faxed within 24 hours of receipt of treatment.

**\*Compendium nurses are available 24 hours a day-7 days a week at the above number.**

**Fax #: 877-710-2667**

**STANDARD PRECAUTIONS:**

I have been advised through lecture and textbook readings of the CDC Standard Precautions. I have also completed clinical orientation on Infection Prevention that explains standard precautions. I certify that I will utilize the aforementioned standard precautions in my Health Science/Nursing practice.

---

Name

---

Date

Students will be reviewed annually for compliance of CDC Standard Precautions.

## ADVISORS

Faculty members serve as academic advisors. Students are asked to make contact with their advisors at designated times. Faculty will also make themselves available for conference before and after classes and at other times of mutual convenience. A schedule of office hours is posted outside each office at the beginning of each semester for student and faculty information. The Program Director advises all Rad program students each semester. The Program Director is available for conference by appointment or convenience of both parties.

## STUDENT SUCCESS CENTER:

The Student Success Center provides resources and services that support academic excellence and workforce readiness. Services provided through the center include tutoring, peer assisted study sessions, study rooms, and workshops that are all free for students. Drop-in hours for the center are Monday-Thursday 8:00am-5:00pm and Friday 8:00am-1:30pm. Tutoring times vary from drop-in hours and are posted each semester on the Student Success Center's website. If tutoring is needed at a time that is not provided, please contact the center. The Student Success Center is located in the Library on the second floor of building B. For more information or to schedule an appointment please call 803.535.1376 or e-mail [success@octech.edu](mailto:success@octech.edu).

## STUDENT RECORDS

Students desiring to see records should make an appointment with the Program Director to review the file in his/her presence. A 24-hour notification is required. Copies of clinical evaluations and other academic forms are not released unless requested by the student.

The student is responsible for notifying the Program Director and the Office of Student Services of changes in name, address, and/or telephone number within a week of change.

## GRADUATION

For graduation from Health Sciences and Nursing Programs, the student must do the following:

1. Satisfactorily complete all required courses.
2. Have a minimum overall GPR of 3.0 with a "B" or better in all required RAD courses.
3. File a graduation application in Student Services during the semester she/he expects to finish her/his course of study.
4. Be present at the graduation exercise.
5. Have a minimum final grade of "C" in all required General Education courses.

## ORANGEBURG-CALHOUN TECHNICAL COLLEGE ALUMNI ASSOCIATION

The purpose of this group is to provide a communication system among the College's graduates.

## FEE ASSESSMENT

Students are required to purchase malpractice insurance offered through the College. An annual assessment is made in the Fall or when the student readmits. Various testing fees, software fees, memberships, etc. are required at intervals during the program. These fees are **NON-REFUNDABLE**.

## MISCELLANEOUS

Children are not allowed in the classrooms, clinical areas or unattended in waiting areas. Students are requested not to bring children to counseling or evaluation sessions.

The Orangeburg Calhoun Technical College campus is a designated smoke free facility. Smoking is absolutely prohibited on campus.

Rest room areas are cleaned periodically during the day, but health science/nursing students should emerge as role models in cleanliness and each student has a responsibility to maintain rest rooms by placing paper towels in trash cans. Please do not place any articles in the commodes that would cause them to become clogged. Receptacles are available for feminine hygiene products. Each student is expected to assume a personal responsibility to maintain the quality and care of our building.

Dress of the students should be conducive to learning and not distracting to other students. Example: No halter tops, no crop tops, short shorts or mini-skirts. Students may be asked to leave if dress is not acceptable.

## ELECTRONIC DEVICES

"Devices (computers) are required which you can buy in the OCtech bookstore or use your personal tablet or laptop. No cell phones will be used as the device. Please contact the Program Director to ensure that the programs utilized in the program are compatible if you choose to use an Apple or Mac product. Please ensure that your computer is fully charged for class or that you have a wireless charger, outlets in the classroom are limited and may not be accessible.

Computers will be utilized in class to access course content or/and programs/apps during the program. Students will be permitted to use computers during class for note-taking and other class-related work only. Those using computers during class for work not related to that class must leave the classroom for the remainder of the class period. This includes surfing the web, instant messaging, etc.

\*\*Laptops or electronic devices may be used for class material only. If a student is found on You-Tube, Internet surfing, playing games etc. the laptop or electronic device will be collected by the instructor and returned at the end of class. If the student is in violation the second time, the laptop or electronic device will be collected by the instructor and the student will have to retrieve the device from the Dean of Health Sciences & Healthcare Preparation.

## TELEPHONE USAGE

The College will accept only emergency telephone calls for students. No personal messages will be taken for students by faculty or staff. Please inform your employer and family members regarding your class schedule each semester and remind them of telephone restrictions.

## TEXTBOOKS

Textbooks are required. Attempting to take courses without purchasing the required textbook and any other required materials will seriously jeopardize your ability to pass the course. If you have financial aid other than South Carolina Lottery Tuition Assistance, you may be able to charge your books and/or other required materials against your financial aid in the OCtech bookstore. You should have all materials by the published add/drop date. If you are having difficulty, please see the Financial Aid Office.

## ACADEMIC HONESTY

Any student will automatically be given a grade of "0" on any test or work on which he/she has been found to have cheated. In addition, the student may be dismissed pending final decision of the College.

**Unless group work is assigned, all written course work is to be done independently.**

The student is reminded that plagiarism is considered to be a form of cheating. Definition of plagiarism: "The act of appropriating the literary composition of another or parts or passages of his writing, or the ideas or language of the same, and passing them off as the product of one's own mind." Black's Law Dictionary, 12th edition.

## DISMISSAL

Dismissal will result if a student:

1. Misrepresents any information on required forms for admission.
2. Violates the policies and regulations of Orangeburg-Calhoun Technical College or the contractual agencies.
3. Is found to be cheating. Students involved in actual cheating or in helping others to cheat may be dismissed from the course pending final decision of the College. Written assignments must be each student's own work.
4. Breaches patient confidentiality standards.
5. Displays unprofessional behavior in classroom, clinical, or college-related off-campus activities or to faculty will not be tolerated. Students who are dismissed from the program will not be considered for readmission to any Health Sciences or Nursing programs. Students who feel they have been dismissed without cause may follow the Appeals process.
6. Fails to make a minimum grade of "B" or better in all the required curriculum courses.
7. Fails to make a minimum grade of "C" or better in all required General Education courses including electives.
8. Drug/substance abuse or alcohol.

## EXIT PROCEDURE

Upon exiting a Health Sciences program the student must:

1. Hand in the agency student ID badge.
2. Complete an exit interview.

Students who withdraw from curriculum courses but continue in related courses must change their curriculum status on the appropriate form. The guidelines for re-entry are found under the section labeled Readmission Policy.

## PROFESSIONAL CONDUCT

Students suspected of alcohol/substance abuse may be subjected to one or more of the following:

1. Counseling by the faculty or appropriate College personnel.
2. Clinical or classroom dismissal.
3. A drug/ETOH level drawn (at student's expense).
4. Documentation of evidence of professional counseling (at student's expense).
5. Dismissal from the Program.
6. Periodic blood or urine screening (at student's expense)

## PROFESSIONAL CONDUCT AND ATTITUDES

1. Dignified, professional conduct is mandatory. It must be foremost in the mind that the purpose of the health care facility is for the care and welfare of the patient.
2. Healthy attitudes are basic prerequisites to successful performance, achievement, and work experience. It is a part of one's education and self-discipline that he/she work politely and willingly with all those in the clinical facility and keep his/her personal feelings to himself/herself.
3. **Medical Information:** Information related to the patient is confidential in nature and is **NOT** to be discussed with anyone **inside** or **outside** the clinical site unless the person is authorized to receive such information, and the communication relates to the care and welfare of the patient. Idle gossip about patients and associates is in poor taste and destructive of professional standards. **If the student breaches confidentiality, he/she may be dismissed from the Radiology program.**
4. **Language:** Use of strong, vulgar, and profane language may result in dismissal of the student from the program.
5. **Eating, Drinking, Smoking:** The College & clinical facilities will have designated areas for eating, drinking, or smoking. Abide by the rules of the facility.
6. Unprofessional behavior in the classroom, clinical sites, college-related off-campus activities or to faculty will not be tolerated. The student will be dismissed from the program.

### **A student enrolled in this Program is expected to:**

1. Display professional behavior in classroom, clinical or college-related off-campus activities.
2. Follow the American Registry of Radiologic Technologists Standards of Ethics.
3. Follow the Principles of Professional Conduct.

Students who have been removed from a clinical site due to behavior or conduct will be dismissed from the program. All students must be eligible/able to attend all clinical sites to remain in the program. If a student becomes ineligible to rotate to all sites, they will be withdrawn from the program. If a student displays unprofessional behavior in the classroom, clinical sites, college-related off-campus activities or to faculty, they will be dismissed from the program.

Students are required get all immunizations/vaccinations & titers as required by each clinical site. A drug test and background check through the agency specified by the College is also required per the clinical facility guidelines.

## **VIOLATIONS OF ANY OF THESE POLICIES MAY RESULT IN DISCIPLINARY ACTION.**

### **A. CHILDREN IN HEALTH SCIENCE BUILDING (K) AND LECTURE ROOM BUILDING M**

Children are not allowed in the classrooms, the Media center or unattended in waiting areas. Students are requested not to bring children to counseling or evaluation sessions.

### **B. ADMINISTRATIVE ASSISTANT AREA MANAGEMENT**

Students must respect the work area of the Administrative Assistants. The reception area is to be utilized by those who have appointments. This is not a study area.

*Only two (2) students should be in the hall at one time, while waiting at faculty offices. Others are to remain outside the end glass doors until space is available. Laughing, talking, etc. in the hall and waiting area is not acceptable. Sitting in the halls or on the heat/air units is not permissible.*

### **C. PROFESSIONAL DRESS STANDARDS FOR A CASUAL ENVIRONMENT**

All Radiology students in a casual environment (Classroom, Lab, and Service Learning Area) must wear appropriate clothing all days of the week, taking into consideration the activities of the day. Students must be clean, neat, and should look appropriate at all times.

#### **Females:**

- **NO** tight clothing, tops that reveal too much cleavage (such as spaghetti straps, tank tops, and tube tops), midriff (below breast to below umbilicus),
- **NO** shirts are to be worn without a bra (no see through tops), short skirts in which thighs are not covered when sitting, high slits, and pants/shorts that expose lower back and buttocks.
- **PROPER** undergarments should be worn with all attire.
- **NO** head gear in buildings.

#### **Males:**

- **NO** head gear in building.
- **NO** pants that expose lower back, buttocks, or undergarments.
- **PROPER** undergarments should be worn with all attire.

### **D. PROFESSIONAL ENVIRONMENT**

Students are required to maintain a professional environment at all times. This is defined as:

1. Talking, sleeping, and excessive leaving and reentry during class is distracting to your peers and to the instructor. Students may be asked to leave class if this is a problem. Continued disruptions will be referred to the Dean of HS & Healthcare Preparation. Assigned seating may be implemented during the school year. The lecturer has the authority to reprimand and/or exclude from the classroom any student or students who are disruptive.
2. Food is not allowed in the Health Science Building. Only screw top containers are permitted in the corridors and classroom.
3. Cell phones, smart watches, etc. are strictly prohibited during class, lab, or clinical time unless given special permission by the Program Director. If a cell phone is on top of desk, visible during class, or rings it will be taken from the student. Repeated incidents will result in disciplinary action.
4. An increasing number of individuals have chemical sensitivities. We ask that all students be mindful of this and not wear perfumes, aftershave or other scented personal products in class or in clinical settings.



### **Substance Abuse in Lab/Clinical/Off-Campus Worksite**

The sale, possession, or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants, marijuana, and/or any illegal substances is specifically prohibited. Violations will be reported to the proper law enforcement officials for prosecution. Those prosecuted will be subject to the courts of the State of South Carolina. No one under the influence of alcohol or other drugs will be allowed to attend class or to remain on campus.

No alcoholic beverages are to be served or consumed at any student function on or off campus. This includes club, departmental, and class activities such as meetings, field trips, picnics, parties, and similar activities.

Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Student Services counseling staff or other community counseling agencies.

### **SAFETY IN LABORATORIES AND CLINICAL**

Students in a lab or clinical setting are expected to follow safety guidelines as outlined in the program of study. These guidelines cover dress codes, appropriate behavior and safety precautions, and equipment. Failure to follow guidelines as outlined in the program of study could result in a student being administratively withdrawn from the class.

### **SAFETY AND SECURITY**

It is the policy of Orangeburg-Calhoun Technical College that any criminal act, act or threat of violence, injury, destruction of College or personal property, traffic accident, or other situation which occurs on the campus which may constitute an emergency, a danger to the health, safety or property of any person; or a threat to the public order; be reported immediately.

During normal operating hours, incident reports should be made to Campus Public Safety Office. The Public Safety Office is located in the Gressette Learning Resources Center, Building B, Office 142. Please dial telephone ext. 1336 and either speak with the officer on duty or, in the event of non-emergencies, leave a voice mail message.

In the event of an emergency, and there is no answer at ext. 1336, dial cell phone # 682-3335 or press 0. By pressing 0, the phone will automatically dial the switchboard. This number is monitored from 8:00 a.m. to 6:30 p.m., Monday-Thursday and on Friday 8:00 to 1:30p.m.

After 6:30 p.m. on Monday – Thursday and on Friday after 1:30, please follow the following instructions for reaching the officer on duty:

Monday – Friday, call the Campus Public Safety cellular phone at **682-3335**. For non-emergencies, leave a voice mail message. The phone will automatically notify the officer of any messages.

If there is an emergency and no answer, call the Front Desk in Building S (Student and Community Life Center) at extension 1211 (535-1211, off-campus). This number will be monitored from 8:00 a.m. to 5:00 p.m., Monday – Thursday and Friday 8:00 a.m. to 1:30 p.m.

If there is an emergency situation after 7:00 p.m., call the security main number at ext. 1336 (535-1336, off campus) or the security cellular phone at **682-3335**. This number will also be available as a back-up option during the other times.

The red emergency call boxes on campus are available. Monday – Thursday, they ring at the Front Desk in Building S from 8:00 a.m. – 6:30 p.m. On Friday, the red emergency boxes are available 8:00 a.m. – 1:30 p.m.

In extreme emergencies such as serious injuries (first aid), fire and other life-threatening situations, any employee or student is authorized to dial 911 and make a direct request for assistance. Further notification through proper college channels may be completed when time permits.

## D2L GUIDELINES

### IMPORTANT NOTES:

**This is your portal for your calendar, email, classes and more. Stay tuned to this page as we post more information**

- Read and Delete email in all folders regularly to avoid mail being returned and you not receiving important information.
  - Keep important information on a flash drive
  - Make sure when researching information, you have the correct term.
1. Go to main Orangeburg Calhoun Technical College web page: <http://www.octech.edu/>
  2. Click on the D2L link under the Student Resources Tab on the main College web page.
  3. **Here you will find several instruction links to include:**
    1. Directions to generate a log in and password. **See Below.**
    2. Emergency Alerts
    3. Online Courses on D2L

### Welcome to Brightspace by D2L

#### New Users

Your username (in most cases) is your last name, first initial, and middle initial; all lowercase with no spaces. It is the same username as your OCTech Self Service (Connect) username. If unsure of your username, you may access it by clicking [here](#).

Your initial, temporary password is your date of birth (mmddyy format), followed by an uppercase first, lowercase middle, and lowercase last initial.

**Example Username:** doeja (Jane A. Doe)

**Example Password:** 062480Jad

Immediately after login, you should be prompted to change your password. If you are not prompted to change your password upon initial login, please click on the drop-down arrow by your name and click on Account Settings. You will then be able to click the Change Password link and update your password. Click [here](#) for video showing you how to change your password. The College recommends you change this initial password.

#### Login Help

If you have forgotten your username, please click [here](#).

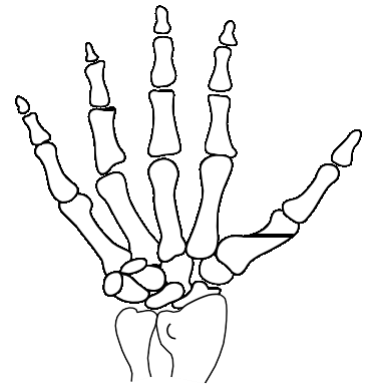
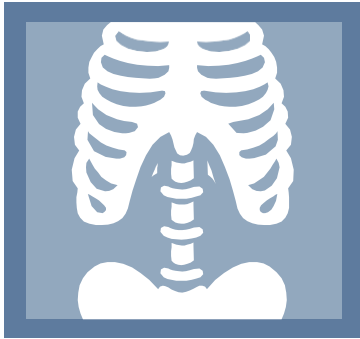
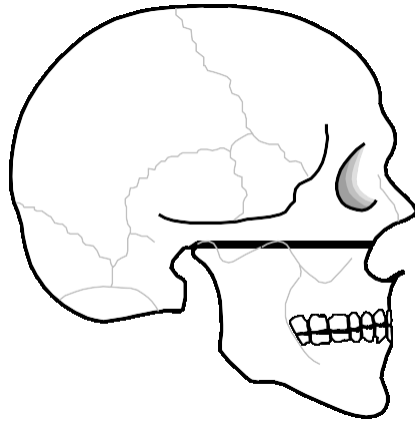
If you have forgotten your password after your initial login, please send an email to [askme@octech.edu](mailto:askme@octech.edu) or call (803) 535-1224.

#### Once you log in

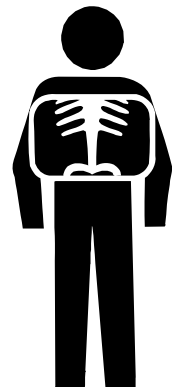
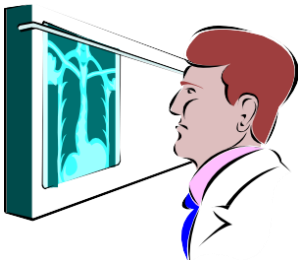
4. This will take you to your D2L Homepage.
  - Here you will find your classes.
5. **Email tab:**
  - Will allow you to check and send emails.
- Content tab:**
  - This is where class PPTs, course calendar, course syllabus, clinical information, etc. can be retrieved.

#### Email

Your email address in D2L is [username@octech.brightspace.com](mailto:username@octech.brightspace.com)



# ***Radiologic Technology Program Procedures***



## GLOSSARY OF TERMS

Affective Objectives	A description of attitudes and behaviors.
Behavioral Objectives	A description of skills.
Clinical Courses	Graded courses in a hospital, clinic or outpatient imaging center where the student learns through observation and work experience.
Cognitive Objectives	A description of knowledge.
Competency Objectives	A description of the skills or knowledge necessary to satisfactorily perform a radiographic examination.
Critical Areas	Psychomotor objectives that must be at least acceptably completed for the student to pass the Proficiency. (See Psychomotor Evaluation Form and Objectives.)
Didactic Courses	Classroom courses where the student learns information through lectures, audiovisuals, demonstrations, lab experiences, etc.
Direct Supervision	The supervision of clinical student by a qualified radiographer who 1) reviews the procedure in relation to student achievement, 2) evaluates the condition of the patient in relation to the student's knowledge, 3) is physically present during the conduct of the procedure, and 4) reviews and approves the procedure and/or image. (See Direct/Indirect Supervision Policy)
Indirect Supervision	The supervision of a clinical student, who has achieved competence, yet must still be supervised by a qualified radiographer who is <i>immediately available</i> to assist regardless of student achievement. (See Direct/Indirect Supervision Policy)
Immediately Available	The physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.
Product	Completed Image
Proficiency	A method of evaluating the student's ability to perform a radiographic (X-ray) examination satisfactorily.
Psychomotor Objective	A physical activity associated with mental processes such as a learned skill.
Student-Caused Error	Psychomotor Objective not met due to the student's action.

## PROCEDURES

### Classroom/Lab Education

The didactic or classroom education portion of the Radiologic Technology program at Orangeburg-Calhoun Technical College is carried out by the Didactic Faculty and approved by the Program Director. The laboratory educational portion is designed to reinforce student skills obtained in the classroom.

#### GRADING SYSTEM

A final course grade of at least a "B" is required in all Radiology curriculum courses in order to proceed to the following semester.

90 – 100	= A
80 - 89	= B
70 - 79	= C
60 - 69	= D
Below 60	= F

If a student is not eligible to proceed, he/she will be advised to enter the AA/AS, or AAS.GT.HPCS curriculum. A student will be allowed to re-enter the program **ONCE**. Extenuating circumstances may be taken into consideration by Program Faculty on a per case basis. To re-enter into the program the student must have a 2.5 GPA and follow the re-admission policy.

#### RESEARCH PAPER/PRESENTATION:

Students are responsible for doing research in a radiologic area and documenting this research in the form of a formal research paper. The Research Paper must apply to Radiology. Students may not use the exact same topic. The instructor must approve the topic researched prior to beginning work. The research paper will consist of a title page, body composition, and a reference page. You will not need an abstract for this paper. The final paper must be turned in the day presentations begin. Everyone regardless of presentation day will be required to turn their final paper in on the same day. A copy of the references must be turned in with the final paper. The final paper must meet the following requirements: (1) be typed and double spaced, (Times New Roman 12 font) Title page should include a Running Head, page #'s in the top right corner etc. (2) body of composition consist of a minimum of five (5) full typed pages; (3) utilize a minimum of five references (3 of the references must be different types of references), (4) illustrate no form of plagiarism and (5) use APA 7<sup>th</sup> ed format. The student will be required to present his/her topic to the class. Each student is required to do his/her own work and presentation. Presentation should be at least ten (10) minutes but not more than fifteen (15) minutes in length. Videos and set up are not included in the presentation time. Grading will be according to the Rubric to include content, visuals, subject presentation, eye contact and neatness. Each student should have a PowerPoint presentation or presentation Tri-board in addition to their research paper. The PPT or Tri-Board must be turned in the same day as the paper and references. Additional visuals may also be used as part of the presentation. A video may not be used as part of the ten (10) minute presentation. Papers may not be read. If read points will be deducted. Additional points will be deducted if the student does not follow the requirements listed above. The research paper and presentation will contribute 25% of the final grade for this course. Students must use "Brain Fuse" in D2L and show documentation of use.

Documentation includes a copy of your paper submitted to BrainFuse with comments and feedback overall. **Ten (10) Points will be deducted from the overall grade if your paper was not submitted and/or you did not provide documentation of submission. Documentation of submission includes documentation of submission to BrainFuse (Overall feedback), and the correspondence providing feedback on your submitted paper from BrainFuse (actual submitted paper with suggested changes). Your paper should be completed in time to submit it to the Brain Fuse Writing Lab and get feedback. Copies of reference materials, PPT or Tri-Board must also be turned in with final paper or points will be deducted from final grade.**

**Additional Points will be deducted if the student does not follow the requirements listed above.**

## Paper/Presentation Grading Rubric

Name: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Grade: \_\_\_\_\_

	<u>Excellent</u>	<u>Above Avg</u>	<u>Average</u>	<u>Fair</u>	<u>Poor</u>
<b>1. Educational Value</b>					
Paper demonstrates that research was conducted on Radiology related topic.	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Offers sufficient information to explain or promote understanding & comprehension of topic	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>2. Organization of Material</b>					
Clearly states the objective & purpose of the topic in the Introductory Paragraph	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Prepared in a logical & orderly sequence to promote understanding & comprehension	<b>10</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>5</b>
The final paper met the following requirements: (1) typed and double spaced, (2) body of composition consist of a minimum of five (5) typed pages; (3) utilize a minimum of five references (3 of the references must be different types of references) Copies of References submitted with paper. (4) APA Format ( <b>See Full Instructions</b> )	<b>10</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>5</b>
Correct Grammar, Punctuation, and Formatting were used. APA Format, Running Head, Pg. #'s	<b>15</b>	<b>14</b>	<b>12</b>	<b>10</b>	<b>9</b>
<b>3. Presentation of Topic</b>					
Clear diction, correct grammar & captures the interest of the audience. Good eye contact.	<b>20</b>	<b>19</b>	<b>17</b>	<b>15</b>	<b>13</b>
Adequate length of presentation to cover topic ( <b>10 minute minimum</b> )	<b>15</b>	<b>14</b>	<b>12</b>	<b>10</b>	<b>9</b>
Tri-Board/PowerPoint slides are of good quality, easy to read, clear, neat & appealing to the eye. Handouts clearly demonstrates adequate knowledge of subject area to include neatness, quality, easy to read, visually appealing to the eye. Charts, Graphs, Display board, drawings, etc. are utilized to promote additional understanding of materials presented.	<b>15</b>	<b>14</b>	<b>12</b>	<b>10</b>	<b>9</b>

**\*\*Students must use "Brain Fuse" in D2L and show documentation of use. Ten (10) points will be deducted from the overall grade if your paper was not submitted and/or you did not provide documentation of submission required in the assignment. Documentation that Brainfuse was used should be included with the final paper. Brainfuse documentation should include the paper with suggested corrections, comments and submission confirmation page. Your paper should be completed in time to submit it to the Brain Fuse Writing Lab and get feedback. If any of the required information is missing, points will be deducted. (Assignment is more specific.) Additional Points will be deducted if the student does not follow the requirements listed above.**

Comments

8/9/23

**CONTINUING EDUCATION**

Continuing education is an integral part of a Radiographers role especially when meeting the requirements for the renewal of his/her certification as a qualified radiographer. One of the purposes of the program is to prepare the graduate to be successful in the field. Therefore, students are encouraged to demonstrate that they have been active in continuing education outside of the usual classroom/clinical setting.

**PROFESSIONAL MEMBERSHIPS**

All Radiography students are required to join the South Carolina Society of Radiologic Technologists (SCSRT) and American Society of Radiologic Technologists (ASRT) upon entering the program.

Renewal of membership to the American Society of Radiologic Technologists is required each year.

**ATTENDANCE OF PROFESSIONAL MEETINGS, SEMINARS, & FIELD TRIPS**

All students are expected to attend professional meetings, seminars & field trips. When classroom and clinical time is used for such activities, all students not participating will be required to work those hours in the clinical setting or on assignments as assigned by instructor. Attendance for students not participating will equal eight (8) hours each day in the clinical/classroom assignment.

Unprofessional behavior at any meeting or field trip will result in disciplinary action. (See College Substance Abuse Policy)

**CLASSROOM/LAB ATTENDANCE REQUIREMENTS****CLASSROOM ATTENDANCE**

Classroom attendance requirements will be specified in the syllabus/course outline for each didactic class.

**Absences:**

Students are expected to attend all class meetings and labs. If a student must be absent, it is the student's responsibility to notify the instructor before class the day of absence. There are no excused absences. Lecture hours, and lab hours will be considered separately. Lab hour and lecture absences will not exceed the number of hours each class meets per week. For example, if the course meets six (6) lecture hours and three (3) lab hours per week, the student will be allowed no more than six (6) lecture hour absences and three (3) lab hour absences during the semester. Students who are more than ten minutes tardy will be considered absent. Students who leave more than ten minutes prior to class dismissal will be considered absent. Students showing a pattern of attendance violations or getting close to the maximum number of tardies or absences, will be placed on Attendance probation and counseled by faculty (See Academic/Attendance Probation Form). If excessive absences are taken, the student will be administratively withdrawn. The student will be given a verbal/written warning concerning excessive absences and referred to the Dean of HS/Healthcare Preparation and/or VP of Student Affairs. Extenuating circumstances may be taken into consideration by the instructor and Program Director. The Radiology department shall have attendance requirements that are consistent throughout the program.

**Tardies:**

Three (3) tardies are considered an absence. More than ten (10) minutes tardy is considered an absence. If a student leaves more than ten (10) minutes prior to class dismissal, he or she is considered absent. If a student does not return from breaks at the assigned returned time and is absent for longer than 10 minutes, he/she is considered absent. Unless notified otherwise, students may leave class if the instructor fails to appear ten (10) minutes after the scheduled class time. A class roll must be signed and submitted to Mrs. Smoak (administrative assistant) prior to the class leaving campus.

**Lab Attendance:**

Lab attendance is mandatory and cannot be made up without a doctor's excuse or extenuating circumstance. Extenuating circumstances are at the discretion of the instructor.

**RETENTION AND PROGRESSION:**

For retention and promotion in the Radiology program, the student must in the judgment of the faculty satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting established criteria of the College, the student:

1. Must schedule all courses in a curriculum sequence pattern as outlined in the College catalog.
2. Must make a minimum grade of "B" or better in all the required curriculum courses.
3. Must make a minimum grade of "C" or better in all required General Education courses including electives.
4. Must complete orientation packets as required by clinical affiliates, and satisfactorily complete test(s).
5. Applicants who have had two or more Nursing or Health Science program attempts (withdrawal and/or failure) are eligible to re-apply with a start date that is at least 3 years from the last program attempt.
6. Must abide by policies regarding related courses when transferring from another institution.
7. May transfer Radiology credits into the Radiology curriculum at the discretion of the Radiology Program Director.
8. Must meet current admission criteria and have a cumulative GPA of 2.5 when transferring from another institution.
9. Must change curriculum status to General Technology-Healthcare Prep Clinical Studies (GT.HPCS) or AA/AS while not currently enrolled in Radiology courses.

**PROBATION:**

A student may be placed on program probation if the following occurs:

**Academic Probation:**

Less than a "B" average in a Radiology course at mid-semester will result in the student being placed on academic probation. A student who is placed on academic probation must meet with the instructor to create a plan for academic improvement. Failure to show academic improvement will result in the student failing the course and unable to continue in the program. (See Academic/Attendance Probation Form.)

**Clinical Probation:**

Unsatisfactory performance and/or less than a "B" average in a Radiology course at mid-semester will result in the student being placed on clinical probation. A student who is placed on clinical probation must meet with the instructor to create a plan for clinical improvement. Failure to show Clinical improvement will result in the student failing the course and unable to continue in the program. (See Clinical Probation Form.)

**Attendance Probation:**

Abuse of academic or clinical attendance requirements at mid-semester will result in the student being placed on attendance probation. A student who is placed on attendance probation must meet with the instructor to create a plan for attendance improvement. A student who continues to abuse the attendance policy without just cause and documentation may be subject to withdrawal from the program pending review by the administration and faculty of Orangeburg-Calhoun Technical College. (See Academic/Attendance Probation Form.)



**Clinical Probation Form**

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

**Check the type of incident or pattern/s of behavior:**

- 1. \_\_\_\_\_ Uniform compliance/ Personal hygiene issues
- 2. \_\_\_\_\_ Attendance issues
- 3. \_\_\_\_\_ Work Quality
- 4. \_\_\_\_\_ Safety
- 5. \_\_\_\_\_ Disrespect
- 6. \_\_\_\_\_ Personal matters/anxiety
- 7. \_\_\_\_\_ Incomplete/late work
- 8. \_\_\_\_\_ Other

**Warnings:**

Oral Given: Date/s: \_\_\_\_\_; \_\_\_\_\_

Written Probation Implemented: Instructor: \_\_\_\_\_

**Reason for Probation:**

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**Decision/Action taken by faculty:**

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The student is currently on probation. If any type of incident should occur again, the student will be dismissed from the program.

My signature indicates that I have reviewed this evaluation and have had an opportunity to discuss it with my instructor and program coordinator.

Instructor signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

Program Coordinators signature: \_\_\_\_\_

**Attendance/Academic Probation Form**

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

**Check the type of incident or pattern/s of behavior:**

- |                            |                                   |
|----------------------------|-----------------------------------|
| 1. _____ Academic issues   | 5. _____ Personal matters/anxiety |
| 2. _____ Attendance issues | 6. _____ Disrespect               |
| 3. _____ Work Quality      | 7. _____ Incomplete/late work     |
| 4. _____ Safety            | 8. _____ Other                    |

**Warnings:**

Oral Given: Date/s: \_\_\_\_\_; \_\_\_\_\_

Written Probation Implemented: Instructor: \_\_\_\_\_

**Reason for Probation:**

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**Decision/Action taken by faculty:**

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The student is currently on probation. If any type of issue(s), pattern(s) of behavior or failure to follow the plan for improvement should occur again, the student will be dismissed from the program.

My signature indicates that I have reviewed this evaluation and have had an opportunity to discuss it with my instructor and program coordinator.

Instructor signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

Program Coordinators signature: \_\_\_\_\_

## **DISMISSAL PROCEDURE**

A student may be dismissed under the following conditions:

1. Misrepresents any information on required forms for admission into the Radiology Program.
2. Violates the policies and regulations of Orangeburg-Calhoun Technical College or the contractual agencies.
3. Is excessively absent or tardy from class or clinical.
4. Is found to be cheating. Students involved in actual cheating or in helping others to cheat may be dismissed from the course pending final decision of the College. Written assignments must be each student's own work.
5. Failure to meet required number of clinical proficiencies.
6. Unprofessional classroom or clinical behavior. (Example: Being disrespectful to faculty and staff in the classroom or clinical area)
7. Excessive demerits (10 or more demerits in one semester)
8. Failure to achieve a "B" in all Radiology curriculum courses
9. Falsifying clinical records, including false documentation on clinical time sheet
10. Failure to demonstrate appropriate clinical competence or acceptable progression of clinical performance.
11. Breaches patient confidentiality standards.
12. Displays unprofessional behavior in classroom, clinical, or college-related off-campus activities.  
Students who are dismissed from the program will not be considered for readmission to any Health Sciences or Nursing programs. Students who feel they have been dismissed without cause may follow the Student Grievance Procedures (Student Code) & Appeals process. (Found on the College website in the College Catalog and in the back of the Radiology Student Handbook.)
13. Drug/substance abuse or alcohol.

Students who feel they have been dismissed from the Program without just cause may follow the Student Grievance Procedures (Student Code) & Appeals process. (Found on the College website in the College Catalog and in the back of the Radiology Student Handbook.)

## **READMISSION**

1. All students may re-enter on a space available basis. All students applying for re-entry must audit all classes and clinic the semester prior to re-entry to gain reacceptance. Students auditing classes and clinic must follow the attendance policy and complete required assignments in order to be considered for re-entry. Students who do not complete requirements and audit all classes and clinic the semester prior to re-entry will not be reaccepted.
2. All competency examinations that had been attained in the previous year must be rechecked and passed with an 85% in order to carry into the new academic term.  
Prior to being rechecked, the student must practice the exam at least once prior to being rechecked. Mandatory exams must be performed on a patient in the clinical setting to receive credit.
3. A clinical instructor or a registered technologist may recheck any competencies logged on the students' proficiency checklist at any time during the semester prior to re-entry in order to validate student competency.
4. If the student fails to pass the recheck competency examination, the student must repeat the proficiency until an 85% has been attained. The student must practice an exam at least once prior to being rechecked for competency. When the student successfully passes the competency exam, it will be reinstated on the student's Proficiency List.

Consideration for readmission will be determined **by the availability of space**. For readmission to the Radiology Program, the following criteria must be met:

1. Applicants that are applying for readmission into the first fall semester will be considered as a new applicant and will follow the programs admission procedures.
2. A written request for readmission must be submitted to the Program Director. The request must include rationale and must be submitted at least two semesters prior to the semester in which re-entry is desired.
3. Requests occurring after 1 full calendar year has elapsed will require that the student retake courses.
4. Updated physical form and CPR certification is required. Updated vaccinations required. I also understand that I must satisfactorily complete all program and clinical paperwork and tests as required by the program and clinical affiliate.
5. A student may only be readmitted once. Extenuating circumstances may be taken into consideration by Program Director on a per case basis.

### **Radiologic Technology: Policy and Procedure for Pregnancy**

The College recommends that female students avoid pregnancy during the training period because of the academic and clinical requirements of the program. However, if a student should become pregnant, it is the student's right to voluntarily disclose or not disclose this condition.

If a student does become pregnant and discloses this information to the Program Director and Clinical Coordinator, the student should do so in writing. Notification should include the name of her attending health care provider (AHCP) and the approximate date of birth of her child. She will be allowed to complete her clinical assignments as long as her attending health care provider (AHCP) permits.

After notification the following procedures will be followed in order to provide the maximum degree of protection to the student and fetus:

1. The student should schedule appointments with the clinical coordinator and appropriate faculty for counseling related to the effects of radiation on the fetus and proper radiation safety during gestation period.
2. During the counseling session the Program Director and Clinical Coordinator will discuss the ability of the student to participate in all aspects of the program. The student must be able to progress in her educational experiences both clinically and academically.
3. The student will be required to abide by the attendance policy as outlined in the Radiology Program Attendance Policy. Changes will not be made in her rotational schedule or room assignments unless a request in writing is submitted by the student. Clinical competencies and objectives will remain the same as indicated for the course in which she is enrolled. If a student desires accommodation in clinical (for example, avoiding fluoro and surgical rotations for the entire pregnancy) they may need to withdraw from the program and re-enter the following year.
4. The student will be issued a second OSL Dosimeter, which will be worn on the abdomen and the original OSL Dosimeter will be worn in the normal location. The student technologist must wear these radiation- monitoring badges at all times, while in a radiation environment. These badges will be processed monthly. During the entire gestation period, the maximum permissible dose equivalent to the embryo-fetus from occupational exposure of the student technologist will not exceed 0.05 rem (0.5mSv monthly). Report #116.
5. In order for the student to continue a statement must be received from her AHCP including the following information:
  1. That the student has shown her AHCP the proposed course of study that she plans to take in the upcoming semester including any clinical studies;
  2. That the student's AHCP believes that the student will be able to fully perform all the tasks, functions, exercises, and studies that will be expected of the student during that semester; and
  3. A statement of any limitations, difficulties, illnesses or restrictions that the student may have during the upcoming semester or has had, since his/her last statement.
6. If a student is unable to complete course work then, re-entry will follow the readmission procedures space permitting.
7. Students are encouraged to wait to re-register in the curriculum until six (6) weeks after a pregnancy has terminated. The student will be required to bring a statement from her AHCP that she is physically able to resume her radiology studies.

In order to return to the curriculum before the above mentioned six (6) week period, the student must bring a written statement from her health care provider, and this statement must say that he/she has examined the student and that he/she believes she is physically able to resume her studies. The statement must also say that the student has shown him/her the proposed course of study if she is allowed to return before the above mentioned six (6) week period. In addition, she will be required to bring a statement from her AHCP that she is physically able to resume her curriculum studies and clinical rotations without restrictions to include lifting, bending, pushing, pulling, etc.

- 8. Student will have the option to submit a written withdrawal of declaration at any time following declaration. This written withdrawal should be made to the Program Director. The written withdrawal of declaration will be attached to the original declaration to document change of status. See below the withdrawal of declaration form to include appropriate signatures.

**Voluntary Withdrawal of Declaration**

Date of voluntary withdrawal of declaration: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

Each student will be expected to sign a statement that she has read this policy, and that she understands this policy.

The student's signature will also indicate that she understands that she cannot hold Orangeburg-Calhoun Technical College, the faculty, or the clinical facilities responsible for any physical injury that may occur to her or to her unborn child while she is attending her classes or clinical rotations. This also includes any injury she or the unborn child may sustain due to infection, disease, chemical, drug, or sickness she may contract or come in contact with while she is attending her classes or clinical rotations. The Physician's or Attending Healthcare Provider's signature documents that they have seen a copy of the student handbook and course of study for student. Any limitations need to be documented below or on a separate sheet of paper.

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

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

\_\_\_\_\_  
**Program Director's Signature**

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

\_\_\_\_\_  
**Physician's Signature/Attending Healthcare Provider**

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

**Information needed from Physician or Attending Healthcare Provider**

**Student Name:** \_\_\_\_\_

**Conception Date:** \_\_\_\_\_

**Stage of Gestation:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_

**Limitations should be documented below or on a separate sheet of paper.**

### Voluntary Declaration of Pregnancy Counseling Form

**Student Name:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

**Date of Voluntary Declaration:** \_\_\_\_\_

**Date of Conception:** \_\_\_\_\_

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

**Counseling session to discuss and review radiation protection.**

I, \_\_\_\_\_, acknowledge that I have met with the Program Director and received counseling regarding my responsibilities during my pregnancy to protect myself and unborn fetus from unnecessary exposure to radiation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

## **Radiologic Technology Policy and Procedure for Pregnancy**

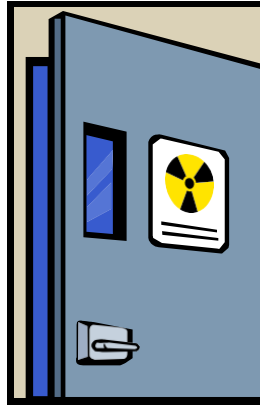
I have read and understand the contents of this policy and procedure.

The student's signature will also indicate that she understands that she cannot hold Orangeburg-Calhoun Technical College, the faculty, or the clinical facilities responsible for any physical injury that may occur to her or to her unborn child while she is attending her classes or clinical rotations. This also includes any injury she or the unborn child may sustain due to infection, disease, chemical, drug, or sickness she may contract or come in contact with while she is attending her classes or clinical rotations.

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

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



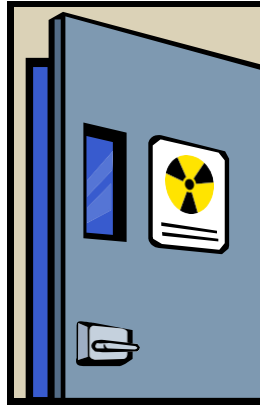


## **Orangeburg-Calhoun Technical College Radiology Lab Use Policy**

**Below are the guidelines that must be followed while using the Radiology Lab.**

- 1. Students must notify a Radiology Program Faculty member before using the Radiology lab to practice exams or work with equipment.**
- 2. At no time is a student to enter the Radiology lab without permission and knowledge of a Radiology Program Faculty member.**
- 3. All students using the lab must sign in and out on the dedicated lab sign in and out form.**
- 4. Students must wear their radiation dosimeters in the energized lab when making exposures.**
- 5. A Radiology Program Faculty member must provide supervision when a student is making an exposure. No student is to be unsupervised while making exposures in the energized lab.**
- 6. The door to the energized lab must be closed during all exposures.**
- 7. When an exposure is being made, no student or faculty is allowed in the energized room.**
- 8. All equipment must be cleaned and returned to its correct location before leaving the lab.**





# Orangeburg-Calhoun Technical College Radiology Lab Use Signature Form

My signature below indicates that I have received a copy of the Radiology Lab Use Policy. I have read and understand that I must abide by the Radiology Lab Use Policy at all times.

Name \_\_\_\_\_

Date \_\_\_\_\_

## **CLINICAL EDUCATION**

The clinical education portion of the Radiologic Technology program at Orangeburg-Calhoun Technical College is carried out by the Clinical Instructor and approved by the Program Director. The clinical educational portion is designed to reinforce student skills obtained in the classroom and laboratory. This is accomplished through direct clinical supervision by the Clinical Instructor and Staff Technologists. At no time are students left unsupervised or substituted for staff technologists. All repeat radiographs are taken under the direct supervision of the Technologist or Clinical Instructor. To document that all repeats are taken under the direct supervision of the Technologist or Clinical Instructor, a Direct Supervision Radiograph Repeat Form should be completed by the supervising Technologist or Clinical Instructor.

### **Direct/Indirect Clinical Supervision Policy**

Objective 5.4 in the 2021 JRCERT Radiography Standards defines **Direct Supervision** as follows: The supervision of clinical student by a qualified radiographer who

- 1) reviews the procedure in relation to student achievement,
- 2) evaluates the condition of the patient in relation to the student's knowledge,
- 3) is physically present during the conduct of the procedure, and
- 4) reviews and approves the procedure and/or image.

Students must be **directly supervised** until competency is achieved. All seniors are under **direct supervision** until competency has been reached. Once students have achieved competency, they may work under indirect supervision except for the following.

### **Direct Supervision Requirements:**

Students are required to have direct supervision at all times when performing the following:

- All Freshman radiographic procedures
- All mobile/portable exams
- All fluoroscopic exams to include mobile fluoroscopy
- All surgical exams
- All repeat exposures

**Under no circumstance will students perform the above without direct supervision. Direct supervision requirements must be followed regardless of the student's level of competency.**

The JRCERT defines **Indirect Supervision** as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

Under **no circumstances** is a student allowed to perform an exam unless a qualified radiographer is in the immediate area. This means the physical presence of a radiographer is in the adjoining room or within earshot of the student.

### **TRANSPORTATION to CLINICAL ROTATIONS**

Orangeburg-Calhoun Technical College uses various clinical sites to provide learning opportunities for students. Transportation to and from all of these clinical sites is the responsibility of each student. Students will be required to travel to distant sites for clinical experiences. Clinical sites are located in Orangeburg, Columbia and Manning at the present time. Therefore, all students must be eligible to attend all clinical sites to remain in the program and successfully complete the program.

### **PROFESSIONAL LIABILITY INSURANCE (MALPRACTICE)**

All students must purchase malpractice insurance in the Fall semester of each year.

### **STUDENT EMPLOYMENT**

Students that are employed by clinical affiliates are solely the responsibility of that facility during employment hours. At no time may clinical hours be substituted for work hours or vice versa. Students planning to work should not exceed more than 20 hours in a week to be successful in the program.

**IDENTIFICATION (Name Tags and Picture ID)**

Students are required to wear appropriate identification in the Clinical Education Center at all times. Proper identification includes a regulation name badge and student Picture ID. Students are required to carry their student ID's at all times. Students who do not have proper identification will be removed from the Clinical Education Center, and sent home to get ID. A demerit will be issued. Time missed will be required to be made up. (See demerit policy.)

**RADIOGRAPHIC MARKERS**

Students are required to have radiographic Image markers in the Clinical Education Center. Students who do not have proper radiographic markers will be sent home to get them. Time missed will be required to be made up. (See Demerit policy.) It is the student's responsibility to replace lost markers. Habitual lack of markers will constitute a violation of the Code of Professional Conduct. Each student will adhere to the Clinical Education Center's policy on marking Images.

**Students are not allowed to use markers other than their own for any reason when radiographing patients. Markers indicate participation in procedure and are used to notify employees/students exposed to patients with health concerns by the employee health nurse. The Clinical Instructor must be notified prior to using markers without personal initials. If a patient is radiographed using markers without personal initials, the name of the patient, exam and medical records number should be recorded and given to the clinical instructor for documentation purposes. A demerit will be given if marker procedure is not followed properly.**

**TELEPHONE PROCEDURE**

Students are not allowed to use the telephone in the department except in an emergency situation. Also, they are not to take personal calls.

**No cell phones, smart watches, ear buds, IPADs, IPODs, laptops or electronic devices will be allowed for use in the clinical education center unless given special permission by the Program Director. If any electronic devices are found in clinic, it will be collected by the instructor for return at a later time and a demerit will be issued. Repeat violators will be sent to see the Dean of HS & Healthcare Preparation. (See demerit Procedure)**

**HOLDING PATIENTS FOR AN EXAMINATION**

Under no circumstances should a student hold a patient during a radiographic procedure. This includes portable studies.

**MRI Screening Policy**

All students in the Radiologic Technology Program will be screened in the Fall on an annual basis. All MRI Screening Forms are reviewed and signed off on by a MRI Technologist prior to clinical rotations. First year students are required to complete MRI Safety training and complete an MRI Screening form prior to beginning clinical rotations. Second year students complete MRI Safety training and complete an MRI Screening form at the beginning of the second Fall semester. Second year students are screened by the facility prior to their MRI rotation.

**Students are required to notify the program of any changes in their health or status immediately that may impact their screening and compromise safety.**

### **INSERVICE TECHNOLOGIST LIST**

The in-service technologist list is a frequently updated list of technologists at each clinical facility that have been trained to work with OC Tech Radiology students. Only technologists on this list may assess/grade student performance. Updated lists will be posted in the D2L clinical class and emailed to students. Students are responsible for printing the most up to date list and keeping it in their clinical binders.

### **BEHAVIORAL STANDARDS**

#### **A student enrolled in this Program is expected to:**

1. Display professional behavior in classroom, clinical or college-related off-campus activities.
2. Follow the American Registry of Radiologic Technologists Standards of Ethics and Rules of Conduct <https://www.arrt.org/pages/resources/ethics-information>
3. Follow the principles of professional conduct (pg. 13)

**Students who have been removed from a clinical site due to behavior or conduct will be dismissed from the program.** All students must be able to attend all clinical sites to remain in the program. If a student becomes ineligible to rotate to all sites, they will be withdrawn from the program. If a student displays unprofessional behavior in the classroom, clinical sites, college-related off-campus activities or to faculty, they will be dismissed from the program.

### **PROFESSIONAL CONDUCT AND ATTITUDES**

1. Dignified, professional conduct is mandatory. It must be foremost in the mind that the purpose of the health care facility is for the care and welfare of the patient.
2. Healthy attitudes are basic prerequisites to successful performance, achievement, and work experience. It is a part of one's education and self-discipline that he/she work politely and willingly with all those in the clinical facility and keep his/her personal feelings to himself/herself.
3. **Medical Information:** Information related to the patient is confidential in nature and is **NOT** to be discussed with anyone **inside** or **outside** the clinical site unless the person is authorized to receive such information, and the communication relates to the care and welfare of the patient. Idle gossip about patients and associates is in poor taste and destructive of professional standards. **If the student breaches confidentiality, he/she may be dismissed from the Radiology program.**
4. **Language:** Use of strong, vulgar, and profane language may result in dismissal of the student from the clinical site and program. Student must be courteous and demonstrate professionalism while in the clinical facility.
5. **Eating, Drinking, Smoking:** Clinical facilities will have designated areas for eating and drinking. No smoking is allowed at clinical facilities. Abide by the rules of the facility.
6. Drugs and Alcohol use are strictly prohibited during clinical rotations.

### **SUBSTANCE ABUSE IN LAB/CLINICAL/OFF-CAMPUS WORKSITE**

Participating in lab, clinical, or off-campus worksites while under the influence of any substance can affect judgment and/or precision in required activities. Substance abuse poses a great danger to students using equipment, as well as others in the setting.

Students suspected of any substance abuse by the instructor or supervisor while in a lab, clinical or off-campus worksite setting will be dismissed immediately and will be considered absent for the day. Dismissed students will be reported to the Vice President for Student Services. Subsequent incidents may result in dismissal from the program. Any absences due to suspected substance abuse will count toward the Attendance Policy and may result in the student being withdrawn from the class due to excessive absences.

If a student suspected of substance abuse refuses to leave the lab, clinical or off-campus worksite setting immediately, the instructor or supervisor will alert security and ask for their assistance in the matter.

Students suspected of alcohol/substance abuse may be subjected to one or more of the following:

1. Counseling by the faculty or appropriate College personnel.
2. Clinical or classroom dismissal.
3. A drug/ETOH level drawn (at student's expense).
4. Documentation of evidence of professional counseling (at student's expense).
5. Dismissal from the Program.
6. Periodic blood or urine screening (at student's expense)

**COMMUNICABLE DISEASE**

Any student that has been injured, contracted, or been exposed to a communicable disease must inform the Clinical Instructor at that site. At that time an incident report will be filed with the hospital and Orangeburg-Calhoun Technical College. The Clinical Affiliate's protocol and OC tech Exposure Plan will be followed. Expenses will be covered by the student accident insurance.

**IMAGE CRITIQUE:**

Image Critique is an assessment of student knowledge in radiographic positions and radiographic procedures. Students will be tested on various radiographic examinations from the Merrill's positioning textbook. The student will be asked to label radiographic anatomy on Image as well as diagrams, list basic projections, describe patient/part position, Central Ray location, Central Ray angle, Source-Image distance, structures shown, evaluation critique and breathing techniques. Image Critique consist of multiple-choice questions, diagram labeling, Image labeling, and critical thinking.

Image critiques will be given in each clinical course throughout the program. Students will be presented various Image critiques on radiographs during designated times. The number of Image Critiques will be based on the discretion of the clinical instructor/coordinator. Image Critique counts a percentage of the clinical grade. Students are required to attend Image critique. Image Critique may not be made up and the student will receive a zero for any missed critique.

**MID SEMESTER COMPREHENSIVE EXAMS:**

Each semester, during the clinical course, a midterm Comprehensive exam (assessment) will be given. Content area(s) covered during previous and current semesters will be included on the exam.

**SEMESTER COMPREHENSIVE EXAMS:**

Each semester, at the end of the clinical course, a final comprehensive exam (assessment) will be given. Content area(s) covered during previous and current semesters will be included on the exam.

**REGISTRY REVIEW:**

During Rad 278, students will complete registry review sessions. Students will take written and/or computerized Registry Review tests each week.

Written tests will be given on a specific content area on the Registry. A comprehensive exam will be given on all content area(s) on the registry at the end of the semester.

**OBSERVATION PAPER:** The student will write a paper on a special imaging procedure they have observed in the clinical setting. Faculty consent is required on the topic. The paper must be typed, 12 Font Times New Roman font, double spaced, with appropriate paragraph indentions. The paper will total 5% of your clinical grade.

## OBSERVATION PAPER FORMAT

**Proficiency Checklist**

II. Given the necessary resources, the student will complete two of the following procedures. The student will write a report on two of the procedures. **Other procedures not listed will be considered with prior faculty consent.** The paper must be typed, double-spaced with appropriate indentions. The paper will total 5% of your clinical grade. One (1) Observation Paper must be turned in for Fall, RAD 258 and Spring, RAD 268. The report must include the following items:

- A. STUDENT NAME
- B. COURSE/Semester
- C. AFFILIATE
- D. PROCEDURE
- E. DESCRIPTION OF PROCEDURE
  - 1. General Description of Procedure
  - 2. General Indication of Procedure
  - 3. Patient Preparation, Pre and Post patient instructions
  - 4. Radiographic Room Preparation
- 5. Outline of Procedure
  - a. Technologist Role
  - b. Physician Role
  - c. Projection Taken
    - 1) Anatomy Demonstrated by Contrast
    - 2) Special Consideration, e.g., coning, magnification, equipment program
- F. PATIENT HISTORY, e.g., REASON FOR EXAMINATION
- G. RESULT AND RADIOGRAPHIC DIAGNOSIS
- H. STUDENT ACTIVITIES: STUDENT ROLE IN:
  - 1. Preparation of Patient/Room
  - 2. Operation of Equipment
  - 3. Patient Care
  - 4. Patient Manipulation
  - 5. Completion Activities
- I. OTHER PARTICIPANTS
  - 1. Name
  - 2. Function in Examination
- J. SIGNATURE OF OBSERVING TECHNOLOGIST WITHIN PAPER, not on cover

sheet SPECIAL IMAGING PROCEDURES:

- |                                |  |
|--------------------------------|--|
| _____ Stereotactic Mammography | _____ US Guided Breast Biopsy                      |
| _____ Interventional Biopsy    | _____ Arthrogram (One)                             |
| _____ Myelogram (One)          | _____ Radiation Therapy                            |
| _____ Femoral Arteriogram      | _____ ERCP (Cannot be challenged)                  |
| _____ Cerebral Angiogram       | _____ Bronchogram                                  |
| _____ CT Scan Biopsy           | _____ Nuclear Medicine                             |
| _____ Ultrasound               | _____ Percutaneous Transhepatic Cholangiogram(PTC) |
| _____ Coronary Arteriogram     | _____ VCUG   |

### Observation Paper Rubric

Name: \_\_\_\_\_ Grade: \_

	Excellent	Average	Poor	Not Documented
<b>Student Name:</b> Course, Semester, Affiliate, Procedure	3	2	1	0
<b>Description of Procedure:</b> Description, Indication, Patient Prep, Room Prep, Pre and Post Patient Instructions	15	10	5	0
<b>Outline of Procedure</b> Technologist Role, Physician Role, projections, anatomy demonstrated, and special consideration	15	10	5	0
<b>Patient History:</b> Reason for examination	15	10	5	0
<b>Result and Radiographic Diagnosis</b>	10	8	5	0
<b>Student Activities Role:</b> Room prep, operation of equipment, patient care, patient manipulation, completion activities	10	8	5	0
<b>Other Participants:</b> Name, function in examination	10	8	5	0
<b>Signature of Observing Technologist</b>	2	1.5	1	0
<b>Prepared in a logical and orderly sequence to promote understanding</b>	10	8	5	0
<b>Correct grammar, punctuation and formatting were used</b>	10	8	5	0

**Comments:**



## CLINICAL DRESS CODE

It is the policy of the Radiologic Technology Program that the student will dress in a professional manner, as outlined in the dress code. Any student who violates the dress code will be counseled by faculty and may be sent home to conform to dress code. Time missed from clinic will be made up and a demerit will be issued. (See demerit policy.)

### Clinical Dress Code for the Female Student

I. The **female** student must wear the program's uniform while in the clinical setting:

- A. **White Professional Uniform\***, which must be
  1. Clean and pressed/ironed
  2. Properly fitted
  3. In good condition (no holes, stains, marks or tears)
  4. Modest length
  5. Short, medium, or long sleeves (no sleeveless)
  6. Completely white in color
  7. Conservative in style
  8. Hair clips or ties (color must be same as hair color).
  9. No cuffed pants
  10. White t-shirts are allowed under top, must be tucked in and the sleeves of the t-shirt must not be exposed.
  
- B. **White Professional pantyhose or white socks**, which must be
  1. Clean
  2. White
  3. In good condition
  4. Conservative in style
  5. No tube socks with colored ribbing, footies, or crew socks.
  
- C. **White Duty Shoes**, which must be
  1. Clean
  2. White
  3. Polished
  4. In good condition
  5. Conservative in style (No clogs, sling backs, high platforms, etc.)
  6. Complete leather
  
- D. **Undergarments** must be worn at all times. Bras, briefs, slips, etc. should be of appropriate style and color for skin tone (no bikinis of any type, no thongs, patterns, or bright colors, etc. that would be visible through the white uniforms)
  
- E. **White Lab Coat (Optional)**, which must be
  1. Clean
  2. Completely white
  3. Pressed/Ironed
  4. In good condition
  5. Conservative in style
  6. "Jacket" length
  7. No cuffed lab jackets

II. The female student must wear and possess the following articles while in the clinical setting:

- A. The official "Radiation Safety" OSL Dosimeters.
- B. Name Badge and Picture Student ID Badge
- C. Ink Pen
- D. Watch with second hand required. (White, Gold, Silver or Black only)

- III. The female student **must not** wear the following accessory articles while in the clinical setting:
- A. Rings (other than wedding ring, engagement ring, or school ring)
  - B. Earrings: No more than one pair allowed. Must be worn in the earlobe only and must not protrude below the ear lobes. No earrings in the auricle or tragus of the ear shall be worn in clinic.
  - C. Necklaces/Bracelets: No necklaces, ankle bracelets or arm bracelets should be worn in clinical.
  - D. Watches: No flashy, brightly colored watches are allowed. Smart watches are NOT allowed in clinical.
  - E. Sunglasses
  - F. Colored hairbands (other than white, or color of hair) or extreme hair ornaments. No unusual hair colors or styles are allowed
  - G. Unofficial pins or patches
  - H. Body piercing (nose, eyebrow, tongue, bellybutton, dermals, gauges, industrial bars, etc.) or visible tattoos in the clinical setting.
  - I. Tattoos are not allowed to be exposed to the patients. Students baring tattoos on the forearm or arm region must wear a lab coat at all times.
  - J. Fake eyelashes or extensions cannot be worn in the clinical setting.

IV. The female student should practice a regimen of sound personal hygiene habits which must include:

- A. Hair, which must be
  1. Clean, neatly groomed
  2. Conservative in style.

**\*Note: Hair longer than shoulder length should be pulled back and kept above the collar. Hair must be kept out of face.**

- B. Fingernails, which must be
  1. Clean
  2. Neatly trimmed
  3. Without colored fingernail polish
  4. Conservative in length (no longer than slightly visible when looking from palm of hand).
  5. No artificial nails are allowed in clinic.
- C. Make-up, which must be
  1. Conservative in coloring (i.e. no bright colored eye shadow or lip sticks)
  2. Moderately applied
  3. Conservative in style (i.e.no bold eyeliner)
- D. Must not chew gum or eat candy
- E. Fragrances: None may be worn, other than deodorant. Students are encouraged to shower daily to prevent the spread of infection/diseases and deter body odor.

V. The female student **must** abide by the following, when participating in "surgical" procedures within the clinical setting:

- A. Don (Put on) the furnished attire considered appropriate to the procedure (i.e., surgical pants, smocks, gowns, caps, masks, and/or foot coverings, etc.)
- B. Wear "said" attire, or any article thereof, in accordance with established institutional/departmental policies as required. Lab jacket must be worn and closed while wearing surgical attire. This is in accordance to hospital policy.
- C. Under no circumstances, wear "said" attire, or any article thereof, outside the hospital.
- D. Wear "said" attire, or any article thereof, while participating in "surgical" procedures only.
- E. In addition to "said" attire, don the official "Radiation Safety" OSL Dosimeters.

**NOTE: Appropriate dress should be worn in the clinical area at all times (scheduled and unscheduled times).**

**NOTE: THE CLINICAL INSTRUCTOR/PROGRAM DIRECTOR RESERVES THE RIGHT OF FINAL DECISION IN DISPUTES OVER INTERPRETATION.**

**\*\*\*\*\*The uniform is an external indication of professionalism.**

## **Clinical Dress Code Policy for the Male Student**

I. The **male** student must wear the program uniform while in the clinical setting:

A. **White Professional Uniform**\*, which must be

1. Clean and ironed
2. Properly fitted
3. In good condition (no holes, tears, stains or marks)
4. Short, medium, or long sleeves (no sleeveless)
5. Completely white in color
6. Conservative in style
7. Hair ties, (must be same color as hair)
8. No cuffed pants (Hem of pants leg must not be worn below top of shoes)
9. White t-shirts are allowed under top, must be tucked in and the sleeves of the t-shirt must not be exposed.

B. **White socks**, which must be

1. Clean
2. White
3. In good condition
4. Conservative in style
5. No tube socks with colored ribbing, footies, or crew socks.

C. **White Duty Shoes**, which must be

1. Clean
2. White
3. Polished
4. In good condition
5. Conservative in style (No clogs, sling backs, high platforms, etc.)
6. Complete leather

D. **Undergarments** must be worn at all times. Underwear should be of appropriate style and color for skin tone (no thongs, patterns, or bright colors, etc. that would be visible through the white uniforms)

E. **White Lab Coat (Optional)**, which must be

1. Clean and ironed
2. Completely white
3. In good condition
4. Conservative in style
5. "Jacket" length
6. No cuffed lab jackets

II. The male student must wear and possess the following accessory articles while in the clinical setting:

- A. The official "Radiation Safety" OSL Dosimeters.
- B. Name badge and Picture Student ID Badge
- C. Ink Pen
- D. Watch with second hand required. (White, Gold, Silver or Black only)

III. The male student **must not** wear the following accessory articles while in the clinical setting:

- A. Rings (other than wedding ring, engagement ring, or school ring)
- B. Earrings which protrude below the ear lobes or more than one pair. No earrings in the auricle or tragus of the ear.
- C. Necklaces/Bracelets: No necklaces, ankle bracelets or arm bracelets should be worn in clinical.
- D. Watches: No flashy, brightly colored watches are allowed. Smart watches are NOT allowed in clinical.
- E. Sunglasses
- F. Colored hairbands (other than white or same color of hair) or extreme hair ornaments. No unusual hair colors or styles.
- G. Unofficial pins and/or patches
- H. Body piercing (nose, eyebrow, tongue, bellybutton, dermals, gauges, industrial bars etc.) or visible tattoos in the clinical setting.
- I. Tattoos are not allowed to be exposed to the patients. Students baring tattoos on the forearm or arm region must wear a lab coat at all times.
- J. Fake eyelashes or extensions cannot be worn in the clinical setting.

IV. The male student should practice a regimen of sound personal hygiene habits, which must include:

- A. Hair, which must be
  1. Clean, neatly groomed
  2. Conservative in style

**Note: Hair longer than shoulder length must be pulled back and kept above the collar. Hair must be kept out of the face.**
- B. Facial hair, (if any), which must be
  1. Clean
  2. Neatly groomed,
  3. Closely trimmed
  4. Conservative in style
  5. Beards may be worn at the discretion of the program/clinical coordinator.
- C. Fingernails, which must be
  1. Clean
  2. Neatly trimmed
  3. Conservative in length (no longer than slightly visible when looking from palm of hand).
  4. Without colored polish and no artificial nails.
- D. Fragrances- None may be worn, other than deodorant. Students are encouraged to shower daily to prevent the spread of infection/diseases and deter body odor.
- E. Must not chew gum or eat candy.

V. The male student must abide by the following, when participating in "surgical" procedures within the clinical setting:

- A. Don (Put on) the furnished attire considered appropriate to the procedure (i.e., surgical pants, smocks, gowns, caps, masks, and/or foot coverings, etc.)
- B. Wear "said" attire, or any article thereof, in accordance with established institutional/departmental policies as required. Lab jacket must be worn and closed while wearing surgical attire. This is in accordance to hospital policy.
- C. Wear "said" attire, or any article thereof, while participating in "surgical" procedures only.
- D. Under no circumstances, wear "said" attire, or any article thereof, outside the hospital.
- E. In addition to "said" attire, don the official "Radiation Safety" OSL Dosimeters.

**NOTE: Appropriate dress should be worn in the clinic at all times (scheduled and unscheduled times).**

**NOTE: THE PROGRAM DIRECTOR RESERVES THE RIGHT OF FINAL DECISION IN DISPUTES OVER INTERPRETATION.**

**\*\*\*\*\*The uniform is an external indication of professionalism**

## CLINICAL ATTENDANCE POLICY

It is the student's responsibility to be at his/her clinical assignment on the dates and during the hours assigned. **If a student is unable to be at his/her clinical assignment, the student must personally notify the clinic site and OCTC clinical instructor 30 minutes prior to the clinical assignment. Students who do not notify the clinic and OCTC clinical instructor as stated above will be required to make up the time missed and will receive demerits. (See Demerit Policy) If a student has to leave clinic before completing the designated number of clinical hours for that day, they must notify the Clinical site and the OCTC Clinical Instructor prior to leaving the clinical site. Students who do not notify the Clinical site and the OCTC Clinical Instructor prior to leaving the clinical site will receive demerits and will be required to make up the time missed.** The missed time will be made up during exam week as scheduled by the Clinical Instructor. If make up time cannot be completed during exam week, the student will receive an Incomplete (I) for the semester and time will be made up during the semester break. **The total hours of absence in any course shall not exceed the number of hours per week which the course meets.** If more time than this is missed, the student will be subject to dismissal from the program. Readmission must follow the readmission policy.

A student may miss more clinical education assignments than stated above if the student's absence(s) meets one of the following criteria: (1) hospitalization, (2) confinement to bed by written doctor's orders, (3) maternity leave, or (4) prior arrangements have been made with the Program Director. The Program Director will have final decision over determining whether the situation is extenuating or not.

**If time is missed because of the above criteria, this will be made up during exam week and prior to the start of the next semester. Clinical time missed will be made up at the specified affiliate sites determined by the Clinical Coordinator/Clinical Instructor. Until the time is made up, the student will receive an Incomplete (I) for the semester. Lunch breaks will be taken only during the time allotted by the assigned Clinical Education Center and Clinical Instructor. Students cannot leave their assigned Clinical Education Center for lunch. Every effort should be made to attend evening and weekend clinical rotations. If clinical time is missed during an evening or weekend rotation, make up time will be scheduled by the Clinical Coordinator on an evening or weekend. A Free Day cannot be taken or used for Evening and Weekend rotations.**

**\*6th Semester Seniors: Clinical time missed during the 6th semester will be made up during exam week as scheduled by the Clinical Coordinator. Any missed clinical time that is not made up will result in that student not graduating.**

### TARDINESS

Students may be up to five (5) minutes late to a clinical assignment without penalty. Students who report to their clinical assignment six (6) to ten (10) minutes late will receive one (1) tardy. **If a student will not arrive in the Radiology Department of their assigned clinical site, prior to six (6) minutes must notify the OCTC clinical instructor and the clinical site.** For each three (3) tardies accumulated, the student receives one (1) absence. In the event a student is more than ten (10) minutes late for a clinical assignment, the student will not be allowed in the Clinical Education Center that day and will be counted absent unless they have notified the Clinical Instructor and Clinical Education Center.

6-10 minutes late	=	1 tardy
3 tardies	=	1 absence
11+ minutes late	=	1 absence
1 absence	=	# of hours the course meets per day

### DOCUMENTATION OF CLINICAL TIME

All students are required to document their clinical time. This documentation is achieved by signing in and out on time sheets supplied (See Time and Attendance Sheet). A **technologist or instructor** will document and initial the correct entry time and exit time to clinical. In the event a student neglects to document his/her clinical time or fails to have a signature from an instructor or technologist, the student will be given demerits. (See Demerit Procedure)



## **Radiation Monitoring (Optically Stimulated Luminescence (OSL) Dosimeter) Procedure**

- \* **IT IS REQUIRED BY LAW THAT ALL PERSONS WORKING WITH OR AROUND X-RAY MACHINES AND/OR RADIOACTIVE MATERIALS WEAR CURRENT OSL DOSIMETERS.**
- \* **STUDENTS WHO DO NOT HAVE THEIR OSL DOSIMETERS WILL BE SENT HOME TO GET IT. TIME MISSED WILL BE REQUIRED TO BE MADE UP. STUDENTS WHO LOSE THEIR OSL DOSIMETERS WILL NOT BE ALLOWED IN THE CLINICAL AREA UNTIL A NEW DOSIMETER CAN BE ACQUIRED. TIME MISSED WILL BE REQUIRED TO BE MADE UP.**

The OSL Dosimeters monitors are furnished to you in accordance with existing state and federal regulations, which require that you wear it when working in areas where potential radiation exposure may occur. The monthly reports regarding your exposure become a part of your permanent record and are available for your inspection.

When you leave this institution, be sure to request a copy of your exposure record to either take with you or to have sent to your next employer. In order to utilize the OSL Dosimeters most effectively and to have the most accurate record possible, the following regulations must be observed:

- \*1. **Students must wear OSL Dosimeters when doing clinical rotations. The OSL Dosimeter should be worn on the collar or pocket outside of the lead apron. A student not wearing an OSL Dosimeters will not be allowed in radiation areas, and time will be counted as a clinical absence. 2 demerits will be given.**
2. **Students must pick up new OSL Dosimeters the 15th of each month. It is absolutely imperative that you turn in your badges each month, so that they may be processed properly. OSL Dosimeters must be kept in assigned area unless notified by clinical instructor. Students must leave their dosimeter in a designated control area at every clinical site. You must ask the clinical preceptor on the first day of your rotation where you dosimeters should be kept when leaving clinic each day. If dosimeters are not kept in the assigned area, 1 demerit will be given. Students rotating to various clinical sites are responsible for bringing dosimeters to clinical instructor by the 15<sup>th</sup> of the month.**
3. **Partial Shielding**  
A dosimeter that is partially shielded by a lead apron, security credential, or other item may also exhibit a beta response. This occurs when the open window position is exposed to incident photons, but the remaining portions of the Dosimeter are shielded by material that blocks radiation.

In the event the 15th of the month falls on a weekend or holiday, the students must have their OSL Dosimeters changed before the 15th of the month. A student failing to return his/her OSL Dosimeters to the clinical instructor by the 15<sup>th</sup> must turn their badge in by the end of the next day or they will receive 1 demerit.

Students are to review and initial beside their name that they have seen their dosimeter report each month.

### **Radiation Monitoring/Overexposure Procedure**

Students will receive written notification if their current dose report (deep) exceeds 60mrem in a reporting period. A copy of this counseling report will be placed in the students file. The student will be required to complete the Radiation Monitoring /Overexposure Documentation form. The form provides space for the student to document reasons for the over exposure. Consequences of an over exposure report could lengthen the student's enrollment time and/or require the student to attend a radiation safety class at their expense.



### Radiation Monitoring / Overexposure Documentation Form:

Students will receive written notification if their current dose report (deep) exceeds 60 mrem in a reporting period. A copy of this counseling report will be placed in the student's file. The student will be required to complete this Radiation Monitoring / Overexposure Documentation form. The form will provide a space for the student to document reasons for an overexposure.

**Student Name:** \_\_\_\_\_

**Wear Period Ending:** \_\_\_\_\_

**Current Dose (Deep):** \_\_\_\_\_ mrem

**Lifetime Dose (Deep):** \_\_\_\_\_ mrem

**Assigned Clinical Site(s):** \_\_\_\_\_

Student's Rationale for Overexposure: (attach additional sheets if needed)

I understand that should I accumulate 1000mrem during either year of my education in the Radiologic Technology Program at Orangeburg-Calhoun Technical College, I will not be permitted to perform fluoroscopic or bedside (mobile) procedures for the remainder of the 12- month period. This consequence may result in lengthening my clinical education in order to complete competencies/standards required for Program completion. In addition, I understand that I may be required to attend a radiation safety class at my own expense.

Student's signature: \_\_\_\_\_  
Date

Program Director signature: \_\_\_\_\_  
Date

Clinical Coordinator: \_\_\_\_\_  
Date



**DAILY CLINICAL PROCEDURE LOG**

All students are required to document each procedure performed or observed on a daily basis. KVP/MAS technical factors should only be logged when student performs examination. The Procedure Log will be given out at the beginning of each semester. The Log will be the students' responsibility and in the event a student loses or does not maintain accuracy of the log, he/she will receive a deduction of points. The student must turn in all procedure logs completed during the semester. The Log must be accurately completed and a technologist or instructor must initial each procedure for it to be valid. The Log will be evaluated throughout the semester by the clinical instructor/coordinator. If the student does not maintain an accurate log or valid signature, points will be deducted.

Students can only document exams on the log sheet when they have observed/performed the exam from **Start to Finish**.

Technologists have the right to refuse signing off on a procedure if you were not present for the entire exam.

During fluoroscopy, OR, and Interventional Procedures, a Fluoro time must be documented under kVp/mAs column. In modality areas no documentation is needed in the kVp/mAs column.

Daily Clinical Procedure Log  
Student Name \_\_\_\_\_

Semester \_\_\_\_\_

Clinical Facility \_\_\_\_\_

Date	Exam	Perform	Observe	Direct Supv.	Indirect Supv.	KVP/MAS	Perform exam correctly? Yes or No Place Comment	Technologist Signature

Procedure Logs will be evaluated by clinical instructor for accuracy. Do not skip spaces.

**REPEATED RADIOGRAPH PROCEDURE**

In the event a repeat radiograph is required of an examination being done by a student, the undiagnostic radiograph must be critiqued by a staff technologist and direct assistance by a staff technologist must be given to the student while repeating a radiograph. A Direct Supervision Radiograph Repeat Form must be completed and signed by the Technologist or Clinical Instructor supervising the repeated radiograph. Repeat radiograph forms must be turned in with clinical logs. If the student does not maintain an accurate record of repeats or valid signature, a demerit will be given. (See Demerit Procedure)

**Direct Supervision Repeat Radiograph Form**

**Student Name** \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

**Student Name** \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

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Repeated Radiographic View \_\_\_\_\_  
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Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_  
Repeated Radiographic View \_\_\_\_\_  
Nature of Repeat \_\_\_\_\_  
Technologist Signature \_\_\_\_\_

## **CLINICAL OBJECTIVES**

The student is responsible for completing Clinical Objectives every semester. Assigned clinical rotation area objectives are used to evaluate the student's ability to function adequately in an assigned area.

The clinical objective forms must be completed by the assigned due date. The forms must be completed by the clinical instructor or a staff technologist. Due dates can be found in your D2L clinical course.

### **FRESHMAN STUDENTS**

The student is responsible for objectives in each assigned area specified for Freshman only.

#### **RAD 152**

Orientation Objective (Mandatory)

Transport Objective (Optional)

Chest Objective (Optional)

#### **RAD 165**

Chest Objective (Mandatory)

Transport Objective (Mandatory)

Image Intensifier (Optional)

Portable (Optional)

BE Freshman (Optional)

#### **RAD 175**

Image Intensifier (Mandatory)

Portable (Mandatory)

BE Freshman (Mandatory)

### **SENIOR STUDENTS**

The student is responsible for objectives in each assigned area for Seniors only.

Senior Fluoroscopy (Mandatory by graduation)

Image Intensifier/OR/Surgery (Mandatory by graduation)

BE Senior (Mandatory by graduation)

**CLINICAL OBJECTIVES: Orientation**

STUDENT NAME: \_\_\_\_\_ CLINICAL SITE \_\_\_\_\_ DATE: \_\_\_\_\_

Below are a list of tasks you should be able to perform very soon in the x-ray department. When you feel competent to perform the tasks below, notify the clinical instructor or technologist so you may be checked off. **These objectives should be met by the end of the first semester of clinical rotation.**

**GENERAL:**

- \_\_\_\_\_ 1. Locates clean linens.
- \_\_\_\_\_ 2. Stocks rooms with linen.
- \_\_\_\_\_ 3. Places a clean sheet and pillowcase on table properly.
- \_\_\_\_\_ 4. Locates Image Receptor (IR).
- \_\_\_\_\_ 5. Demonstrates how to secure the IR in the wall bucky and table bucky.
- \_\_\_\_\_ 6. Locates the following and demonstrate how to use:
- a. IR holders \_\_\_\_\_ b. grid sleeves \_\_\_\_\_ c. positioning aids \_\_\_\_\_ d. shields \_\_\_\_\_.
- \_\_\_\_\_ 7. Demonstrates the appropriate method to dispose of soiled linen.
- \_\_\_\_\_ 8. Locates: a. crash cart \_\_\_\_\_ b. fire extinguishers \_\_\_\_\_ c. oxygen tanks \_\_\_\_\_.
- \_\_\_\_\_ 9. Locates facilities procedure manual.

**EQUIPMENT OBJECTIVES:**

10. Unlock the proper locks and move the x-ray tube:
- \_\_\_\_\_ a. vertically                      \_\_\_\_\_ b. horizontally
- \_\_\_\_\_ c. transverse                      \_\_\_\_\_ d. centerlock
11. Set a specified SID for:    \_\_\_\_\_ a. bucky    \_\_\_\_\_ b. tabletop
- \_\_\_\_\_ 12. Activate the collimator light and collimate to a specified size.
- \_\_\_\_\_ 13. Turn the x-ray tube in right and left positions.
- \_\_\_\_\_ 14. Center the x-ray tube and bucky tray.
15. Locate the following on the control panel:
- \_\_\_\_\_ a. KVP \_\_\_\_\_ b. MA    \_\_\_\_\_ c. Exposure time \_\_\_\_\_ d. Exposure switch    \_\_\_\_\_ e. Part size
- \_\_\_\_\_ 16. Set a specific MAS.

**I hereby understand and can perform each of the above duties as checked.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade (Satisfactory/Unsatisfactory): \_\_\_\_\_

**COMMENTS:**

**CLINICAL OBJECTIVES: Chest Radiograph**

STUDENT NAME: \_\_\_\_\_ CLINICAL SITE \_\_\_\_\_ DATE: \_\_\_\_\_

When you feel competent to perform the tasks below, notify the clinical instructor or technologist so you may be checked off. **These objectives should be met by the end of the second semester clinical rotation.**

- \_\_\_\_\_ 1. Determines, from the requisition, the exam ordered and which projections are needed.
- \_\_\_\_\_ 2. Locates and select correct patient in computer system.
- \_\_\_\_\_ 3. Selects correct procedure (Look Up Table) on operating console.
- \_\_\_\_\_ 4. Sets up x-ray equipment correctly for procedure.
- \_\_\_\_\_ 5. Collects the correct patient, brings patient to the x-ray room and verifies two forms of identification.
- \_\_\_\_\_ 6. Obtain patient history (what type of problem(s), how long, location of injury/pain, etc)
- \_\_\_\_\_ 7. Explains procedure to patient.
- \_\_\_\_\_ 8. Questions patient regarding possibility of pregnancy and correctly completes pregnancy paperwork.
- \_\_\_\_\_ 9. Dresses patient appropriately and/or removes interfering items (jewelry, bra, metal, etc.).
- \_\_\_\_\_ 10. Set exposure factors on the console:
  - \_\_\_\_\_ a. proper ionization chambers
  - \_\_\_\_\_ b. proper KVP
  - \_\_\_\_\_ c. proper MAs
- \_\_\_\_\_ 11. Aligns wall bucky, image receptor, and x-ray tube based on patient's height.
- \_\_\_\_\_ 12. Place correct marker on the wall bucky.
- \_\_\_\_\_ 13. Positions patient properly for both projections.
- \_\_\_\_\_ 14. Practices radiation protection (shielding, collimation, etc.)
- \_\_\_\_\_ 15. Gives appropriate breathing instructions and exposes patient at appropriate time.
- \_\_\_\_\_ 16. Make sure patient history is documented.
- \_\_\_\_\_ 17. Dismiss patient properly.
- \_\_\_\_\_ 18. Disinfects equipment and soiled surfaces.
- \_\_\_\_\_ 19. Explain procedure for dismissing a "CALL REPORT" patient.
- \_\_\_\_\_ 20. Explain steps in closing out paperwork.

**I hereby understand and can perform each of the above duties as checked.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade (Satisfactory/Unsatisfactory): \_\_\_\_\_

**COMMENTS:**

## CLINICAL OBJECTIVES: Transport

Below is a list of tasks you should be able to perform at the end of your transportation rotation. When you feel competent to perform the tasks below, notify the clinical instructor or technologist so you may be checked off. **These objectives should be met by the end of the second semester of clinical rotation.**

- \_\_\_\_\_ 1. Locate stretchers, wheelchairs, sliding boards/sheets, gait belt and other patient transport equipment.
- \_\_\_\_\_ 2. Demonstrate how to raise and lower the stretcher.
- \_\_\_\_\_ 3. Demonstrate how to adjust the height of the patient's head and feet on a stretcher.
- \_\_\_\_\_ 4. Apply and release brakes on a stretcher.
- \_\_\_\_\_ 5. Steer a stretcher around a corner without hitting the walls.
- \_\_\_\_\_ 6. Lock the brakes on a wheelchair.
- \_\_\_\_\_ 7. Adjust the foot pedals on a wheelchair to the upright position.
- \_\_\_\_\_ 8. Remove and/or adjust the arm rests and leg rests on a wheelchair.
- \_\_\_\_\_ 9. Locate the nurses call button in an inpatient's room.
- \_\_\_\_\_ 10. Introduces self to patient and explains where they are being taken.
- \_\_\_\_\_ 11. Transfer a patient from a stretcher to an imaging table (X-ray, MRI, CT) correctly with assistance.
- \_\_\_\_\_ 12. Transfer a patient from a wheelchair to an imaging table (X-ray, MRI, CT) correctly.
- \_\_\_\_\_ 13. Locate:
  - a. \_\_\_\_\_ oxygen tanks
  - b. \_\_\_\_\_ an oxygen administration wall unit.
- \_\_\_\_\_ 14. Demonstrate how to set a prescribed oxygen level/dose on an:
  - a. \_\_\_\_\_ oxygen tank
  - b. \_\_\_\_\_ wall unit
- \_\_\_\_\_ 15. Demonstrate how to attach oxygen tubing to an:
  - a. \_\_\_\_\_ oxygen tank
  - b. \_\_\_\_\_ oxygen administration wall unit.
- \_\_\_\_\_ 16. Demonstrate how to use restraining devices on a patient.
- \_\_\_\_\_ 17. Demonstrates clear and positive communication with a patient.
- \_\_\_\_\_ 18. Identifies signs indicating patient precautions and states which PPE should be used based on the precaution.
- \_\_\_\_\_ 19. Disinfects transportation equipment, using gloves, after each patient transport.

**I hereby understand and can perform each of the above duties as checked.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade (Satisfactory/Unsatisfactory): \_\_\_\_\_

**COMMENTS:**

**CLINICAL OBJECTIVES: FLUOROSCOPY**

STUDENT'S NAME: \_\_\_\_\_

WHEN YOU FEEL THAT YOU ARE COMPETENT TO PERFORM THE OBJECTIVES BELOW, PRESENT THIS FORM TO THE TECHNOLOGIST WHEN CHECKING OFF ON BARIUM SWALLOWS, UPPER GI's, AND SMALL BOWEL SERIES.

- \_\_\_\_\_ 1. Secure footboard on end of table and check it for safety.
- \_\_\_\_\_ 2. Turn table to upright position.
- \_\_\_\_\_ 3. Set x-ray machine on fluoro and can quickly locate the fluoro controls and the fluoroscopic timer.
- \_\_\_\_\_ 4. Have all necessary supplies to complete exam before beginning. (barium, IR's, sponges, etc.)
- \_\_\_\_\_ 5. Make sure you have the correct patient and patient is dressed appropriately.
- \_\_\_\_\_ 6. Bring patient in the room and assist patient on the table.
- \_\_\_\_\_ 7. Explain procedure to patient.
- \_\_\_\_\_ 8. Instruct patient how to hold barium correctly.
- \_\_\_\_\_ 9. Introduce the radiologist to the patient.
- \_\_\_\_\_ 10. Assist the radiologist in positioning the patient.
- \_\_\_\_\_ 11. Properly dismiss the patient.
- \_\_\_\_\_ 12. Supply room with proper supplies, cups, straws, linen, etc.
- \_\_\_\_\_ 13. Practice good radiation safety with patient and self.
- \_\_\_\_\_ 14. Clean room and set up for the next procedure.

I HEREBY UNDERSTAND AND CAN PERFORM EACH OF THE ABOVE DUTIES AS

CHECKED. EVALUATOR'S SIGNATURE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

COMMENTS:



**CLINICAL OBJECTIVES: BARIUM ENEMAS FRESHMEN**

STUDENT'S NAME: \_\_\_\_\_

WHEN YOU FEEL THAT YOU ARE COMPETENT TO PERFORM THE OBJECTIVES BELOW, NOTIFY THE TECHNOLOGIST SO YOU MAY BE CHECKED OFF.

- \_\_\_\_\_ 1. Bring correct patient in room dressed appropriately.
- \_\_\_\_\_ 2. Assist patient on to table and cover with sheet.
- \_\_\_\_\_ 3. Explain the exam to the patient and inquire about previous BE exams and history.
- \_\_\_\_\_ 4. Position the patient for the scout radiograph.
- \_\_\_\_\_ 5. Inquire about patient comfort before leaving room to show scout radiograph.
- \_\_\_\_\_ 6. Stock the room with supplies BEFORE insertion of tip.
- \_\_\_\_\_ 7. Fill the enema bag using the proper water temperature and technique.
- \_\_\_\_\_ 8. Insert enema tip using the proper technique.
- \_\_\_\_\_ 9. Preserve patient modesty at all times throughout the exam.
- \_\_\_\_\_ 10. Wash hands after tip insertion.
- \_\_\_\_\_ 11. Demonstrate how to inflate a retention cuff.
- \_\_\_\_\_ 12. Change machine from radiographic to fluoroscopic.
- \_\_\_\_\_ 13. Introduce the radiologist to the patient.
- \_\_\_\_\_ 14. Control the flow of barium according to the radiologist's directions.
- \_\_\_\_\_ 15. Assist patient to the bathroom with proper instructions for tip removal and evacuation.
- \_\_\_\_\_ 16. Dismiss patient properly and clean the radiographic room and the bathroom.

I HEREBY UNDERSTAND AND CAN PERFORM EACH OF THE ABOVE DUTIES AS CHECKED.

EVALUATOR'S SIGNATURE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

COMMENTS:

**CLINICAL OBJECTIVES: PORTABLE RADIOGRAPHY**

STUDENT'S NAME: \_\_\_\_\_

EVALUATOR'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

WHEN YOU FEEL THAT YOU ARE COMPETENT TO PERFORM THE OBJECTIVES BELOW, PRESENT THIS FORM TO THE TECHNOLOGIST.

AS THE STUDENT ACCOMPLISHES EACH OF THE OBJECTIVES BELOW, PLEASE CHECK IT OFF.

- \_\_\_\_\_ 1. Plug in and turn on portable.
- \_\_\_\_\_ 2. Explain to patient the procedure about to take place.
- \_\_\_\_\_ 3. Release latches and move portable arm and tube head.
- \_\_\_\_\_ 4. Know which latch releases which area.
- \_\_\_\_\_ 5. Can set technical factors on machine.
- \_\_\_\_\_ 6. Measure and determine Source to Image Distance.
- \_\_\_\_\_ 7. Collimate to proper image receptor size.
- \_\_\_\_\_ 8. Align central ray to patient and image receptor.
- \_\_\_\_\_ 9. Place image receptor correctly under patient.
- \_\_\_\_\_ 10. Practice good radiation protection with the patient and self.
- \_\_\_\_\_ 11. Arrange patient's room and clothing like it was found.
- \_\_\_\_\_ 12. Unplug, properly dismantle, and store portable.

I HEREBY UNDERSTAND AND CAN PERFORM EACH OF THE ABOVE DUTIES AS CHECKED. EVALUATOR'S SIGNATURE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

COMMENTS:

**CLINICAL OBJECTIVES: IMAGE INTENSIFIER (OR)**

STUDENT'S NAME: \_\_\_\_\_

**BELOW IS A LIST OF OBJECTIVES THAT THE STUDENT SHOULD BE ABLE TO DO BY THE END OF THE FIRST YEAR. PRESENT THIS FORM TO THE TECHNOLOGIST WHEN YOU FEEL COMPETENT.**

- \_\_\_\_\_ 1. Demonstrate how to plug in and turn on the image intensifier.
- \_\_\_\_\_ 2. Demonstrate the locks and movements of the image intensifier.
- \_\_\_\_\_ 3. Can change image intensifier from live fluoro to pulse fluoro and from pulse fluoro to live fluoro.
- \_\_\_\_\_ 4. Can fluoro with foot pedal or hand switch.
- \_\_\_\_\_ 5. Can transfer image to second screen, store image, and recall image.
- \_\_\_\_\_ 6. Demonstrate proper storage and clean-up/disinfection of image intensifier.
- \_\_\_\_\_ 7. Demonstrate how to print image.
- \_\_\_\_\_ 8. Demonstrate how to activate and use cine mode.
- \_\_\_\_\_ 9. Demonstrate how to annotate C-arm to patient.

I HEREBY UNDERSTAND AND CAN PERFORM EACH OF THE ABOVE DUTIES AS CHECKED.

EVALUATOR'S SIGNATURE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

COMMENTS:

**CLINICAL OBJECTIVES: BARIUM ENEMAS SENIORS**

STUDENT'S NAME: \_\_\_\_\_

WHEN YOU FEEL THAT YOU ARE COMPETENT TO PERFORM THE OBJECTIVES BELOW, PRESENT THIS FORM TO THE TECHNOLOGIST WHEN CHECKING OFF ON BARIUM ENEMAS.

- \_\_\_\_\_ 1. Bring correct patient in room dressed appropriately.
- \_\_\_\_\_ 2. Assist patient on to table and cover with sheet.
- \_\_\_\_\_ 3. Explain the exam to the patient and inquire about previous BE exams and history.
- \_\_\_\_\_ 4. Position the patient for the scout radiograph.
- \_\_\_\_\_ 5. Inquire about patient comfort before leaving room to show scout radiograph.
- \_\_\_\_\_ 6. Stock the room with supplies BEFORE insertion of tip.
- \_\_\_\_\_ 7. Fill the enema bag using the proper water temperature and technique.
- \_\_\_\_\_ 8. Insert enema tip using the proper technique.
- \_\_\_\_\_ 9. Preserve patient modesty at all times throughout the exam.
- \_\_\_\_\_ 10. Wash hands after tip insertion.
- \_\_\_\_\_ 11. Demonstrate how to inflate a retention cuff.
- \_\_\_\_\_ 12. Change machine from radiographic to fluoroscopic.
- \_\_\_\_\_ 13. Introduce the radiologist to the patient.
- \_\_\_\_\_ 14. Control the flow of barium according to the radiologist's directions.
- \_\_\_\_\_ 15. Position the patient for overhead radiographs with speed and accuracy.
- \_\_\_\_\_ 16. Set the exposure technique for each overhead projection.
- \_\_\_\_\_ 17. Assist patient to the bathroom with proper instructions for tip removal and evacuation.
- \_\_\_\_\_ 18. Position patient for post evac. and set technique.
- \_\_\_\_\_ 19. Dismiss patient properly and clean the radiographic room and the bathroom.

I HEREBY UNDERSTAND AND CAN PERFORM EACH OF THE ABOVE DUTIES AS

CHECKED. EVALUATOR'S SIGNATURE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

COMMENTS:

## CLINICAL EVALUATIONS

The Clinical Evaluation Form will be used to evaluate the student's professional competencies and relevant personal traits (Affective Objectives) in the clinical area. The students are required throughout the semester to be evaluated by a technologist they have worked with during the week. At designated times during the semester the student will ask a technologist to fill out the Clinical Evaluation Form. The student must have worked with the radiographer a minimum of twelve (12) hours; the radiographers may consult each other in completion of the evaluation if student has worked with more than one technologist. Technologists reserve the right to deny a clinical evaluation if you have not worked with them a minimum of 12 hours. The evaluation should be completed and turned in within three (3) days of the period worked with the technologist. Multiple evaluations will not be accepted at the end of the semester. Students may not ask technologist to fill out evaluations or fax them after the final day of clinic. **NO EXCEPTIONS.**

**Beginning 2<sup>nd</sup> semester each student should have 3 evaluations by midterm. Evaluations are due to the clinical instructor on scheduled dates for freshmen and senior students.**

Periodically an instructor will complete an evaluation on an individual student after observing the student's abilities in the clinical environment and/or discussing the student's progress with a supervising radiographer. The Clinical Instructor reviews the Clinical Evaluations with the student. The student will be counseled by the clinical instructor for clinical evaluations below a grade of 79. **Beginning 2<sup>nd</sup> semester, it is the student's responsibility to get six (6) clinical evaluations in the Fall & Spring semesters & four (4) in the Summer semester. Failure to complete this requirement will result in a zero (0) for all incomplete evaluations.**

**If the incorrect Clinical Evaluation Form is used, the form is incomplete or filled out incorrectly, 5 points will be deducted from the grade. If the incorrect evaluation form is used, the correct form must be completed. If the form is incomplete or filled out incorrectly, the form must be completed correctly.**

**Clinical evaluations must be completed by an In-serviced technologist to be counted.**

**The Period of evaluation should be during the time you worked with the technologist(s) completing the evaluation.**

### **There are three Clinical Evaluation Forms:**

1. Form one (1) is to be used for Freshmen students in the clinic, except in a limited area.
2. Form two (2) is to be used for Senior students in all areas, except in a limited area.
3. Form three (3) is to be used for a student rotating in a limited area. Limited areas are Computerized Tomography, Nuclear Medicine, Special Procedures, Heart Catheterization, Ultrasound, MRI, Radiation Therapy, Portables, Surgery & Cysto.

### **CLINICAL EVALUATIONS ARE CALCULATED AS FOLLOWS THROUGHOUT THE PROGRAM Beginning 2<sup>nd</sup> semester:**

Faculty evaluations -  
50% Staff evaluations  
- 50%

### **Clinical Evaluation Key:**

3 = Always  
2 = Frequently  
1 = Sometimes  
0 = Never

**Clinical evaluation grades will be posted in D2L.**

**RADIOLOGIC TECHNOLOGY PROGRAM  
CLINICAL AFFECTIVE OBJECTIVES**

**While in the clinical setting, the student will:**

**FORM ONE - FRESHMAN:**

1. Always maintain professional and ethical conduct and set example.
2. Manipulate and use equipment with no assistance.
3. Retain knowledge of material learned.
4. Always follow instructions.
5. Show rapid progress and adaptation to departmental routines.
6. Take the initiative to perform work assigned.
7. Always benefit and accept constructive criticism.
8. Be enthusiastic and have intellectual curiosity.
9. Always cooperate and act professionally with team participants.
10. Maintain scheduled time to assigned area.
11. Maintain self-control.
12. Always have self-confidence.
13. Show good discretion and be courteous to patients and staff.
14. Practice effective communication with patients and staff.

**FORM TWO - SENIOR:**

1. Achieve a high level of work organization.
2. Be consistent in setting and adjusting technique factors.
3. Be consistent in positioning patients.
4. Always have self-confidence.
5. Show good discretion and be courteous to patients and staff.
6. Show rapid progress and adaptation to departmental routines.
7. Always benefit and accept constructive criticism.
8. Always cooperate and act professionally with team participants.
9. Always maintain professional and ethical conduct and set example.
10. Take the initiative to perform work assigned.
11. Maintain scheduled time to assigned areas.
12. Maintain self-control
13. Manipulate and use equipment without assistance
14. Retain knowledge of material learned.
15. Always follow instructions.
16. Be enthusiastic and have intellectual curiosity.
17. Practice effective communication with patients and staff.

**FORM THREE - LIMITED:**

1. Always maintain professional and ethical conduct and set example.
2. Comprehend procedures in a limited area.
3. Follow directions without error.
4. Demonstrate an acceptable attitude.
5. Show high level of enthusiasm and intellectual curiosity.
6. Always cooperate and act professionally with team participants.
7. Maintain scheduled attendance to assigned areas.
8. Practice effective communication with patients and staff.

FORM ONE (1)

FRESHMAN

RADIOLOGIC TECHNOLOGY PROGRAM  
CLINICAL EVALUATION

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_ PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

TECHNOLOGIST NAME \_\_\_\_\_ HOSPITAL \_\_\_\_\_

Place an "X" in the square for each category that best describes the student's professional competencies and relevant personal traits (Affective Objectives) in the clinical area. Please comment on any categories rated never.

	Always	Frequently	Sometimes	Never	Comments
1. Maintains Professional and ethical conduct and sets an example.					
2. Manipulates & uses equipment correctly without assistance.					
3. Retains knowledge of material learned.					
4. Effectively follows instructions.					
5. Shows rapid progress and adaption to departmental routines.					
6. Takes the initiative to perform work assigned.					
7. Always benefits and accepts constructive criticism.					
8. Displays enthusiasm and intellectual curiosity.					
9. Displays cooperation and acts professionally with team participants.					
10. Maintains scheduled time to assigned area.					
11. Maintains Self-Control					
12. Demonstrates Self-Confidence					
13. Demonstrates good discretion and courtesy to staff and patients.					
14. Practices effective communication with patients and staff.					

*\*Instructor will monitor student attendance.*

TECHNOLOGIST COMMENTS:

\_\_\_\_\_  
Technologist Signature & Date

STUDENT COMMENTS:

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Faculty Signature & Date

FORM TWO (2)

SENIOR

**RADIOLOGIC TECHNOLOGY  
PROGRAM CLINICAL EVALUATION**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_ PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

TECHNOLOGIST NAME \_\_\_\_\_ HOSPITAL \_\_\_\_\_

Place an "X" in the square for each category that best describes the student's professional competencies and relevant personal traits (Affective Objectives) in the clinical area. Please comment on any categories rated never.

	Always	Frequently	Sometimes	Never	Comments
1. Achieves a high level of work organization.					
2. Displays consistency setting and adjusting technique factors.					
3. Displays consistency in positioning patients.					
4. Demonstrates Self-Confidence.					
5. Demonstrates good discretion and courtesy to staff and patients.					
6. Shows rapid progress and adaption to department routines.					
7. Always benefits and accepts constructive criticism.					
8. Displays cooperation and acts professionally with team participants.					
9. Maintains Professional and ethical conduct and sets an example.					
10. Takes the initiative to perform work assigned.					
11. Maintains scheduled time to assigned area.					
12. Maintains Self-Control					
13. Manipulates and uses equipment correctly without assistance.					
14. Retains knowledge of material learned.					
15. Effectively follows instructions					
16. Demonstrates enthusiasm and intellectual curiosity.					
17. Practices effective communication with patients and staff.					

*\*Instructor will monitor student attendance.*

EVALUATOR'S COMMENTS:

\_\_\_\_\_  
Evaluators Signature & Date

\_\_\_\_\_  
Student Signature & Date

STUDENT COMMENTS:

\_\_\_\_\_  
Faculty Signature & Date

Rev. 8/5/22



FORM THREE (3)

LIMITED ROTATIONS

**RADIOLOGIC TECHNOLOGY PROGRAM  
CLINICAL EVALUATION**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_ PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

TECHNOLOGIST NAME \_\_\_\_\_ HOSPITAL \_\_\_\_\_ AREA \_\_\_\_\_

Place an "X" in the square for each category that best describes the student's professional competencies and relevant personal traits (Affective Objectives) in the clinical area. Please comment on any categories rated never.

	Always	Frequently	Sometimes	Never	Comments
1. Maintains Professional and ethical conduct and sets an example.					
2. Comprehends procedures in limited area.					
3. Follows direction without error.					
4. Demonstrates an acceptable attitude.					
5. Shows a high level of enthusiasm and intellectual curiosity.					
6. Displays cooperation and acts professionally with team participants.					
7. Maintains scheduled time to assigned area.					
8. Practices effective communication with patients and staff.					

*\*Instructor will monitor student attendance.*

EVALUATOR(S) COMMENTS:

\_\_\_\_\_  
Evaluators Signature & Date

\_\_\_\_\_  
Student Signature & Date

STUDENT COMMENTS:

\_\_\_\_\_  
Faculty Signature & Date

**PSYCHOMOTOR EVALUATIONS/PROFICIENCIES**

Proficiencies are the chief method used to evaluate the student's ability to meet the competency objectives of the clinical courses in the program. The Psychomotor Evaluation form is used to assess the student's ability to perform behavioral objectives (skills) for each radiographic examination. The Psychomotor evaluation form must be fully completed with a technologist's signature. If the student neglects to do so there will be a 5-point deduction from the grade and a completed form must be turned in. Proficiencies must be completed by an In-serviced technologist to be counted.

**DEADLINES:**

During the term, each student will be required to successfully challenge a designated number of Proficiencies (schedule attached). Chest PA and Lateral, KUB and 3-way abdomen must be completed by the end of the 2<sup>nd</sup> semester. If a student fails to complete these exams by the specified time, five (5) points will be deducted from the proficiencies (Psychomotor Evaluation) category average. For example, if a grade of 95 is achieved, final grade will be 90. The two deadlines for the Proficiencies each semester are as follows:

1. Official mid-term date
2. The last scheduled clinical day for the semester

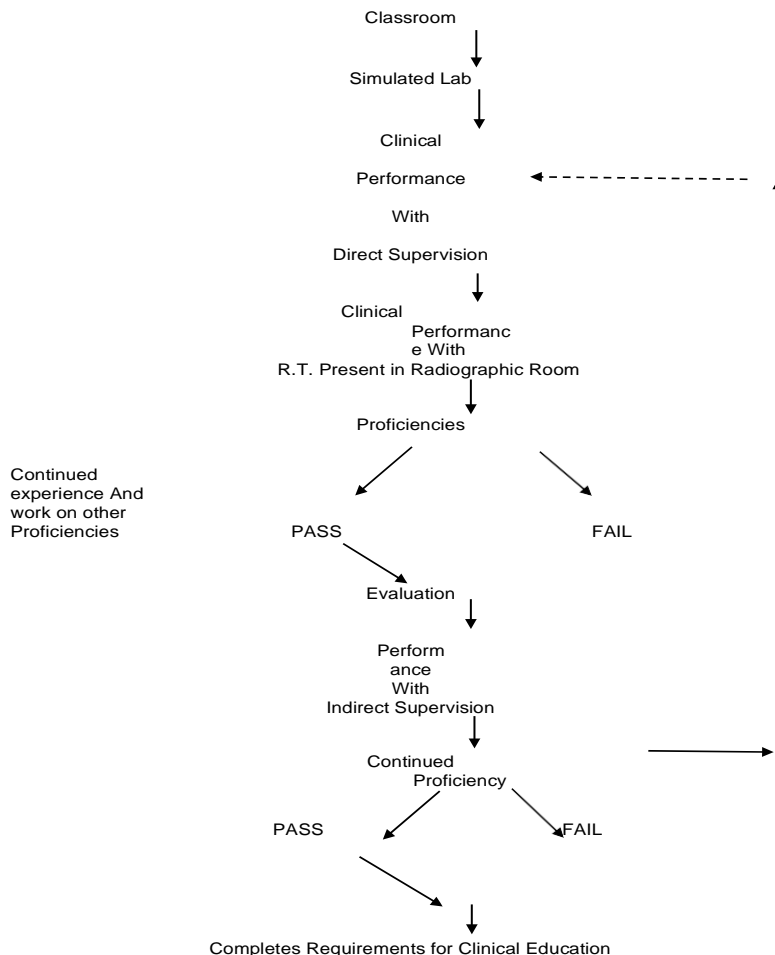
**FAILURE TO COMPLETE PROFICIENCIES:**

**Students who fail to successfully challenge the designated number of Proficiencies by end of semester deadline will receive a grade of zero (0) for incomplete Proficiencies.** They will be required to successfully challenge any failed Proficiencies in addition to the scheduled Proficiencies by the end of the semester.

**In the event a student fails a Proficiency the following procedures will be initiated:**

1. The student must repeat the failed Proficiency prior to the end of the clinical semester rotation. If a student does not successfully complete a failed Proficiency, by the last scheduled clinical day for the term, the final grade for the terms' clinical class will be dropped five points for each unresolved Proficiency.
2. Each failed proficiency (Below 85) will be averaged into the final grade for that semester.
3. Three proficiencies failed during the semester will result in dismissal from the program.

**FLOW CHART FOR CLINICAL PROFICIENCY EVALUATIONS**



# ASSOCIATE DEGREE IN RADIOLOGIC TECHNOLOGY

## PROFICIENCY DEADLINES

By the dates indicated, the student will have the following total number of challenges completed:

Course Name	By Midterm	By End of Semester	Total Proficiencies by End of Semester
Rad 152			1
Rad 165	7	7	15
Rad 150	5	5	25
Rad 258	7	7	39
Rad 268	5	5	49
Rad 278	3	3	55

A student must have 55 examinations before simulation of an examination can be done at the end of RAD 278.

### **STUDENT RULES PRIOR TO CHECK OFF IN CLINICAL**

- Technologist will evaluate student's patient for scope of practice NOT student.
- Students must hand the Psychomotor evaluation form (check-off) to technologist **prior** to the beginning the examination.
- It is the **student's responsibility** to fill in the top portions of the Psychomotor eval (except Technologist signature) including the projections, technical factors and S/EI numbers.
- Students are **not** allowed to discuss projections with technologist or other students prior to check-off.
- Students are **not** allowed to look in their Merrill's' guide, textbook or notes prior to check-off.
- Students are not allowed to determine midway through an examination that you do or do not want to check-off.
- It is the **student's responsibility** to review the graded evaluation **immediately** after it has been filled out by a technologist and ask any questions at that time.
- Students wishing to check-off on an area ordered as bilateral, must check-off on the first side done and then practice the other side. Cannot practice one side and then check-off on the other side.
- Students must check-off on the routine procedure **before** checking off on the trauma series of the part.
- All check-offs should be placed in a sealed envelope with technologists' signature unless a faculty instructor is on site. Students are not allowed to open the envelope before giving it to an OCTC instructor.

**Failure to follow the student rules prior to check-off will result in either a point deduction from the final grade of the check-off or a demerit(s), depending upon the offense.**

## PSYCHOMOTOR EVALUATIONS/ PROFICIENCIES

The Psychomotor Evaluation is the method used to measure Proficiency where the student is graded on the process of producing images under the direct supervision of a designated evaluator.

**A. To complete a Psychomotor Evaluation, the student should follow the outline below:**

1. Select appropriate patient for the Proficiency.
2. Request evaluation form from evaluator. (If evaluator declines, ask another evaluator. If no evaluators are available, the Psychomotor Evaluation cannot be done at that time).
3. Choose appropriate room. The student is responsible for being familiar with departmental procedures and equipment in the room chosen.
4. Ensure evaluator accompanies the student from the initial contact with patient until completion of evaluation.
5. Perform examination according to the stated Psychomotor Objectives.
6. After the exam is completed, the Psychomotor Evaluation should be given to the clinical instructor within three (3) days.
7. A student cannot evaluate patient before proficiency.

**B. A student cannot do more than one Psychomotor Evaluation for each examination unless the first examination unsuccessful.**

**C. Evaluator cannot interfere or assist with examination, including assistance with technique factors. Exceptions to this rule are as follows:**

1. The evaluator can suggest or make changes before student makes exposure. The student should not be downgraded until they have initiated the exposure. The student must be downgraded in the appropriate category(ies).
2. For first-year students the evaluator may suggest changes once a technique is set. The student should not be downgraded on Exposure technique.

**D. Images should be repeated when the evaluator deems the image undiagnostic.**

**E. To pass the Psychomotor Evaluation, the student must have a minimum score of 85 percent.**

**F. After the student passes the Psychomotor Evaluation:**

1. It is necessary that the student obtain pertinent information (hospital number, date, etc.) to locate images to complete evaluation process.
2. It is the student's responsibility to ensure that the medical record number and date are listed on the Psychomotor Evaluation Form and matches the Medical Record number on the image.
3. Student must fill in all information on top of evaluation form prior to beginning the psychomotor evaluation to receive full credit for proficiency.

**G. If the student fails a Psychomotor Evaluation, it must be repeated according to the stated procedures.**

## PSYCHOMOTOR OBJECTIVES

**NOTE: Stated objectives will comply according to each clinical facility's practices. THE STUDENT WILL:**

- 1. Obtain necessary supplies and/or materials for the radiographic examination**
  - A. Prepare I.V. solutions.
  - B. Mix barium for gastrointestinal studies.
  - C. Set up barium mixtures according to examinations.
  - D. Prepare set-up of instruments and/or trays for special examinations.
  - E. All technical accessories for x-ray examination (cones, lead strips, gonadal shielding, etc.)
  
- 2. Check the patient's identification (I.D.), pregnancy status and record patient history.**
  - A. Check armbands of all patients.
  - B. Have patients repeat full names to students and date of birth, if possible.
  - C. Evaluate examination request with patient complaint.
  - D. Ask questions pertinent to the examination and complete pregnancy forms if applicable.
  - E. Note pertinent observations (e.g., swelling, vomiting, pallor, etc.)
  
- 3. Explain examination and remove all unnecessary or interfering clothing and/or accessories (e.g., false teeth, jewelry, hairpins, wigs, etc.)**
  
- 4. Position the patient correctly for proper projections required for examinations.**
  - A. Demonstrate proper positioning modifications due to patient condition or body habits.
  - B. Use proper landmarks, planes, and lines for examination.
  - C. Provide support (e.g., sponges, pillows) which may alleviate patient discomfort and/or provides needed modifications for projections desired.
  - D. Demonstrate accurately the proper placement of immobilizing devices.
  - E. Select the proper size immobilizing device according to the projection and patient.
  
- 5. Use central ray properly.**
  - A. Align the central ray to enter part accurately according to the projection taken.
  - B. Demonstrate correct usage of central ray angle according to projection taken.
  
- 6. Center part to image receptor.**
  - A. Align image receptor to part
  
- 7. Use correct source image distance (SID) and object image distance (OID).**
  
- 8. Collimate properly.**
  - A. Adjust collimation to accurate exposure area.
  - B. Demonstrate use of cylinder cones, lead shields, and tight collimation when necessary.
  
- 9. Use necessary lead markers accurately.**
  - A. Indicate correctly the right or left of the patient's body part.
  - B. Demonstrate use of additional markers or indicators (e.g., 30 minutes, 1 hour, post Void 9 cm, etc.) when recommended for examinations.
  
- 10. Use gonadal shielding when necessary.**
  - A. Provide proper gonadal shielding when it will not obscure needed diagnostic information.
  - B. Adjust gonadal shield at proper height on Pig-O-Stat (when applicable).
  - C. Manipulate floor shields at proper heights for chest radiographs (when applicable).

**11. Set appropriate exposure factors.**

- A. Set exposure factor; apply the suggested technique from chart to the control panel (when applicable).
- B. Set proper AEC factors (when applicable).
- C. Adjust technique accurately when changing grid ratio, distance, time for motion elimination, from moving to stationary grid, and differences in image receptor.
- D. Change technique accordingly for disease processes (e.g., emphysema, Paget's disease, fluid ascites, etc.) and cast radiography.

**12. Manipulate equipment efficiently.**

- A. Demonstrate correct usage of equipment (locks, switches, and accessories).
- B. Demonstrate correct manipulation of X-ray Console (wall bucky, table bucky, Table top, AEC, Fixed, etc.)
- C. Properly detent the xray tube.

**13. Complete examination in reasonable length of time for given procedure. Twice that of a Staff Technologist.****14. Patient/Technologist Communication**

- A. Given proper verbal instruction for examination.
- B. Evaluate information received from patient.

**15. Place image receptor correctly lengthwise or crosswise.**

- A. Lengthwise for appropriate examination
- B. Crosswise for appropriate examination

**16. Use correct image receptor and size.**

- A. Use proper image receptor size for anatomical part to be examined.
- B. Use correct image receptor.
- C. NA if Digital Plate is used

**COMPLETE NECESSARY PAPERWORK AND DISCHARGE THE PATIENT ACCORDING TO THE PROCEDURE OF THE DEPARTMENT.**

**PSYCHOMOTOR EVALUATION FORM**

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_ **AFFILIATE:** \_\_\_\_\_ **PT X-RAY #:** \_\_\_\_\_

**EXAMINATION:** \_\_\_\_\_ **TECHNOLOGIST SIGNATURE:** \_\_\_\_\_

**NOTE TO THE EVALUATING TECHNOLOGIST:** You are accountable for accurately assessing the competency of the student performing this exam (according to ARRT, requirements for registry eligible graduates of an accredited radiography program.) Your signature above: 1) verifies that you observed this student perform the entire procedure;  
2) documents true competency of this student.

Routine Projections, completed by student before beginning. Student fills in technical factors actually used.

<b>Projection</b>						
<b>Technique</b>						
<b>Exp Index S#</b>						

**KEY:**

- 3 = Satisfactory
- 2 = Acceptable-needs minor improvement(s)
- 1 = Acceptable-needs major improvement(s)
- 0 = Unsatisfactory
- NA = Not Applicable

**FINAL GRADE** \_\_\_\_\_

**COMMENTS: (PLEASE EXPLAIN ANY SCORE LESS THAN SATISFACTORY)**

- \_\_\_ 1. Obtains necessary supplies.
- \_\_\_ 2. Checks patient I.D. and evaluates patient history and pregnancy status.
- \_\_\_ 3. Explains examination to patient and removes interfering objects. (Snaps, pins, etc.)
- \_\_\_ 4. Positions patient (correctly)
- \_\_\_ 5. Uses central ray properly
- \_\_\_ 6. Centers part to image receptor
- \_\_\_ 7. Uses correct Source-Image Distance (SID) and Object-Image Distance (OID)
- \_\_\_ 8. Collimates properly
- \_\_\_ 9. Uses necessary lead marker properly
- \_\_\_ 10. Uses gonadal shielding when needed and provides needed radiation protection (**patient shielding required regardless of age**)
- \_\_\_ 11. Sets appropriate exposure factor (**seniors only**)
- \_\_\_ 12. Manipulates equipment efficiently
- \_\_\_ 13. Completes examination in a reasonable length of time for a given procedure
- \_\_\_ 14. Demonstrates patient/technologist communication
- \_\_\_ 15. Places image receptor properly
- NA** 16. Uses correct image receptor and size. (**NA if Digital Plate is used**)

**Completes necessary paperwork and discharges patient (please check one)**

\_\_\_ Satisfactory                      \_\_\_ Unsatisfactory

**Image(s) repeated:**

**Reason(s) for Repeat(s):**

**ADDITIONAL COMMENTS:**

**PSYCHOMOTOR OBJECTIVES**  
(For OR Only)

**NOTE: Stated objectives will comply according to each clinical facility's practices. THE STUDENT WILL:**

- 1. Assemble Equipment**
  - A. Properly set up C-Arm for use.
- 2. Manipulate equipment efficiently.**
  - A. Demonstrate correct usage of equipment (locks, switches, and accessories).
  - B. Demonstrate proper manipulation of C-Arm positions.
- 3. Obtain necessary supplies and/or materials for the radiographic examination**
  - A. Use proper image receptor for anatomical part
  - B. Select proper equipment (C-arm)
  - C. Prepare all technical accessories needed for an OR case
- 4 Manipulate image on monitor correctly for surgeons.**
  - A. Use proper landmarks, planes, and lines for examination.
- 5. Record studies correctly, transfer images, store and recall.**
  - A. Demonstrate ability to:
    - 1.) record studies
    - 2.) transfer images
    - 3.) store and recall images
- 6. Center C-arm to appropriate anatomy.**
  - A. Align C-arm
- 7. Communicate effectively with surgeon.**
  - A. Ability to follow instructions
  - B. Aware of Physician's needs during procedure
- 8. Set appropriate exposure factors.**
  - A. Set exposure factor; apply the suggested technique from chart to the control panel (when applicable).
  - B. Adjust technique accurately when changing contrast and brightness gain.
- 9. Follow proper surgical sterile technique.**

**\*In the event, a technologist has to take over a procedure at the Doctor' request, You will be unable to obtain the OR Psychomotor Evaluation.**

**COMPLETE NECESSARY PAPERWORK AND DISCHARGE THE PATIENT ACCORDING TO THE PROCEDURE OF THE DEPARTMENT.**



**PSYCHOMOTOR EVALUATION FORM**  
(For OR only)

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_ **AFFILIATE:** \_\_\_\_\_ **PT X-RAY #:** \_\_\_\_\_

**EXAMINATION:** \_\_\_\_\_ **TECHNOLOGIST SIGNATURE** \_\_\_\_\_

**NOTE TO THE EVALUATING TECHNOLOGIST:** You are accountable for accurately assessing the competency of the student performing this exam (according to ARRT, requirements for registry eligible graduates of an accredited radiography program.) Your signature above: 1) verifies that you observed this student perform the entire procedure; 2) documents true competency of this student.

**KEY:**

- 3 = Satisfactory
- 2 = Acceptable-needs minor improvement(s)
- 1 = Acceptable-needs major improvement(s)
- 0 = Unsatisfactory
- NE = Not Evaluated

**FINAL GRADE** \_\_\_\_\_

**COMMENTS: (PLEASE EXPLAIN ANY SCORE LESS THAN SATISFACTORY)**

- \_\_\_\_\_ 1. Assembles equipment properly
- \_\_\_\_\_ 2. Manipulates equipment efficiently
- \_\_\_\_\_ 3. Obtains necessary supplies and uses correct image receptor and size. (lead aprons)
- \_\_\_\_\_ 4. Manipulates image on monitor correctly for surgeon
- \_\_\_\_\_ 5. Records study correctly, transfers images, stores and recalls images
- \_\_\_\_\_ 6. Centers C-arm to appropriate anatomy
- \_\_\_\_\_ 7. Communicates effectively with surgeon
- \_\_\_\_\_ 8. Sets appropriate exposure factor for radiographic work
- \_\_\_\_\_ 9. Follows proper surgical sterile technique

**Completes necessary paperwork and discharges patient (please check one)**

\_\_\_\_\_ Satisfactory                      \_\_\_\_\_ Unsatisfactory

**Image(s) repeated:** \_\_\_\_\_

**Reason(s) for Repeat(s):**

**ADDITIONAL COMMENTS:**

**PSYCHOMOTOR OBJECTIVES  
(FOR CT ONLY)**

**NOTE; Stated objectives will comply according to each clinical facility's practice.**

- 1. Obtain necessary supplies and/or materials for the examinations**
  - A. select proper table
  - B. prepare all technical accessories needed for CT
  - C. select proper equipment
  
- 2. Check the patient identification**
  - A. check arm band of inpatients
  - B. evaluate examination request
  - C. ask questions pertinent to the examination
  
- 3. Explain examination and remove all unnecessary or interfering accessories**
  
- 4. Position the patient for proper projections required for examination**
  - A. use proper landmarks, plane, and lines
  - B. provide support (e.g., sponges, pillows) which may alleviate patient discomfort
  - C. demonstrate proper positioning modifications due to patient's condition or body habits
  
- 5. Set up computer correctly**
  
- 6. Operates table and gantry correctly**
  - A. center patient and gantry for appropriate anatomic part
  
- 7. Send appropriate images to PACS**
  - A. enters pertinent history in PACS
  
- 8. Complete the exam correctly in appropriate workstation**
  
- 9. Patient/Technologist Communication**
  - A. Give proper verbal instruction for examination
  - B. Evaluate information received from patient

**PSYCHOMOTOR EVALUATION FORM  
(For CT ONLY)**

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_ **AFFILIATE:** \_\_\_\_\_ **PT X-RAY #:** \_\_\_\_\_

**EXAMINATION:** \_\_\_\_\_ **TECHNOLOGIST SIGNATURE:** \_\_\_\_\_

**NOTE TO THE EVALUATING TECHNOLOGIST:** You are accountable for accurately assessing the competency of the student performing this exam (according to ARRT, requirements for registry eligible graduates of an accredited radiography program.) Your signature above: 1) verifies that you observed this student perform the entire procedure; 2) documents true competency of this student.

**KEY:**

- 3 = Satisfactory
- 2 = Acceptable-needs minor improvement(s)
- 1 = Acceptable-needs major improvement(s)
- 0 = Unsatisfactory
- NE = Not Evaluated

**Final Grade =** \_\_\_\_\_

**COMMENTS: (PLEASE EXPLAIN ANY SCORE LESS THAN SATISFACTORY)**

- \_\_\_\_\_ 1. Obtains necessary supplies.
- \_\_\_\_\_ 2. Checks patient I.D. and evaluates patient history.
- \_\_\_\_\_ 3. Explains examination to patient and removes interfering objects. (Snaps, Pins, Etc.)
- \_\_\_\_\_ 4. Positions patient (Correctly).
- \_\_\_\_\_ 5. Sets up computer correctly.
- \_\_\_\_\_ 6. Operates table and gantry correctly.
- \_\_\_\_\_ 7. Send appropriate images to PACS and enters pertinent history in PACS
- \_\_\_\_\_ 8. Complete the exam correctly in appropriate workstation.
- \_\_\_\_\_ 9. Patient/Technologist communication.

**Completes necessary paper work and discharges patient (PLEASE CHECK ONE)**

\_\_\_\_\_SATISFACTORY                  \_\_\_\_\_UNSATISFACTORY

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**Image(s) repeated:**

**Reason(s) for repeat(s):**

**Additional Comments:**

## CONTINUED PROFICIENCY

The Continued Proficiency evaluation is the method used to evaluate the student's continuing ability to meet the objectives of any completed Proficiency. At any time, a faculty member may require a student to perform a previously challenged examination for a Continued Proficiency Evaluation. Continued proficiency evaluations will be done by program faculty only.

1. Continued proficiencies will be done each semester starting the second semester.
2. Continued Proficiency Evaluations are done at the discretion of the Faculty.
3. Continued Proficiencies may not be simulated.
4. To pass the continued proficiency, **the student must have a minimum score of 85 percent.**

If below 85%, previous check off will be taken away and the student must be rechecked to receive credit for check off.

### **PSYCHOMOTOR OBJECTIVES FOR CONTINUED PROFICIENCIES**

NOTE: Stated objectives will comply according to each clinical facility's practices.

#### **THE STUDENT WILL:**

- 1. Obtain necessary supplies and/or materials for the radiographic examination**
  - A. Prepare I.V. solutions.
  - B. Mix barium for gastrointestinal studies.
  - C. Set up barium mixtures according to examinations.
  - D. Prepare set-up of instruments and/or trays for special examinations.
  - E. All technical accessories for x-ray examination (cones, lead strips, gonadal shielding, etc.)
- 2. Check the patient's identification (I.D.) record patient history.**
  - A. Check armbands of in-patients.
  - B. Have patients repeat full names to students, if possible.
  - C. Evaluate examination request with patient complaint.
  - D. Ask questions pertinent to the examination and complete pregnancy forms if applicable.
  - E. Note pertinent observations (e.g., swelling, vomiting, pallor, etc.)
- 3. Explain examination and remove all unnecessary or interfering clothing an/or accessories (e.g., false teeth, jewelry, hairpins, wigs, etc.)**
- 4. Position the patient for proper projections required for examinations.**
  - A. Demonstrate proper positioning modifications due to patient condition or body habits.
  - B. Use proper landmarks, planes, and lines for examination.
  - C. Provide support (e.g., sponges, pillows) which may alleviate patient discomfort and/or provides needed modifications for projections desired.
  - D. Demonstrate accurately the proper placement of immobilizing devices.
  - E. Select the proper size immobilizing device according to the projection and patient.
- 5. Use central ray properly.**
  - A. Align the central ray to enter part accurately according to the projection taken.
  - B. Demonstrate correct usage of angle of central ray according to projection taken.
- 6. Center part to image receptor.**
  - A. Align image receptor to part
- 7. Use correct Source-Image Distance (SID) and Object-Image Distance (OID).**

**8. Collimate properly.**

- A. Adjust collimation to accurate exposure area.
- B. Demonstrate use of cylinder cones, lead shields, and tight collimation when necessary.

**9. Use necessary lead markers accurately.**

- A. Indicate correctly the right or left side of patient's body.
- B. Demonstrate use of additional markers or indicators (e.g., 30 minutes, 1 hour, post void, 9 cm, etc.) when recommended for examinations.

**10. Use gonadal shielding when necessary.**

- A. Provide proper gonadal shielding when it will not obscure needed diagnostic information **regardless of age**
- B. Adjust gonadal shield at proper height on Pig-O-Stat (when applicable).
- C. Manipulate floor shields at proper heights for chest radiographs (when applicable).

**11. Set appropriate exposure factors.**

- A. Set exposure factor; apply the suggested technique from chart to the control panel (when applicable).
- B. Set proper AEC ionization chambers (when applicable).
- C. Adjust technique accurately when changing grid ratio, distance, time for motion elimination, from moving to stationary grid, and differences in image receptors.
- D. Change technique accordingly for disease processes (e.g., emphysema, Paget's disease, fluid ascites, etc.) and cast radiography.

**12. Manipulate equipment efficiently.**

- A. Demonstrate correct usage of equipment (locks, switches, and accessories).
- B. Demonstrate correct manipulation of x-ray console (Wall bucky, table bucky, Table top, AEC, Fixed, etc.)
- C. Properly detent the x-ray tube.

**13. Complete examination in reasonable length of time for given procedure. Twice that of a Staff Technologist.****14. Patient/Technologist Communication**

- A. Give proper verbal instruction for examination.
- B. Evaluate information received from patient.

**15. Place image receptor correctly lengthwise or crosswise.**

- A. Lengthwise for appropriate examination
- B. Crosswise for appropriate examination

**16. Use correct image receptor and size.**

- A. Use proper Image receptor size for anatomical part to be examined.
- B. Use correct image receptor.
- C. NA if Digital Plate is used

**COMPLETE NECESSARY PAPERWORK AND DISCHARGE THE PATIENT ACCORDING TO THE PROCEDURE OF THE DEPARTMENT.**

## CONTINUED PROFICIENCY EVALUATION FORM

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ AFFILIATE: \_\_\_\_\_ PT X-RAY #: \_\_\_\_\_

EXAMINATION: \_\_\_\_\_ TECHNOLOGIST SIGNATURE: \_\_\_\_\_

## KEY:

3 = Satisfactory

2 = Acceptable - needs minor improvement

1 = Acceptable - needs major improvement

0 = Unsatisfactory

FINAL GRADE \_\_\_\_\_

## I. PSYCHOMOTOR AREA:

- \_\_\_\_\_ 1. Obtains necessary supplies.
- \_\_\_\_\_ 2. Checks patient I.D. and evaluates patient history and pregnancy status.
- \_\_\_\_\_ 3. Explains examination to patient and removes interfering objects. (Snaps, pins, etc.)
- \_\_\_\_\_ 4. Positions patient (correctly)
- \_\_\_\_\_ 5. Uses central ray properly
- \_\_\_\_\_ 6. Centers part to image receptor
- \_\_\_\_\_ 7. Uses correct Source-Image Distance (SID) and Object-Image Distance (OID)
- \_\_\_\_\_ 8. Collimates properly
- \_\_\_\_\_ 9. Uses necessary lead marker properly
- \_\_\_\_\_ 10. Uses gonadal shielding when needed and provides needed radiation protection (**patient shielding required regardless of age**)
- \_\_\_\_\_ 11. Sets appropriate exposure factor (**seniors only**)
- \_\_\_\_\_ 12. Manipulates equipment efficiently
- \_\_\_\_\_ 13. Completes examination in a reasonable length of time for a given procedure
- \_\_\_\_\_ 14. Demonstrates Patient/Technologist communication
- \_\_\_\_\_ 15. Places image receptor properly
- \_\_\_\_\_ 16. Uses correct image receptor and size. (**NA if Digital Plate is used**)

## Completes necessary paperwork and discharges patient (please check one)

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

## II. STUDENT ANALYSIS OF PRODUCT:

- \_\_\_\_\_ 17. Diagnostic value
- \_\_\_\_\_ 18. Technique
- \_\_\_\_\_ 19. Anatomy identification
- \_\_\_\_\_ 20. Positioning
- \_\_\_\_\_ 21. Pathology (Seniors only)

## PSYCHOMOTOR EVALUATION PROFICIENCY CHECKLIST

The student is required to use this checklist to record his/her own progress. Students must successfully challenge the primary exam prior to challenging special exams (Ex. Successfully Challenge a C-Spine Series prior to a Cross-Table Lateral C-Spine).

Imaging Procedures	Mandatory	Elective	Date Completed	Patient Exam #
<b>CHEST and THORAX</b>				
Chest PA/Lat ( <i>Complete by end of 2<sup>nd</sup> semester</i> )	X			
Chest AP/Lat ( <i>Wheelchair or Stretcher</i> )	X			
Ribs ( <i>AP or PA &amp; oblique</i> )	X			
Chest Lateral Decubitus		X		
Sternum ( <i>Oblique &amp; Lateral</i> )		X		
Upper Airway: Soft Tissue Neck ( <i>AP &amp; Lateral</i> )		X		
SC Joints ( <i>AP or PA &amp; oblique</i> )		X		
Chest Oblique/Lordotic		X		
<b>ABDOMEN</b>				
Abdomen Supine ( <i>Complete by end of 2<sup>nd</sup> semester</i> )	X			
Abdomen Upright & Flat Series ( <i>Complete by end of 2<sup>nd</sup> sem.</i> )	X			
Abdomen Decubitus	X			
Intravenous Urography		X		
<b>UPPER EXTREMITY</b>				
Thumb/Finger ( <i>PA, Oblique &amp; Lateral</i> )	X			
Hand ( <i>PA, Oblique &amp; Lateral</i> )	X			
Wrist ( <i>PA, Oblique &amp; Lateral</i> )	X			
Forearm ( <i>AP &amp; Lateral</i> )	X			
Elbow ( <i>AP &amp; Lateral</i> )	X			
Humerus ( <i>AP &amp; Lateral</i> )	X			
Shoulder ( <i>AP &amp; Oblique</i> )	X			
Clavicle ( <i>AP and Tangential</i> )	X			
Scapula ( <i>AP &amp; Lateral</i> )		X		
AC Joints ( <i>Weight &amp; Non-Weight</i> )		X		
*Trauma: Shoulder ( <i>2 projections: AP &amp; Scapular Y, Axial, or Transthoracic</i> )	X			
*Trauma: Upper Extremity ( <i>Non-Shoulder</i> ) <i>LIST PART:</i>	X			
<b>LOWER EXTREMITY</b>				
Toes ( <i>AP, Oblique &amp; Lateral</i> )	X			
Foot ( <i>AP, Oblique &amp; Lateral</i> )	X			
Ankle ( <i>AP, Oblique &amp; Lateral</i> )	X			
Knee ( <i>AP &amp; Lateral</i> )	X			
Tibia-Fibula ( <i>AP &amp; Lateral</i> )	X			
Femur ( <i>AP &amp; Lateral</i> )	X			
Patella ( <i>Tangential</i> )	X			
Intercondyloid Fossa		X		
Calcaneus ( <i>Tangential &amp; Lateral</i> )	X			
*Trauma: Lower Extremity <i>LIST PART:</i>	X			
<b>PORTABLE STUDIES</b>				
Portable Chest	X			
Portable Abdomen	X			
Portable Upper or Lower Extremity <i>LIST PART:</i>	X			

\*Trauma requires modifications in positioning due to injury with monitoring of the patient's condition.

Imaging Procedures	Mandatory	Elective	Date Completed	Patient Exam #
<b>OR INTENSIFIER: C-ARM STUDIES</b>				
OR Orthopedic Study	X			
OR Non-Orthopedic Study	X			
<b>HEADWORK (Must Select At Least One Elective Procedure from this Section to be Performed on a Patient in Clinical)</b>				
Skull ( <i>PA, Lateral &amp; Townes</i> )		X		
Facial Bones ( <i>Waters', Caldwell &amp; Lateral: SMV if required per hospital protocol</i> )		X		
Mandible ( <i>AP or PA &amp; Oblique</i> )		X		
TMJ		X		
Nasal Bones ( <i>Waters', Right &amp; Left Lateral</i> )		X		
Orbits ( <i>Waters' or Modified Waters' &amp; Lateral</i> )		X		
Paranasal Sinuses ( <i>Waters', Caldwell &amp; Lateral: SMV if required per hospital protocol</i> )		X		
<b>SPINE AND PELVIS</b>				
Cervical Spine with Obliques ( <i>include Swimmers' if needed</i> )	X			
Thoracic Spine ( <i>AP &amp; Lat: include Swimmers' if needed</i> )	X			
Lumbar Spine ( <i>AP, Lateral &amp; Spot</i> )	X			
Lumbar Spine with Obliques		X		
X-Table Cervical ( <i>include Swimmers' if needed</i> )	X			
Pelvis ( <i>AP</i> )	X			
Hip ( <i>AP &amp; Lateral or Oblique Frog Leg</i> )	X			
X-Table Lateral Hip ( <i>include AP as is</i> )	X			
Sacrum/Coccyx ( <i>AP &amp; Lateral</i> )		X		
Scoliosis Series ( <i>AP Projections</i> )		X		
SI Joints ( <i>AP or PA &amp; Obliques</i> )		X		
<b>FLUOROSCOPY</b>				
Upper GI Series	X			
Barium Enema ( <i>3 Projection minimum</i> )	X			
Small Bowel Series	X			
Esophagus/Barium Swallow ( <i>NOT video swallowing dysfunction study</i> )	X			
Cystography		X		
ERCP		X		
Myelography		X		
Arthrography		X		
Hysterosalpingography		X		
<b>PEDIATRIC PATIENT (Age 6 or Younger)</b>				
Chest PA/Lat	X			
Upper or Lower Extremity <i>LIST PART:</i>	X			
Abdomen		X		
Mobile Study	X			
<b>GERIATRIC PATIENT (At Least 65 years old and Physically or Cognitively Impaired as a Result of Aging)</b>				
Chest PA/Lat	X			
Upper or Lower Extremity <i>LIST PART:</i>	X			
Hip or Spine	X			
<b>CT Exam</b>				
CT Head	X			



### **CLINICAL ROTATION QUESTIONS**

Clinical questions will be assigned during senior clinical courses. A typed, hard copy of clinical questions must be turned in by the deadline assigned by the clinical instructor/coordinator in D2L. An electronic copy of the clinical questions can be found in D2L. Questions turned in late will result in a 10 point a day deduction. Clinical questions are to be done independently. They are Not Group work. (See Dismissal Procedure)

### **GENERAL CLINICAL ROTATION QUESTIONS**

In order to better prepare yourself to function adequately in all assignment areas, you should be able to:

1. Evaluate any image with regard to technical quality.
2. Evaluate any image to determine if the anatomical structures are properly visualized (Example: oblique cervical--intervertebral foramina visualized).
3. Label the anatomical parts of any radiograph.
4. Determine what corrections should be made on any poor image with regard to technique or positioning.

### **NIGHTS AND WEEKENDS CLINICAL ROTATION QUESTIONS FOR SENIORS**

The purpose of this rotation is to allow you to gain confidence in performing routine exams with minimal supervision. Take this opportunity to recognize your own weaknesses and correct them with your instructors during the normal shift. Perform any routine series with confidence and with indirect supervision. Perform routine portable radiography with direct supervision.

At the end of this assignment, you should be able to do the following:

1. Describe the symptoms of a skull fracture. (Open and Closed)
2. Discuss how you handle a patient who is suffering from:
  - A. epileptic seizure
  - B. anaphylactic shock
  - C. respiratory arrest
  - D. cardiac arrest
  - E. hemorrhage (external)
3. Describe in detail how to perform a trauma series on selected material that has been covered in RAD 152, 130, 136 and 230.
  - A. skulls
  - B. facial bones
  - C. x-table cervical spine
  - D. hip
  - E. cross-table lumbar spine
  - F. cross-table T-spine
  - G. fractured humerus

**CLINICAL QUESTIONS CONT.****FLUOROSCOPY CLINICAL ROTATION QUESTIONS**

In order to better prepare yourself to function adequately in this assignment, you should be able to:

1. Describe the equipment, how to set it up, and how to operate it. Example: Digital fluoro, recording study
2. Give the proper patient preparation instructions for the following:
  - A. UGI
  - B. BE
3. List the routine projections for the following: (List Image Receptor size used, position of patient, position of Image Receptor, direction and location of central ray and the structures shown on each view.)
  - A. UGI
  - B. BE
  - C. Barium Swallow
  - D. Hysterosalpingogram
  - E. Video Swallow
4. Describe set-up for the above exams including all materials needed including contrast media.
5. Name the location of the fluoro tube and image intensifier.
6. Name the fluoro MA and KVp (settings).
7. List the types of arthrograms done and explain: (Shoulder and Knee)
  - A. images taken
  - B. type(s) of contrast used

**PORTABLE/MOBILE IMAGING CLINICAL ROTATION QUESTIONS**

In order to better prepare yourself to function adequately in this assignment, you should be able to:

1. List the portable technique for an average patient when performing a chest, KUB and femur examination.
2. List the procedure for doing portables in:
  - A. the nursery\*
  - B. CCU or ICU
  - C. recovery room or ER
  - D. pediatrics\*
  - E. OR
3. List the safety rules for doing portable radiography
  - A. radiation protection
  - B. patient protection
  - C. technologist/student protection
4. Explain the special precautions to take when patients have the following:
  - A. chest tube
  - B. gastric tube
  - C. catheters
  - D. IV fluids

\*Responsible for these areas if available in the clinic.

**CLINICAL QUESTIONS CONT.****SURGERY/OR CLINICAL ROTATION QUESTIONS**

1. Explain the principles of medical and surgical asepsis.
2. Describe the surgical team (name the members and their functions).
3. List the general rules for doing surgery radiography.
4. Describe the procedure for doing the following:
  - A. hip pinning
  - B. extremities
    - 1) open reduction
    - 2) closed reduction
  - C. cholangiogram
  - D. laminectomy
5. List any materials needed to do the above procedures.
6. Describe the procedure for leaving and returning to the OR.

**SPECIAL PROCEDURE SUITE CLINICAL ROTATION QUESTIONS**

In order to better prepare yourself to function adequately in this assignment, you should be able to:

1. Discuss the following control panels and give specific functions for each control:
  - A. Tilt-C Controls
  - B. Injector Control
  - C. DRS Console
2. Describe how to set up and load the injector.
3. Define the principles of medical and surgical asepsis used by the technologist and radiologist.
4. Describe how to scrub and drape out a patient.
5. Describe the special procedures done in this room: (Give positions and reasons for doing exam, structures shown and supplies and equipment needed).
6. Identify the major drugs on the crash cart used for Emergencies in the Special Procedures Suite.

**ULTRASOUND CLINICAL ROTATION QUESTIONS**

In order to better prepare yourself to function adequately in this assignment, you should be able to:

1. Explain the basic principle of US.
2. Describe the most common procedures (briefly) performed in this department and the structures seen in each procedure. (Explain at least 3 procedures.)
3. Explain briefly what information can be obtained about the fetus.
4. List the advantages of ultrasound studies on obstetrical patients as compared to radiographic studies.

**CLINICAL QUESTIONS CONT.****COMPUTED TOMOGRAPHY CLINICAL ROTATION QUESTIONS**

In order to better prepare yourself to function adequately in this assignment, you should be able to:

1. Define computerized tomography.
2. Describe the basics of CT.
3. Name the different parts of the CT unit and briefly describe the function of each.
4. List the advantages and limitations of the CT unit.
5. List and explain the CT scans done in this department and include the direction of the scan.
6. State the protective measures to be used in CT for the:
  - A. Staff
  - B. Patient
7. Name the location of all emergency switches and explain their purpose.

**NUCLEAR MEDICINE CLINICAL ROTATION QUESTIONS**

In order to better prepare yourself to function adequately in this assignment, you should be able to:

1. **Explain** the purpose of Nuclear Medicine.
2. **Describe** briefly the most common procedures performed in this department and the structures seen in each procedure (explain at least 3 procedures).
3. **Describe** the survey meter that is most used in Nuclear Medicine and its purpose.
4. **Explain** radiation protection precautions used in Nuclear Medicine versus Diagnostic X-ray.



**RADIATION THERAPY (Mabry Center for Cancer Care) ROTATION QUESTIONS**

1. What is the purpose of making a partial radiograph on the treatment machine?
2. How do the radiographs taken on the Linear Accelerator differ from those taken on the Simulator?
3. True or False: Lasers are used in the treatment room and the simulator room only for patient set-ups.
4. True or False: The Radiation Therapists draws blood and administers chemotherapy to some cancer patients.
5. True or False: The patients become radioactive during their course of Radiation therapy treatments.
6. What is the difference between a palliative dose and a curative dose of radiation?
7. Why do Radiation therapists need strong mathematical skills and a good knowledge of human anatomy?
8. True or False: Radiation patients come for treatment once a week for 6 to 8 weeks.
9. True or False: All radiation patients will get sick and lose their hair during the course of treatment.
10. True or False: Cancer patients cannot receive chemotherapy and radiation therapy treatments the same day.

**CLINICAL QUESTIONS CONT.****MAGNETIC RESONANCE IMAGING CLINICAL ROTATION QUESTIONS**

1. Name the three types of “weighting” when referring to MRI Images.
  - a.
  - b.
  - c.
2. **Discuss** the number one reason for doing an MRI?
3. **Explain** why the hydrogen proton was chosen to be imaged for MRI's?
4. Identify the precessional frequency of the hydrogen proton at a 1.0 Tesla field strength?
5. Identify  $B_0$ ?
8. Identify the most popular type of magnet used for diagnostic purposes?
9. **Describe** the location of Iso-center.
10. **Discuss** the importance of Iso-Center.
11. Identify what picks up the MR signal.

Define the following:

12. Cryogen -
13. Quench -
14. Tesla -
15. Gauss -
16. MRI -
17. MRA -
18. RF -
19. BORE -
20. Resonance -

**FINAL (6<sup>th</sup>) SEMESTER CLINICAL QUESTIONS**

1. **List** the 14 Characteristics (properties) of X-rays.
2. **Discuss** the three cardinal principles for minimizing Radiation Dose.
3. What is the communication standard for information sharing between PACS and imaging modalities?  
(Include Acronym and official name)
4. **Explain** both size and shape distortion to image quality? (Include roles of SID, OID and elongation and foreshortening).
5. Which type of target interaction is responsible for most of the x-rays in the diagnostic beam?
  - a. **Describe** the interaction.
6. What is the most sophisticated, useful, and accepted type of beam-restricting device for radiography?

**CLINICAL COURSES:**

RAD 152 Applied Radiography I  
 RAD 165 Applied Radiography II  
 RAD 150 Clinical Applications I  
 RAD 258 Advanced Radiography I  
 RAD 268 Advanced Radiography II  
 RAD 278 Advanced Radiography III

**TEXTBOOKS AND OTHER REQUIRED MATERIALS FOR CLINICAL:**

Long, Rollins, Smith Merrills Atlas of Radiographic Positions & Radiologic Procedures, Elsevier, 15<sup>th</sup> Ed. Pocket Guide; Right & Left Radiographic Image Markers; Identification Badges; Dosimeters; Clinical binders with required forms (procedure log, timesheets, repeat form) See Clinical Dress Code for additional required materials.

**COURSE OBJECTIVES:****RAD 152**

Upon successful completion, the student should be able to complete the following tasks:

1. Demonstrate knowledge in the areas of terminology, patient procedures, equipment and radiation protection and safety.
2. Under direct supervision, perform assigned procedures.
3. Successfully challenge assigned radiographic examination.

**RAD 165**

Upon successful completion, the student should be able to complete the following tasks:

1. Demonstrate knowledge, understanding and skills in performing tasks related to radiographic processing and quality control.
2. Assist in the operation and adjustment of fluoroscopy equipment and C-Arm.
3. Under direct supervision, perform assigned radiographic procedures.
4. Successfully challenge assigned radiographic examinations.

**RAD 150**

Upon successful completion, the student should be able to complete the following tasks:

1. Perfect those skills obtained in previous clinical courses.
2. Select proper factors for routine procedures.
3. Successfully challenge assigned radiographic examinations.
4. Under direct supervision, perform assigned radiographic procedures.
5. Assist in the operation and adjustment of fluoroscopy equipment and C-Arm.

**RAD 258**

Upon successful completion, the student should be able to complete the following tasks:

1. Demonstrate independence in clinical performance.
2. Successfully challenge assigned radiographic examinations.
3. Under direct supervision, perform assigned radiographic procedures.
4. Demonstrate the operation and adjustment of fluoroscopy equipment and C-Arm.

**COURSE OBJECTIVES (CONT.)****RAD 268**

Upon successful completion, the student should be able to complete the following tasks:

1. Demonstrate independence in clinical performance.
2. Successfully challenge assigned radiographic examinations.
3. Under direct supervision, perform assigned radiographic procedures.
4. Demonstrate the operation and adjustment of fluoroscopy equipment and C-Arm.

**RAD 278**

Upon successful completion, the student should be able to complete the following tasks:

1. Demonstrate independence in clinical performance.
2. Successfully challenge assigned radiographic procedures.
3. Demonstrate the operation and adjustment of fluoroscopy equipment and C-Arm.
4. Under direct supervision, perform assigned radiographic procedures.

**TERMINAL COMPETENCIES:**

The graduate shall be able to:

1. Use oral and written medical communications;
2. Demonstrate knowledge of human structure, function and pathology;
3. Anticipate and provide basic patient care and comfort;
4. Apply principles of body mechanics;
5. Perform basic mathematical functions;
6. Operate radiographic imaging equipment and accessory devices;
7. Position the patient and imaging system to perform radiographic examination and procedures;
8. Modify standard procedures to accommodate for patient condition and other variables;
9. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposures;
10. Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality;
11. Practice radiation protection for the patient, self and others;
12. Recognize emergency patient conditions and initiate first aid and basic life-support procedures;
13. Evaluate radiographic images for appropriate positioning and image quality;
14. Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority;
15. Demonstrate knowledge and skills relating to quality assurance; and
16. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

**DERIVATION OF CLINICAL GRADE:****RAD 152 - Course Requirements**

1. Professional Conduct	SAT/UNSAT
2. Proficiencies	20%
3. Daily Procedure Log, Repeat Radiograph Forms, Clinical Objectives	5%
4. Radiology Student Handbook Test	20%
5. MRI Test	5%
5. Image Critique	20%
6. Clinical Exam	30%

**RAD 165 - Course Requirements**

1. Professional Conduct	SAT/UNSAT
2. Proficiencies	20%
3. Clinical Evaluations	15%
4. Daily Procedure Log, Repeat Radiograph Forms, Clinical Objectives	5%
5. Comprehensive Midterm Exam	15%
6. Image Critique	15%
7. Continued Proficiency Evaluation	10%
8. Comprehensive Exam	20%

**RAD 150 - Course Requirements**

1. Professional Conduct	SAT/UNSAT
2. Proficiencies	20%
3. Clinical Evaluations	10%
4. Daily Procedure Log, Repeat Radiograph Forms, Clinical Objectives	5%
5. Comprehensive Midterm Exam	15%
6. Image Critique	10%
7. Continued Proficiency Evaluation	10%
8. Comprehensive Exam	20%
9. Professionalism Paper	10%

**RAD 258 - Course Requirements**

1. Professional Conduct	SAT/UNSAT
2. Proficiencies	15%
3. Clinical Evaluations	20%
4. Comprehensive Midterm Exam	15%
5. Daily Procedure Log, Repeat Radiograph Forms, Clinical questions	5%
6. Observation Paper	5%
7. Image Critique	15%
8. Comprehensive Exam	15%
9. Continued Proficiency Evaluation	10%

**RAD 268 - Course Requirements**

1. Professional Conduct	SAT/UNSAT
2. Proficiencies	15%
3. Clinical Evaluations	20%
4. Daily Procedure Log, Repeat Radiograph Forms Clinical questions	5%
5. Comprehensive Midterm Exam	15%
6. Image Critique	15%
7. Continued Proficiency Evaluation	10%
8. Comprehensive Exam	15%
9. Observation Paper	5%

**RAD 278 - Course Requirements**

1. Professional Conduct	SAT/UNSAT
2. Proficiencies	15%
3. Clinical Evaluations	15%
4. Image Critique	15%
5. Daily Procedure Log, Repeat Radiograph Forms, Clinical questions	5%
6. Registry Review	40%
7. Continued Proficiency Evaluation	10%

**STUDENT SELF-EVALUATION**

Students are required to evaluate themselves during their clinical rotations based upon their personal reflection. One self-evaluation will be completed at the end of the semester. A typed hardcopy of self-evaluation questions and answers must be turned in by the deadline assigned by the clinical instructor. (See Self-Evaluation form and due dates in D2L)

**ORANGEBURG-CALHOUN TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
SELF-EVALUATION**

STUDENT NAME: \_\_\_\_\_

Please consider the past few weeks in your clinical assignment. Answer the following questions about yourself based upon that reflection.

1. Identify some of your accomplishments in regard to the Radiography Program
2. List at least three (3) areas that you consider to be your strengths.
3. How can you best utilize these strengths as a student technologist?
4. List at least two (2) areas that you consider to be your weaknesses.
5. How do you suppose you could overcome the challenges you identified in question 4?
6. Which clinical procedures do you feel the most confident in performing?
7. Which clinical procedures do you feel the least confident in performing?
8. Do you feel you have progressed appropriately in the program up to this point?
9. Is there any other area of the program which you would like to comment on?

### Demerit Procedure

During the clinical rotation, each student is required to adhere to the rules and regulations as stated in the Student Handbook or affiliate policies.

Failure to comply with these rules and regulations can result in the student receiving one or more demerits.

Ten demerits equal a reduction of one letter grade at the end of the semester. Demerits less than 10 will result in a point reduction at the end of the semester for each demerit. Excessive demerits may lead to dismissal from the program.

Each semester a new demerit form will be used.

Demerits will be given for the following:

1. Chewing gum in clinic (1 demerit)
2. Not wearing the proper uniform (including name badge, hair, jewelry, nails, etc.) or uniforms having an unkempt appearance. (2 demerits)
3. Coming to clinical unprepared (without markers, OSL Dosimeters, clinical packet or pen) (2 demerits)
4. No markers on the radiograph (1 demerit)
5. Turning in paperwork and radiographs unfinished or not verifying correct orders and/or information on patients (2 demerits)
6. Accepting radiographs without a technologist's approval (2 demerits)
7. Not staying in or parking in assigned area (1 demerit)
8. Not calling in to an OCtech instructor **and** clinical site on absent days, undocumented time, or no signature of technologist (2 demerits)
9. Miscellaneous (Unprofessional attitude, clinical behavior, and failure to follow Radiology student handbook policies, etc.) (2 demerits)
10. Not following correct OSL Dosimeter procedure. (1 demerit)
11. Neglect of timesheets, and/or Direct-Repeat Radiographic forms (1 demerit)

The instructor will notify students when demerits are issued.



# Demerit Form

	Demerits																			
1. Chewing gum in clinic- 1																				
2. Not wearing the proper uniform or uniforms having an unkempt appearance (including name badge, hair, jewelry, nails, etc.) - 2																				
3. Coming to clinical unprepared (without markers, OSL dosimeter, clinical packet or pen) - 2																				
4. No markers on the radiograph - 1																				
5. Turning in paperwork and radiographs unfinished or not verifying correct orders and/or information on patients 2																				
6. Accepting radiographs without a technologist's approval 2																				
7. Not staying in or parking in assigned area – 1																				
8. Not calling in to an instructor and clinical site on absent days or undocumented time or no signature of technologist– 2																				
9. Miscellaneous (Unprofessional attitude, clinical behavior, or failure to follow Radiology student handbook policies, etc.) -2																				
10. Not following correct OSL Dosimeter procedure - 1																				
11. Neglect of timesheets and/or Direct-Repeat Radiographic forms (1 demerit)																				

Student Signature \_\_\_\_\_

Clinical Instructor Signature \_\_\_\_\_

**Comments:**

**RADIOLOGIC TECHNOLOGY PROGRAM  
CLINICAL COGNITIVE OBJECTIVES**

The student will perform the following projections, identify anatomy, consider procedure adaptations and evaluate images for quality according to Merrill's Atlas of Radiographic Positions and Procedures in the clinical setting:

**1. Chest**

- a. PA or AP upright
- b. lateral upright
- c. AP lordotic
- d. AP supine
- e. lateral decubitus

**2. Abdomen**

- a. AP supine
- b. AP upright
- c. lateral decubitus
- d. dorsal decubitus

**3. Fingers**

- a. PA entire hand
- b. PA finger only
- c. lateral
- d. medial and/or lateral oblique
- e. AP thumb
- f. medial oblique thumb
- g. lateral thumb

**4. Hand**

- a. PA
- b. lateral
- c. lateral oblique

**5. Wrist**

- a. PA
- b. lateral oblique
- c. lateral
- d. PA–ulnar deviation
- e. PA axial (Stecher)
- f. tangential carpal canal (Gaynor-Hart)

**6. Forearm**

- a. AP
- b. lateral

**7. Elbow**

- a. AP
- b. lateral
- c. lateral oblique
- d. medial oblique
- e. AP partial flexion
- f. trauma axial laterals (Coyle)

**8. Humerus**

- a. AP
- b. lateral
- c. neutral
- d. transthoracic lateral

**9. Shoulder**

- a. AP internal and external rotation
- b. inferosuperior axial (Lawrence)
- c. posterior oblique (Grashey)
- d. AP neutral
- e. PA oblique (scapular Y)
- f. supraspinatus outlet (Neer)

**10. Scapula**

- a. AP
- b. lateral

**11. Clavicle**

- a. AP or PA
- b. AP axial
- c. PA axial

**12. Acromioclavicular Joints – AP bilateral with and without weights****13. Toes**

- a. AP, entire forefoot
- b. AP or AP axial toe
- c. oblique toe
- d. lateral toe
- e. sesamoids, tangential

**14. Foot**

- a. AP axial
- b. medial oblique
- c. lateral oblique
- d. lateral
- e. AP axial weight bearing
- f. lateral weight bearing

**15. Calcaneus**

- a. lateral
- b. plantodorsal, axial
- c. dorsoplantar, axial

**16. Ankle**

- a. AP
- b. mortise
- c. lateral
- d. medial oblique
- e. AP stress
- f. AP weight bearing
- g. lateral weight bearing

**17. Tibia/Fibula**

- a. AP
- b. lateral

**18. Knee/patella**

- a. AP
- b. lateral
- c. AP weight bearing
- d. lateral oblique
- e. medial oblique
- f. PA axial–intercondylar fossa (Holmblad)
- g. PA axial–intercondylar fossa (Camp Coven.)
- h. AP axial–intercondylar fossa (Béclère)
- i. PA patella
- j. tangential (Merchant)
- k. tangential (Settegast)

**19. Femur**

- a. AP
- b. lateral

**20. Hip**

- a. AP hip only
- b. cross-table (horizontal beam) lateral hip
- c. unilateral frog-leg, non-trauma
- d. axiolateral inferosuperior, trauma (Clements-Nakayama)

**21. Pelvis**

- a. AP pelvis
- b. AP pelvis, bilateral frog-leg
- c. AP pelvis, axial ant. pelvic bones (inlet, outlet)
- d. posterior oblique pelvis, acetabulum (Judet)

**22. Cervical Spine**

- a. AP axial
- b. AP open mouth
- c. lateral
- d. cross-table (horizontal beam) lateral
- e. PA axial obliques
- f. AP axial obliques
- g. lateral swimmers
- h. lateral flexion and extension
- i. AP dens (Fuchs)

**23. Thoracic Spine**

- a. AP
- b. lateral, (breathing & expiration)

**24. Lumbar Spine**

- a. AP
- b. PA
- c. lateral
- d. L5-S1 lateral spot
- e. posterior oblique
- f. anterior oblique
- g. AP axial L5-S1
- h. AP right and left bending
- i. lateral flexion and extension

**25. Sacrum and Coccyx**

- a. AP axial sacrum
- b. AP axial coccyx
- c. lateral sacrum and coccyx, combined
- d. lateral sacrum or coccyx, separate

**26. Sacroiliac Joints**

- a. AP axial
- b. posterior oblique
- c. anterior oblique

**27. Ribs**

- a. AP and PA, above and below diaphragm
- b. anterior and posterior obliques

**28. Sternum**

- a. lateral
- b. RAO

**29. Soft Tissue Neck**

- a. AP upper airway
- b. lateral upper airway

**30. Sternoclavicular joints**

- a. PA
- b. LAO and RAO

**31. Scoliosis Series**

- a. AP or PA
- b. lateral

**32. Bone Age****33. Bone Survey****34. Long Bone Measurement****35. Skull**

- a. AP axial (Towne)
- b. lateral
- c. PA axial (Caldwell)
- d. PA
- e. submentovertex (full basal)
- f. trauma cross-table (horizontal beam) lateral
- g. trauma AP axial (reverse Caldwell)
- h. trauma AP
- i. trauma AP axial (Towne)

**36. Facial Bones**

- a. lateral
- b. parietoacanthial (Waters)
- c. PA axial (Caldwell)
- d. modified parietoacanthial (modified Waters)

**37. Mandible**

- a. axiolateral oblique
- b. PA
- c. AP axial (Towne)
- d. PA axial
- e. PA (modified Waters)
- f. submentovertex (full basal)

**38. Temporomandibular Joints**

- a. axiolateral oblique (modified Law)
- b. axiolateral (modified Schuller)
- c. AP axial (modified Towne)

**39. Nasal Bones**

- a. parietoacanthial (Waters)
- b. lateral
- c. PA axial (Caldwell)

**40. Orbits**

- a. parietoacanthial (Waters)
- b. lateral
- c. PA axial (Caldwell)
- d. modified parietoacanthial (modified Waters)

**41. Paranasal Sinuses**

- a. lateral, horizontal beam
- b. PA axial (Caldwell), horizontal beam
- c. parietoacanthial (Waters), horizontal beam
- d. submentovertex (full basal), horizontal beam

**42. GI Studies: Esophagus**

- a. RAO
- b. left lateral
- c. AP
- d. PA
- e. LAO

**43. Swallowing Dysfunction Study****44. Upper GI series (single or double contrast)**

- a. AP or PA scout
- b. RAO
- c. PA
- d. right lateral
- e. LPO
- f. AP

**45. Small Bowel Series**

- a. PA scout
- b. PA (follow through)
- c. ileocecal spots

**46. Contrast Enema (single or double contrast)**

- a. left lateral rectum
- b. left lateral decubitus
- c. right lateral decubitus
- d. LPO and RPO
- e. PA
- f. RAO and LAO
- g. AP axial (sigmoid)
- h. PA axial (sigmoid)
- i. PA or AP post-evacuation

**47. Arthrography****48. Myelography****49. Surgical Cholangiography****50. ERCP****51. Cystography**

- a. AP
- b. LPO and RPO
- c. lateral
- d. AP axial

**52. Cystourethrography**

- a. AP voiding cystourethrogram female
- b. RPO voiding cystourethrogram male

**53. Intravenous Urography**

- a. AP, scout, and series
- b. RPO and LPO
- c. post-void

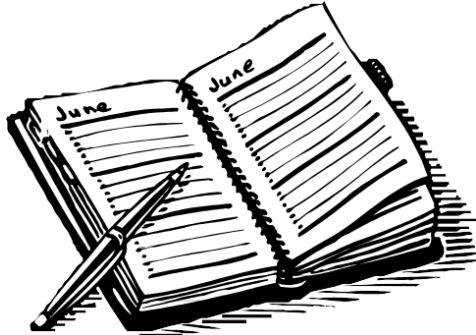
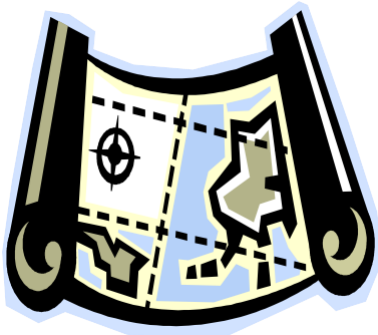
**54. Retrograde Urography**

- a. AP scout
- b. AP pyelogram
- c. AP ureterogram

**55. Hysterosalpingography**



# APPENDICES



# RADIOLOGIC TECHNOLOGY COMPETENCY PROFILE

*Upon graduation, a Radiologic Technologist will be able to produce x-ray images of the human body for use in the diagnosis and treatment of medical problems.*

<b>A. PRACTICE PATIENT PROTECTION</b>	A-1 VERIFY PATIENT IDENTIFICATION AND/OR OTHER PERTINENT INFORMATION	A-2 QUESTION FEMALE PATIENTS OF CHILD- BEARING AGE ABOUT MENSTRUAL CYCLE AND/OR POSSIBLE PREGNANCY TO ALERT PHYSICIAN	A-3 SECURE SIGNATURE OF CHILDBEARING FEMALE AS REQUIRED (Pregnant or Not)
	A-4 SELECT APPROPRIATE EQUIPMENT FOR THE EXAMINATION REQUESTED	A-5 SELECT THE APPROPRIATE COMBINATION OF IMAGE RECEPTOR, IMAGE/SCREEN, AND/OR GRID FOR THE PART BEING RADIOGRAPHED	A-6 PRIOR TO EXPOSURE, PLACE PROTECTIVE SHIELD OVER RADIOSENSITIVE ORGANS WHEN THEY ARE IN OR NEAR THE PRIMARY BEAM UNLESS DETRIMENTAL TO THE QUALITY OF THE IMAGE
	A-7 RESTRICT BEAM TO LIMIT EXPOSURE TO AREA OF INTEREST AND TO IMPROVE IMAGE QUALITY	A-8 SET APPROPRIATE EXPOSURE FACTORS (kVp, mA AND TIME OR AUTOMATED EXPOSURE SYSTEM) TO ACHIEVE OPTIMUM IMAGE QUALITY, SAFE OPERATING CONDITIONS, AND TO MINIMIZE RADIATION EXPOSURE	A-9 NOTE FLUORO TIME
	A-10 FOLLOW STANDARD PRECAUTIONS		
<b>B. PRACTICE PERSONNEL PROTECTION</b>	B-1 TO REDUCE EXPOSURE TO RADIATION, REMOVE ALL UNNECESSARY PERSONS FROM AREA PRIOR TO TAKING RADIOGRAPH	B-2 MINIMIZE PERSONNEL RADIATION EXPOSURE BY USING LEAD BARRIERS AND INCREASED DISTANCE FROM RADIATION SOURCE	B-3 WEAR A PERSONNEL MONITORING DEVICE WHILE ON DUTY TO OBTAIN A RECORD OF RADIATION EXPOSURE OVER A GIVEN PERIOD OF TIME
	B-4 UTILIZE & DOCUMENT THE ASSISTANCE OF A FAMILY MEMBER, NURSE, ETC. TO MINIMIZE RADIATION EXPOSURE TO SELF	B-5 FOLLOW STANDARD PRECAUTIONS	B-6 KEEP CAREER DOSIMETRY LOG

<b>C. OPERATE RADIOGRAPHIC EQUIPMENT/REPORT MALFUNCTIONS</b>	C-1 IF REQUIRED, WARM-UP X-RAY TUBE TO ACHIEVE PROPER OPERATING CONDITIONS AS PRESCRIBED BY MANUFACTURER	C-2 ASSIST RADIOLOGIST IN FLUOROSCOPY PROCEDURES BY PREPARING THE FLUOROSCOPIC EQUIPMENT	C-3 RECOGNIZE AND REPORT MALFUNCTIONS OF RADIOGRAPHIC EQUIPMENT (Including table, tube, and accessories),
	C-4 USE CAUTION WHEN OPERATING EQUIPMENT		
<b>D. OPERATE COMPUTERIZED/ DIGITAL RADIOGRAPHIC EQUIPMENT</b>	D-1 FOLLOW PROPER STARTUP AND SHUTDOWN PROCEDURE FOR CR/DR EQUIPMENT	D-2 PLACE IMAGE RECEPTOR AS REQUIRED BY MANUFACTURER	D-3 VERIFY DIAGNOSTIC IMAGE QUALITY BEFORE RELEASING TO RADIOLOGIST/PHYSICIAN
	D-4 USE CAUTION WHEN OPERATING EQUIPMENT		
<b>E. PRODUCE AND EVALUATE IMAGES</b>	E-1 SELECT THE APPROPRIATE COMBINATION OF IMAGE RECEPTOR, IMAGE/SCREEN, AND/OR GRID FOR THE PART BEING RADIOGRAPHED	E-2 DETERMINE APPROPRIATE EXPOSURE FACTORS	E-3 MODIFY EXPOSURE FACTORS AS NEEDED (i.e. VOLUNTARY AND INVOLUNTARY MOTION, PATHOLOGICAL CONDITIONS, AND/OR PATIENT'S INABILITY TO COOPERATE)
	E-4 SET APPROPRIATE EXPOSURE FACTORS (kVp, mA AND TIME OR AUTOMATED EXPOSURE SYSTEM) TO ACHIEVE OPTIMUM IMAGE QUALITY, SAFE OPERATING CONDITIONS, AND TO MINIMIZE RADIATION EXPOSURE	E-5 INSPECT/CLEAN OR ERASE SCREENS/CASSETTES AS NECESSARY	E-6 PERFORM SAFETY CHECKS OF RADIOGRAPHIC EQUIPMENT AND ACCESSORIES (e.g., Lead Aprons, Gloves, Collimator Accuracy)

<b>F. MONITOR PROCESSED IMAGE QUALITY</b>	F-1 PERFORM "START UP" AND/OR "SHUTDOWN" PROCEDURES ON AUTOMATIC PROCESSOR (e.g., Adjust Water, Removal and Cleaning of "Cross Over" Bars)	F-2 RECOGNIZE AND REPORT MALFUNCTIONS IN AUTOMATIC PROCESSOR	F-3 MONITOR PERFORMANCE OF AUTOMATIC PROCESSOR USING SENSITOMETRY
	F-4 STORE IMAGE/CASSETTE IN A MANNER WHICH WILL REDUCE THE POSSIBILITY OF ACCIDENTALLY EXPOSING OR RE- EXPOSING IMAGE	F-5 IMPRINT PROPER IDENTIFICATION ON IMAGE	F-6 TO ELIMINATE ARTIFACTS, USE PROPER HANDLING TECHNIQUES TO PROCESS EXPOSED IMAGE BY (UNLOADING CASSETTE AND FEEDING INTO AUTOMATIC PROCESSOR)
	F-7 RELOAD CASSETTES BY SELECTING PROPER SIZE AND TYPE OF IMAGE	F-8 USE PROPER SAFE LIGHT FOR IMAGE TYPE BEFORE PROCESSING	F-9 FOLLOW DARK ROOM CLEANLINESS PROCEDURES
	F-10 MAINTAIN PROCESSOR QC		
<b>G. FOLLOW PROCEDURES FOR IMAGE PRODUCTION AND EVALUATION</b>	G-1 VERIFY PATIENT IDENTIFICATION AND/OR OTHER PERTINENT INFORMATION ON THE IMAGE	G-2 ATTACH RADIOPAQUE MARKERS TO CASSETTE TO INDICATE BODY SIDE, POSITION, OR OTHER RELEVANT INFORMATION	G-3 DETERMINE AND TAKE CORRECTIVE MEASURES IF RADIOGRAPH IS NOT OF DIAGNOSTIC QUALITY
	G-4 SET APPROPRIATE EXPOSURE FACTORS (kVp, mA AND TIME OR AUTOMATED EXPOSURE SYSTEM) TO ACHIEVE OPTIMUM IMAGE QUALITY		
<b>H. PRACTICE CORRECT RADIOGRAPHIC PROCEDURES</b>	H-1 VERIFY PATIENT IDENTIFICATION AND/OR OTHER PERTINENT INFORMATION	H-2 VERIFY PHYSICIAN'S ORDER WITH PATIENT HISTORY BEFORE PERFORMING RADIOGRAPH	H-3 EXPLAIN PROCEDURE(S) TO ACHIEVE PATIENT'S COOPERATION DURING PROCEDURE(S)
	H-4 GIVE PATIENT APPROPRIATE BREATHING INSTRUCTIONS (e.g., <i>Inspiration,</i> <i>Expiration</i> ) PRIOR TO MAKING EXPOSURE	H-5 REMOVE ALL RADIOPAQUE MATERIALS FROM PATIENT AND/OR TABLE THAT COULD INTERFERE WITH THE QUALITY OF THE RADIOGRAPH	H-6 POSITION PATIENT TO DEMONSTRATE THE DESIRED ANATOMICAL PART(S) USING BODY LANDMARKS AND STANDARD RADIOGRAPHIC POSITIONS



<b>H. continued</b> <b>PRACTICE CORRECT RADIOGRAPHIC PROCEDURES</b>	H-7 USE IMMOBILIZATION DEVICES, WHEN INDICATED, TO PREVENT PATIENT MOVEMENT	H-8 ADJUST TABLE, RADIOGRAPHIC/FLUOROSCOPIC EQUIPMENT, AND IMAGE RECEPTOR TO PRODUCE DESIRED RADIOGRAPHIC IMAGE	H-9 EXPLAIN FOLLOW-UP PROCEDURES AND GIVE POST-STUDY INSTRUCTIONS
	H-10 FOLLOW AGE SPECIFIC CRITERIA		
<b>I.</b> <b>FOLLOW SPECIFIC IMAGING PROCEDURES</b>	I-1 SELECT EQUIPMENT APPROPRIATE FOR THE EXAMINATION REQUESTED	I-2 POSITION PATIENT, X-RAY TUBE, OR FLUOROSCOPIC UNIT, AND IMAGE RECEPTOR TO PRODUCE RADIOGRAPHS REQUESTED BY PHYSICIAN.	I-3 SET APPROPRIATE EXPOSURE FACTORS (kVp, mA AND TIME OR AUTOMATED EXPOSURE SYSTEM) TO ACHIEVE OPTIMUM IMAGE QUALITY FOR PROCEDURE
<b>J.</b> <b>RECORD MAINTENANCE AND ADMINISTRATIVE PROCEDURES</b>	J-1 EXAMINE/VERIFY ACCURACY OF PHYSICIAN'S ORDERS	J-2 FOLLOW DEPARTMENT PROCEDURES FOR RETRIEVING AND SHARING PATIENT'S RADIOGRAPHIC RECORDS (e.g., Radiographs or Reports) WHEN REQUESTED	J-3 MONITOR MEDICAL EQUIPMENT ATTACHED TO PATIENT
	J-4 RECORD PATIENT HISTORY	J-5 RECORD REQUIRED INFORMATION FOLLOWING PERFORMANCE OF EXAM	J-6 COMPLETE REQUIRED INFORMATION PRIOR TO RELEASING IMAGES FOR INTERPRETATION
<b>K.</b> <b>PROVIDE FOR PATIENT SAFETY AND COMFORT</b>	K-1 ENSURE PATIENT COMFORT AND MODESTY	K-2 USE PROPER BODY MECHANICS TO ASSIST PATIENT	K-3 FOLLOW TRANSPORT GUIDELINES
	K-4 OBTAIN PATIENT HISTORY	K-5 DETERMINE LOCATION OF DEPARTMENT AND MSDS MANUALS	K-6 FOLLOW STANDARD PRECAUTIONS
<b>L.</b> <b>PRACTICE DISINFECTION AND STERILE TECHNIQUE</b>	L-1 USE STERILE OR ASEPTIC TECHNIQUE AS REQUIRED	L-2 DISINFECT AND STERILIZE FACILITIES AND EQUIPMENT (e.g. Cassettes, Tabletops, Lead Aprons)	L-3 DISPOSE OF CONTAMINATED ITEMS PROPERLY
	L-4 FOLLOW STANDARD PRECAUTIONS		

<b>M. PRACTICE ISOLATION TECHNIQUES</b>	M-1 FOLLOW APPROPRIATE PROTECTIVE TECHNIQUES	M-2 FOLLOW STANDARD PRECAUTIONS	
<b>N. PREPARE INJECTABLE AND NON-VASCULAR CONTRAST MEDIA</b>	N-1 INFORM PATIENT OF PROPER PREP PRIOR TO PROCEDURE	N-2 OBTAIN PATIENT CONSENT FORM USING KNOWLEDGE OF COMMON REACTIONS	N-3 PRIOR TO INJECTION OF AN IODINATED CONTRAST MEDIUM, CHECK PATIENT HISTORY
	N-4 PERFORM RADIOGRAPHIC EXAMINATIONS IN A SEQUENCE WHICH AVOIDS OR MINIMIZES UNDESIRABLE EFFECTS (e.g., Effects of residual contrast medium)	N-5 USE PROPER NEEDLE PROCEDURES	N-6 ASSIST PHYSICIAN WITH ADMINISTRATION OF CONTRAST MEDIA
	N-7 OBSERVE PATIENT FOR REACTION AFTER INJECTION OF IODINATED CONTRAST MEDIUM	N-8 PROVIDE PATIENT WITH POST-EXAM INSTRUCTIONS	N-9 FOLLOW DEPARTMENTAL INCIDENT REPORT PROCEDURES FOR PATIENT, VISITOR, OR STAFF, IF NECESSARY
<b>O. RECOGNIZE AND TREAT EMERGENCY SITUATIONS</b>	O-1 RECOGNIZE NEED FOR MEDICAL ATTENTION AND ADMINISTER EMERGENCY CARE	O-2 MONITOR VITAL SIGNS/ MEDICAL EQUIPMENT	O-3 DETERMINE LOCATION OF CRASH CART
	O-4 FOLLOW STANDARD PRECAUTIONS		
<b>P. DEMONSTRATE APPROPRIATE WORK BEHAVIORS AND SKILLS</b>	P-1 PROMOTE PATIENT RIGHTS AND RECOGNIZE LEGAL RESPONSIBILITIES	P-2 PRESENT A CLEAN, NEAT APPEARANCE	P-3 DEMONSTRATE A POSITIVE ATTITUDE, RESPECT OF OTHERS, FLEXIBILITY, DEPENDABILITY AND TIME MANAGEMENT
	P-4 DEMONSTRATE PROFESSIONAL ETHICS	P-5 GIVE & RECEIVE CRITICISM & PRAISE APPROPRIATELY	P-6 FOLLOW INSTITUTIONAL AND FACILITY POLICIES

<b>P. continued</b> <b>DEMONSTRATE</b> <b>APPROPRIATE WORK</b> <b>BEHAVIORS AND SKILLS</b>	P-7 MAINTAIN PATIENT CONFIDENTIALITY & PRIVACY PER HIPAA MANDATES	P-8 DEMONSTRATE GOOD INTERPERSONAL SKILLS	P-9 PARTICIPATE IN CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT (Support local and state RT Organizations)
	P-10 DEMONSTRATE GOOD COMMUNICATION SKILLS (verbal and written)	P-11 RECOGNIZE THAT PERSONAL BEHAVIOR OUTSIDE THE WORKPLACE MAY AFFECT WORK PERFORMANCE/PERCEPTION	P-12 PRACTICE TEAMWORK

THIS DACUM WAS CONDUCTED ON OCTOBER 9, 2014, AT ORANGEBURG-CALHOUN TECHNICAL COLLEGE

**FACILITATOR:** ELAINE VINCENT  
**RECORDER** Connie Hoffman

**FOR MORE INFORMATION CONTACT**  
 FRANCES ANDREWS RADIOLOGIC TECHNOLOGY DEPARTMENT  
 (803) 535-1356

DACUM PANEL:

STEPHANIE CROFT  
 AMANDA ZEIGLER

PROVIDENCE ORTHOPEDIC HOSPITAL  
 THE REGIONAL MEDICAL CENTER

COLUMBIA SC  
 ORANGEBURG, SC



South Carolina Society of  
Radiologic Technologists

### APPLICATION for SCSRT MEMBERSHIP

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

ARRT number: \_\_\_\_\_ SCRQSA number: \_\_\_\_\_ ASRT number: \_\_\_\_\_

**\*Please make sure to include copies of any current ARRT, SCRQSA, and/or ASRT cards**

#### MEMBERSHIP OPTIONS

**Active, Associate, Inactive, Supporting: \$35 (one year) or \$55 (two years)**  
**Student: \$25 (membership expires at graduation or at loss of student status)**

\_\_\_\_ ACTIVE: Active members shall have the right to vote and to hold office. Active members include those individuals certified by the ARRT, the NMTCB, or those individuals certified as Diagnostic Medical Sonographers. These individuals will be actively engaged in the healthcare field and maintain current membership in the ASRT.

\_\_\_\_ ASSOCIATE: Associate members shall have all privileges and obligations of membership including the right to vote; however, excluding the right to hold office. Associate members shall be those individuals that meet all requirements of an active member except a current ASRT membership. Associate members include holders of the South Carolina Radiation Quality Standards Association (SCRQSA).

\_\_\_\_ INACTIVE: Inactive members shall have all privileges and obligations of membership including the right to vote; however, excluding the right to hold office. Inactive members shall be those individuals who are no longer actively engaged in the field of radiation or imaging specialties and who applied for inactive status with the ARRT.

\_\_\_\_ SUPPORTING: Supporting members shall be those individuals who are interested in promoting the purposes and functions of the SCSRT, but are not eligible for active, associate, inactive, or student membership.

\_\_\_\_ STUDENT: Student members shall have all privileges and obligations of membership excluding the right to vote or to hold office. Student members are those individuals enrolled in an accredited educational program for radiography, radiation therapy, diagnostic medical sonography, or nuclear medicine technology.

School: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Checks or money orders can be made payable to the SCSRT. There will be a \$40 returned check fee for insufficient funds.

**\*Please make sure to include copies of any current ARRT, SCRQSA, and/or ASRT cards**

Mail completed application, payment, and copies of certification cards to:

SCSRT  
507 Laurens Drive  
Anderson, SC 29621

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_

RADIOLOGIC TECHNOLOGY CURRICULUM  
Semester

<u>FALL</u>			Class	Lab	Credit
*RAD	101	Introduction to Radiography	1.5	1.5	2.0
RAD	102	Rad. Patient Care Procedures	1.0	3.0	2.0
MAT	102	Intermediate College Algebra	3.0	0.0	3.0
BIO	210	Anatomy & Physiology I	3.0	3.0	4.0
RAD	152	Applied Radiography I	0.0	6.0	2.0
RAD	130	Radiographic Procedures I	<u>2.0</u>	<u>3.0</u>	<u>3.0</u>
			10.5	16.5	16.0
<u>SPRING</u>					
ENG	101	English Compositions I	3.0	0.0	3.0
BIO	211	Anatomy & Physiology II	3.0	3.0	4.0
RAD	165	Applied Radiography II	0.0	15.0	5.0
RAD	112	Radiographic Imaging Fundamentals	1.0	3.0	2.0
RAD	136	Radiographic Procedures II	<u>2.0</u>	<u>3.0</u>	<u>3.0</u>
			9.0	24.0	17.0
<u>SUMMER</u>					
RAD	115	Radiographic Imaging II	3.0	0.0	3.0
RAD	150	Clinical Applications I	0.0	12.0	4.0
RAD	121	Radiography Physics	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
			6.0	15.0	11.0
<u>FALL</u>					
RAD	230	Radiographic Procedures III	2.0	3.0	3.0
RAD	258	Advanced Radiography I	0.0	24.0	7.0
RAD	281	Advanced Imaging II	2.0	0.0	2.0
PSY	201	General Psychology	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
			7.0	27.0	15.0
<u>SPRING</u>					
RAD	201	Radiation Biology	2.0	0.0	2.0
RAD	220	Selected Imaging Topics	3.0	0.0	3.0
RAD	268	Advanced Radiography II	0.0	24.0	8.0
		Humanities Elective	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
			8.0	24.0	16.0
<u>SUMMER</u>					
RAD	278	Advanced Radiography III	4.0	12.0	8.0
RAD	235	Radiography Seminar I	<u>1.0</u>	<u>0.0</u>	<u>1.0</u>
			5.0	12.0	9.0

\*Speech component included.

Minimum of 80% competency required in all Radiology courses.

A minimum grade of "B" is required in all Radiology courses to graduate from the program.

A minimum grade of "C" is required in all related courses.

Reviewed 5/9/23

## Course Descriptions

<b>AHS 145</b>	Electrocardiography	1-3-2
	This course provides the basic skills necessary to perform ECG's in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECG's <b>Prerequisite:</b> Admission to ECG program	
<b>BIO 210</b>	Anatomy and Physiology I	3-3-4
	This is the first in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.	
<b>BIO 211</b>	Anatomy and Physiology II	3-3-4
	This is a continuation of a sequence of course, including intensive coverage of the body as an integrated whole. All body systems are studied. <b>Prerequisite:</b> BIO 210	
<b>CPT 170</b>	Microcomputer Applications	3-0-3
	This course introduces microcomputer application software, including word processing data bases, spreadsheets, graphs and their integration. <b>Prerequisite:</b> OST 105 or keyboarding experience	
<b>ENG 101</b>	English Composition I	3-0-3
	This is a university transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. <b>Prerequisite:</b> ENG 039 or equivalent with the grade of "C" or better.	
<b>ENG 102</b>	English Composition II	3-0-3
	This is a university transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis, and research. An introduction to literary genre is also included. <b>Prerequisite:</b> ENG 101 with a grade of "C" or better	
<b>HIS 101</b>	Western Civilization to 1689	3-0-3
	This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.	
<b>HIS 102</b>	Western Civilization Post 1689	3-0-3
	This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic and intellectual factors which shape the modern western world.	
<b>HIS 115</b>	African-American History	3-0-3
	This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individual or groups.	
<b>HIS 201</b>	American History: Discovery to 1877	3-0-3
	This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.	
<b>HIS 202</b>	American History: 1877 to the Present	3-0-3
	This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.	

<b>MAT 101</b>	Beginning Algebra	3-0-3
	<p>This course includes the following topics: operations with signed numbers: addition, subtraction, multiplications, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.</p> <p><b>Prerequisite:</b> MAT 039 or equivalent with the grade of "C" or better.</p>	
<b>MAT 102</b>	Intermediate Algebra	3-0-3
	<p>This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities and linear and quadratic equations.</p> <p><b>Prerequisite:</b> MAT 101 with a grade of "C" or better or equivalent</p>	
<b>MAT 110</b>	College Algebra	3-0-3
	<p>This course includes the following topics: polynomial, rational, logarithmic and exponential functions, inequalities, systems of equations and inequalities, matrices, determinants, simple linear programming, solutions of higher degree polynomials, combinatorial algebra including the binomial theorem and introduction to probability.</p> <p><b>Prerequisite:</b> MAT 102 or equivalent with the grade of "C" or better.</p>	
<b>PHI 101</b>	Introduction to Philosophy	3-0-3
	<p>This course includes a topical survey of the three main branches of philosophy--Epistemology, Metaphysics and Ethics--and the contemporary questions related to these fields.</p>	
<b>PHI 110</b>	Ethics	3-0-3
	<p>This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.</p>	
<b>PSY 201</b>	General Psychology	3-0-3
	<p>This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method biological bases for behavior, perception, motivation, learning memory, development, personality, and abnormal behavior.</p>	
<b>RAD 101</b>	Introduction to Radiography	1.5-1.5-2
	<p>This course provides an introduction to radiologic technology with emphasis on orientation to the Radiology Department, ethics and basic radiation protection, and oral communication skills.</p> <p><b>Prerequisite:</b> Admission to RAD program.</p>	
<b>RAD 102</b>	Patient Care Procedures	1-3-2
	<p>This course provides a study of the procedures and techniques used in the general care of the patient.</p> <p><b>Prerequisite:</b> Admission to RAD program.</p>	
<b>RAD 112</b>	Radiographic Imaging Fundamentals	1-3-2
	<p>This course is an introduction to the study of the fundamental principles and techniques of radiographic imaging. Topics include image quality terms, primary exposure factors, the rationale and methods for primary exposure factor selection and introductory image evaluation techniques.</p> <p><b>Prerequisite:</b> RAD 101, RAD 102, RAD 130, RAD 152, BIO 210</p>	

<b>RAD 115</b>	Radiographic Imaging II	3-0-3
	<p>This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.</p> <p><b>Prerequisite:</b> RAD 112, RAD 130, RAD 136, RAD 165, BIO 211</p>	
<b>RAD 121</b>	Radiographic Physics	3-3-4
	<p>This course introduces the principles of Radiographic Physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.</p> <p><b>Prerequisite:</b> RAD 101, RAD 112, RAD 165, BIO 211</p>	
<b>RAD 130</b>	Radiographic Procedure I	2-3-3
	<p>This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities will be included. <b>Prerequisite:</b> Admission to RAD program.</p>	
<b>RAD 136</b>	Radiographic Procedures II	2-3-3
	<p>This course provides instruction in radiographic procedures for visualization of the structures of the body. <b>Prerequisite:</b> RAD 130, RAD 152, BIO 210</p>	
<b>RAD 150</b>	Clinical Applications I	0-12-4
	<p>This course includes practice of hands-on clinical skills in hospital/outpatient environments</p> <p><b>Prerequisite:</b> RAD 112, RAD 136, RAD 165, BIO 211</p>	
<b>RAD 152</b>	Applied Radiography I	0-6-2
	<p>This course introduces the student to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures.</p> <p><b>Prerequisite:</b> Admission to RAD program.</p>	
<b>RAD 165</b>	Applied Radiography II	0-15-5
	<p>This course provides an environment which allows the student to continue to receive instruction in the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital. <b>Prerequisite:</b> RAD 101, RAD 102, RAD 152, BIO 210</p>	
<b>RAD 201</b>	Radiation Biology	2-0-2
	<p>This course provides the student with the clinical education needed for building competence in performing radiographic procedures within the clinical environment.</p> <p><b>Prerequisite:</b> RAD 101, RAD 102, RAD 112, RAD 115, BIO 211</p>	
<b>RAD 220</b>	Selected Imaging Topics	3-0-3
	<p>This course includes instruction in advanced topics unique to the radiological sciences.</p> <p><b>Prerequisite:</b> RAD 115, RAD 230, RAD 258</p>	



<b>RAD 230</b>	Radiologic Procedures III  This course provides instruction in special radiographic procedures. <b>Prerequisite:</b> RAD 121, RAD 136, RAD 150, BIO 211	2-3-3
<b>RAD 235</b>	Radiography Seminar I  This course provides instruction in selected areas of radiography that are unique or new to the field. <b>Prerequisite:</b> RAD 201, RAD 281, RAD 220, RAD 268	1-0-1
<b>RAD 258</b>	Advanced Radiography I  This course provides an environment for the student to function more independently while performing routine procedures in a working Radiology Department while also being more involved in advanced radiographic procedures. <b>Prerequisite:</b> RAD 121, RAD 136, RAD 150	0-24-8
<b>RAD 268</b>	Advanced Radiography II  This course provides an environment which allows the student to improve competence in the routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. <b>Prerequisite:</b> RAD 281, RAD 230, RAD 258	0-24-8
<b>RAD 278</b>	Advanced Radiography III  This course provides an environment which allows the student to gain self-confidence and competence necessary in routine and advanced radiographic procedures in the clinical environment. <b>Prerequisite:</b> RAD 201, RAD 281, RAD 220, RAD 268	3-15-8
<b>RAD 281</b>	Advanced Imaging II  This course provides advanced instruction in contemporary imaging technologies and applications. <b>Prerequisite:</b> RAD 115, RAD 121, RAD 150	2-0-2
<b>SOC 101</b>	Introduction to Sociology  This course emphasized the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth on technology in society, and social institutions. <b>Prerequisite:</b> None	3-0-3
<b>SPC 205</b>	Public Speaking  This course is an introduction to the principles of public speaking with application of speaking skills. <b>Prerequisite:</b> ENG 101 or equivalent with the grade of "C" or better.	3-0-3

## The Student Code for the South Carolina Technical College System

### I. Principles

Orangeburg-Calhoun Technical College students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities. The Student Code of Conduct for Orangeburg-Calhoun Technical College sets forth the rights and responsibilities of the individual student. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community. The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

### II. Solutions of Problems

The college will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges. In situations where a student is dually enrolled in 2 or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

### III. Definitions

When used in this document, unless the content requires other meaning,

- A. "College" means Orangeburg-Calhoun Technical College or any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer at Orangeburg-Calhoun Technical College.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Vice President for Student Services, Vice President for Academic Affairs, Vice President for Business Affairs.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means Student Government Association or Student Advisory Board of the college.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Suspension" means a temporary separation of the college and student under specified conditions.
- M. "Expulsion" means permanent separation of the college and student.
- N. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

## STUDENT CODE

### I. General Rights of Students

- A. Nondiscrimination-- There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly-- Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.
- C. Freedom of the Press-- In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Protection Against Unreasonable Searches and Seizures-- Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Student Representation in College Governance-- Students should be represented on campus committees that have the following duties:
1. To propose policy that affects student activities and conduct.
  2. To make policy decisions on such matters.
  3. To implement policy.
- F. Classroom Behavior-- Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section IV herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.
- G. Evaluation and Grading-- Instructors will develop, distribute, explain, and follow the standards to be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.
- H. Privacy-- Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- I. Due Process-- At a minimum, any student charged with misconduct under this code is guaranteed the following:
- 1) the right to receive adequate notice of the charge(s);
  - 2) the right to see and/or hear information and evidence relating to the charge(s), and
  - 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.
- J. Records
1. General--The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

2. Confidentiality of Records- Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
  - a) To instructors and administrators for legitimate educational purposes.
  - b) To accrediting organizations to carry out their functions.
  - c) To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
  - d) The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
  - e) If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.
3. Disciplinary Records- Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.
4. Treatment of Records after Student Graduation or Withdrawal- When students withdraw or graduate from a technical/community college, their records shall continue to be subject to the provisions of this code

## **II. Student Government and Student Organizations**

### **A. Student Government, Student Advisory Boards and Student Organizations**

The college Student Government/Advisory Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

### **B. Student Organizations**

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

## **III. Student Responsibilities**

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period. Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

## **IV. Proscribed Conduct**

### **A. General**

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section V.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

### **B. Abuse of Privilege of Freedom of Speech or Assembly**

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus.

The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section V.B.

1. Cheating on tests is defined to include the following:

- a) Copying from another student's test or answer sheet.
- b) Using materials or equipment during a test not authorized by the person giving the test.
- c) Collaborating with any other person during a test without permission.
- d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
- e) Bribing or coercing any other person to obtain tests or information about tests.
- f) Substituting for another student, or permitting any other person to substitute for oneself.
- g) Cooperating or aiding in any of the above
  2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.

3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.

4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alteration, or misuse of college documents, records, or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.
  4. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. Infringement of rights of others is defined to include, but not limited to, the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Cases of alleged on sexual harassment or sexual violence where another student is the accused, please refer to Otech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02) Cases based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to Otech procedure Non - Discrimination and Anti-Harassment Sexual Harassment (Procedure number 8.004.01)
5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.

6. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
- F. Other unlawful acts which call for discipline include, but are not limited to:
1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
  2. Unauthorized entry upon the property of the college after closing hours.
  3. Unauthorized presence in any college facility after hours.
  4. Unauthorized possession or use of a key to any college facility or other property.
  5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
  6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
  7. Possession, use, or distribution on campus of any beverage containing alcohol.
  8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
  9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
  10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

#### **V. Rules of Student Disciplinary Procedure and Sanctions**

The sanctions that follow are designed to channel faculty, staff or student complaints against students for all matters excluding sexual violence or sexual harassment. For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02) For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non-Discrimination and Anti-Harassment Sexual Harassment (Procedure number 8.004.01) Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

#### **A. Administrative Suspension**

1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first-class day following its imposition of the administrative suspension. The Chief Student Services will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two instructional weekdays of receiving the information from the President or his/her designee.  
The letter must include the following information:
  - a) the reason(s) for the interim suspension;
  - b) notice that the interim suspension does not replace the regular hearing process;
  - c) information about requesting a hearing before the Hearing Committee; and
  - d) notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

## B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
  - a) Completion of an educational activity relating to the nature of the offense.
  - b) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - c) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - d) Assign a failing grade for the course.
  - e) Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven instructional week days of the date of the Chief Academic Officer's letter.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will schedule a time for the meeting. The Chief Academic Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Academic Officer, or designee, will hear the appeal, this letter must also contain the following information:
  - a) A restatement of the charges
  - b) The time, place, and location of the meeting
  - c) A list of witnesses that may be called
  - d) A list of the student's procedural rights.

These procedural rights are presented in of the Student Code and Grievance Procedure, Section VI. A. 1.e.f.

  - e) A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
  - a) Accept the decision and the sanction imposed by the instructor
  - b) Accept the instructor's decision but impose a less severe sanction
  - c) Overturn the instructor's decision
7. The Chief Academic Officer, or designee, will send the student a letter within two instructional weekdays of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five instructional weekdays.
8. After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
  - a) Accept the decision and the sanction imposed
  - b) Accept the decision but impose a less severe sanction
  - c) Overturn the decision
  - d) Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section V. D and section VI.

### C. STUDENT MISCONDUCT

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer as soon as possible but no later than 10 instructional weekdays after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
2. Within 5 instructional weekdays after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
  - a) Drop the charges.
  - b) Impose a sanction consistent with those shown in Section V.D.2., Student Misconduct.
  - c) Refer the student to a college office or community agency for services.
3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 instructional weekdays following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.
4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 instructional weekdays after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

### D. The Student Appeals Committee

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:
  - a) Three faculty members appointed by the Chief Academic Officer and approved by the President.
  - b) Three student members appointed by the appropriate student governing body and approved by the President.
  - c) One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
  - d) The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.
  - e) The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Functions of the Committee are described as follows:
  - a) To hear an appeal from a student charged with an infraction that may result in disciplinary action.
  - b) To ensure that the student's procedural rights are met.
  - c) To hand down a decision based only on evidence introduced at the hearing.
  - d) To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
    - (1) Academic Misconduct**
      - (a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
      - (b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
      - (c) Assign a failing grade for the course.
      - (d) Require the student to withdraw from the course.

#### **(2) Student Misconduct**

- (a) A written reprimand.
- (b) Special condition such as a formal apology, essay or paper.
- (c) An obligation to make restitution or reimbursement.
- (d) A suspension or termination of particular student privileges.
- (e) Disciplinary probation.
- (f) Suspension from the college.
- (g) Expulsion from the college.
- (h) Any combination of the above.



## **VI. Procedures for Hearings before the Student Appeals Committee**

### **A. Procedural Duties of the Chief Student Services Officer**

1. At least 7 instructional weekdays prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
  - a) A restatement of the charge or charges.
  - b) A brief description of the incident that led to the charge (s).
  - c) The name of the person(s) submitting the incident report.
  - d) The date, time and place of the hearing.
  - e) A list of all witnesses who might be called to testify.
  - f) A statement of the student's basic procedural rights. These rights follow:
    - (1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee or participate in any of the questioning. The student will be responsible for paying any fees charged by his/her counsel.
    - (2) The right to present witnesses on one's behalf.
    - (3) The right to know the names of any witnesses who may be called to testify at the hearing.
    - (4) The right to review all available evidence, documents, exhibits, etc.,
    - (5) The right to present evidence. The Committee may determine as to what evidence is admissible.
    - (6) The right to know the identity of the person(s) bringing the charge(s).
    - (7) The right to hear witnesses on behalf of the person bringing the charges.
    - (8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
    - (9) The right to a fair and impartial decision.
    - (10) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the Chief Student Services Officer concurs with this change. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

### **B. The Conduct of the Committee Hearings**

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - a) The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
  - b) Counsels for the student and the college.
  - c) A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
  - d) Witnesses who shall:
    - (1) Give testimony singularly and in the absence of other witnesses.
    - (2) Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. The Committee may identify someone to take written notes and the committee will have the hearing tape recorded, except for the Committee's deliberations. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
7. Decisions of the Committee shall be made by majority vote.

8. Within 2 instructional weekdays after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision, date of the decision and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

### **C. Appeal to the President**

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.
2. Conduct additional inquiries as deemed necessary.
3. Review the findings of the proceedings of the Committee.
4. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
5. Approve, modify, or overturn the decision of the Committee.
6. Void the process and reconvene another Committee.
7. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

The President's decision regarding disciplinary actions under the Student Code of Conduct 4.049.02 are not grievable.

## **The Student Grievance Procedure**

### **I. PURPOSE**

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against an OCtech employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances:

- 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college;
- 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status; or on the basis of alleged sexual harassment; or
- 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person. For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02) For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non-Discrimination, Anti-Harassment and Sexual Misconduct (Procedure number 8.004.01).

### **II. DEFINITIONS**

When used in this document, unless the content requires other meaning,

- A. "College" means Orangeburg-Calhoun Technical College (OCtech)
- B. "President" means the chief executive officer of Orangeburg-Calhoun Technical College
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures or a violation of a state or federal law.
- G. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. "Student" means a person taking any course(s) offered by OCtech.
- I. "Instructor" means any person employed by the college to conduct classes.
- J. "Staff" means any person employed by the college for reasons other than conducting classes.
- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

### III. GRIEVANCE PROCESS

#### A. Filing a Complaint

This procedure must be initiated by the student within sixty days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the OCtech official having jurisdiction over the grievance, if the student requests an extension within the sixty days period. Before initiating the Student Grievance process, a student could go to the college employee who originated the alleged problem and attempt to resolve the matter informally. If the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination on the basis of age, gender, race, disability or veteran's status and written complaints about alleged sexual harassment shall be submitted to the OCtech Office of Human Resources Director who is the designated Section 504, Title II, and Title IX compliance Officer.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College system. (SCTCS)
4. For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)
5. For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to Non-Discrimination and Anti- Harassment Sexual Harassment (Procedure number 8.004.01)

#### B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint. The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the South Carolina Technical systems' Vice President of Academic Affairs (SCTCS VPAA) will be responsible for the pre-hearing. As a part of the effort to resolve the matter, the supervisor or the SCTCS VPAA, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned. The supervisor or the SCTCS VPAA shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee. When the President is named in the complaint, the President of the SCTCS will convene a three-person ad hoc committee consisting of System Presidents or a three-person ad hoc committee from within the System to hear the student's complaint.

#### C. Student Grievance Hearing

##### 1. Requesting a Hearing

- a) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a statement describing why the supervisor's response was unsatisfactory, and a copy of the supervisor's response.
- b) If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c) Within two instructional days, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of Systems Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

## 2. Grievance Committees

- a) Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
- 1) Three students recommended by the OCtech Student Advisory Board.
  - 2) Two faculty members recommended by the Chief Academic Officer.
  - 3) One Student Services staff member recommended by the Chief Student Services Officer
  - 4) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
  - 5) The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee
- b) Grievance Against the President - The President of the SCTCS will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c) The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
- d) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

## 3. Hearing Procedures

- A) The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
- 1) a brief description of the complaint, including the name of the person filing the complaint;
  - 2) the date, time, and location of the meeting;
  - 3) the name of any person who might be called as a witness.
  - 4) a list of the student's procedural rights. These rights follow:
    - a) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
    - b) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
    - c) The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
    - d) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- B) At least ten instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- C) Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- D) Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.

- E) The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- F) Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- G) The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The committee will use a preponderance of the evidence standards in making this determination.
- H) The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- I) The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

#### **D. Appeal Process**

If either party (the student or employee) is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President. If either party (student or college President) is not satisfied with the System's Office ad hoc committee of System President's decision, that person may submit a written appeal to the President of the SCTCS within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

## **Student Code Procedure for Addressing Alleged Acts of Sexual Violence and Sexual Harassment**

Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the college's Title IX Coordinator or to the Office of Civil Rights. The Student Code of Conduct for Orangeburg Calhoun Technical College sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college's Chief Student Services Officer, campus security office, or with the college's Title IX coordinator or designee. The Title IX coordinator's office location and phone number are available on the college's website. Reports may also be filed by any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator or designee. The Title IX Coordinator, or designee will work with the student who filed a complaint ("Complainant") under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation that has occurred, the Title IX Coordinator, or designee will also accommodate Complainants' reasonable requests to change academic schedules, or to make other reasonable accommodations. Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. Title IX investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting.

Additionally, all parties involved will receive updates of the status of the investigation and receive notification once the college resumes its Title IX investigation. The college encourages the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges' website.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, sexual violence, and other forcible and non-forcible sex offenses, as well as sexual harassment awareness programs. If the alleged harasser or violator of named in the report is an employee, the case will be adjudicated through the Orangeburg-Calhoun Technical College Non Discrimination, Anti- Harassment and Sexual Misconduct Procedure number 8.004.01. If the alleged harasser or violator of this policy is a student at Orangeburg-Calhoun Technical College, the case will be adjudicated through the process that follows.

## **I. Definitions**

When used in this document, unless the context requires other meaning,

- A. A Complainant is an individual alleging conduct prohibited under this regulation.
- B. Conduct is considered "Unwelcome Conduct" if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- C. Consent is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.
- D. A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the college's programs or activities. A hostile environment can be created by anyone involved in a college's program or activity (e.g., administrators, faculty members, students, and campus visitors).
- E. Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- F. Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.
- G. A Respondent is an individual accused of a violation under this regulation.
- H. A Responsible Employee is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or who a student could reasonably believe has this authority or duty.
- I. Retaliation is action taken by an accused individual or an action taken by a third party against any person that has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
- J. Sex-Based Harassment includes sexual harassment and gender-based harassment.

- K. Sexual Assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
- L. Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
- M. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may be may also be forms of sexual harassment.
- N. Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.
- O. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

## II. Sanctions

Following an investigation by the Title IX Coordinator, or designee, and/or hearing before the Hearing Committee the following sanctions may be imposed, if the available information indicates that a violation has occurred:

- A. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- D. Loss of Privileges-- Suspension or termination of particular student privileges.
- E. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee has been granted.
- F. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus for any reason unless prior permission by the Chief Student Services Officer or designee has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures – Minimizing contact between Complainant and Respondent; may include, but is not limited to: change in academic and extracurricular activities, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

### III. Formal Resolution Process

#### A. Preliminary Investigation

Within 5 instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged.

When the Respondent cannot be reached to schedule an appointment, or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.

#### B. Sanctioning

If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section II will be imposed.

#### C. Notification of Resolution

Within 5 instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee will send a certified letter to Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee for an extension, and that any decision made and sanction imposed after the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Title IX Coordinator, or designee may extend the timeframe of the investigation and hearing process.

#### D. Hearing

If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

1. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's address of record. The letter must contain the following information:

- a) A statement of the charge(s).
- b) A brief description of the incident that led to the charge (s).
- c) The name of the person(s) submitting the incident report.
- d) The date, time, and place of the scheduled hearing.
- e) Identification of the members and chair of the Hearing Committee
- f) A list of all witnesses who might be called to testify.



g) A statement of each party's procedural rights. These rights follow:

- 1) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
  - 2) The right to present witnesses on one's behalf.
  - 3) The right to know the names of any witnesses who may be called to testify at the hearing.
  - 4) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
  - 5) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
  - 6) The right to know the identity of the person(s) bringing the charge(s).
  - 7) The right to hear witnesses on behalf of the person bringing the charges.
  - 8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - 9) The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator, or designee within three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator, or designee will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
  - 10) The right to a fair and impartial decision.
  - 11) The right to appeal the Hearing Committee's decision.
2. On written request of the Respondent or Complainant, the hearing may be held prior to the expiration of the seven day advance notification period if the Title IX Coordinator, or designee, concurs with this change
  3. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

#### E. Appeal

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings. The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the students' last known address.

#### IV. Informal Resolution/Mediation Process

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her complaint through the informal resolution (mediation) process, provided that (1) the Respondent agrees to such resolution, (2) the Complainant and the Respondent are both students, (3) the Title IX Coordinator, or designee, determines that informal resolution is an appropriate mechanism for resolving the complaint, and (4) the complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a complaint that is not closed pursuant to the Title IX Coordinator's, or designee's, evaluation of the Investigative Report will proceed to formal resolution. At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Title IX Coordinator will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal. Informal resolution may not be selected for less than all of the misconduct alleged in the complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all of the claims must be resolved according to the informal resolution process. The Complainant and Respondent both have the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Title IX Coordinator, or designee, may, where, appropriate, terminate or decline to initiate informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

- A. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.
- B. Notice of the Mediation- Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.
- C. No Contact- Parties may not contact each other outside of the mediation, even to discuss the mediation.
- D. Attendance- Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct that resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.
- E. The Mediation
  - 1. The Complainant's Rights - During the mediation the Complainant may:
    - a) Confront the Respondent in the presence of, and facilitated by, the Mediator
    - b) Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Mediator and/or
    - c) Relay his or her wishes and expectations regarding protection in the future.
  - 2. Counsel and Advisors
    - a) Legal Counsel- Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process.
    - b) Other Advisors- Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.
  - 3. Resolution
 

During the mediation, the Mediator will attempt to facilitate the parties' resolution of the complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.
  - 4. Revocation
 

Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement provided such revocation is in writing and received by the Title IX Coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.
- F. Privacy and Disclosure - In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.
- G. Documentation. The college will retain any documentation of the mediation for at least seven (7) years.

## V. Hearing Committee

The Hearing Committee shall be composed of the following:

- A. Five (5) faculty/and or staff members and one (1) Ex Officio nonvoting member appointed by the Title IX Coordinator, or designee.
- B. All cases are decided by a majority vote. In extenuating circumstances hearings may move forward with three (3) members.
- C. The Title IX Coordinator, or designee, will designate one (1) member of the Hearing Committee as the Chair. The Hearing Committee shall perform the following functions:
  - A. Hear cases of alleged sexual violence or sexual harassment violations of the Code of Student Conduct.
  - B. Insure that the student's procedural rights are met.
  - C. Make decisions based only on evidence and information presented at the hearing.
  - D. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.
  - E. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the sanctions outlined in Section II.

### Hearing Committee Meetings

- 1) The chair shall be appointed by the Title IX Coordinator, or designee from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
- 3) The Committee may identify someone to take written notes and the committee may have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Title IX Coordinator, or designee. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.
- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5) After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
- 6) The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainant's addresses of record within two instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
  - a) When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.
  - b) When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the violator has been directed to stay away from the victim while on the college's campus).

## VI. Confidentiality and Privacy

The college will protect Complainants' privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused. The college will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA). All hearings closed to all persons except those referenced in hearing section (VI, "Hearing Committee Meetings").

## **VII. Amnesty for Drug and Alcohol Possession and Consumption Violations**

Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual harassment or sexual assault involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual harassment or sexual assault involving students will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the report.

## **Academic Honesty/Dishonesty**

No form of dishonesty (copying another's work, using "crib sheets," plagiarism, etc.) will be tolerated. Students who are dishonest will be subject to disciplinary action by the instructor and the College. Students are reminded when preparing written assignments to always identify direct quotations from another's work by quotation marks and a footnote. If summarizing or rephrasing, students should include the footnote, without quotation marks. All sources consulted in preparation of the assignment should be listed in the bibliography.

## **Alcohol/Drugs**

The sale, possession or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants, marijuana and/or any illegal substances is specifically prohibited. Violations will be reported to the proper law enforcement officials for prosecution. Those prosecuted will be subject to the courts of the State of South Carolina. No one under the influence of alcohol or other drugs will be allowed to attend class or to remain on the campus. No alcoholic beverages are to be served or consumed at any student function on or off campus. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, and similar activities. Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Student Services counseling staff or other community counseling agencies.

## **Smoking**

Orangeburg-Calhoun Technical College will provide students, faculty, staff and visitors as safe and healthy an environment as possible. The South Carolina Clean Indoor Air Act of 1990, as well as recent reports by the Surgeon General, have focused attention on the need to restrict the use of smoking materials on the College campus. Although the rights of smokers as well as non-smokers are of concern, the College prohibits smoking on campus. Every effort will be made to enforce the policy with courtesy and respect. However, violation of the South Carolina Clean Indoor Air Act is a misdemeanor punishable by fine. Smoking elsewhere on campus is also punishable by fines or other disciplinary actions as established.

## **Firearms**

Pursuant to the South Carolina Concealed Weapons Act, other applicable State laws, and the college policy, firearms are not allowed on the campus of Orangeburg-Calhoun Technical College. Any person with a firearm in his/her vehicle is subject to the applicable laws of the State of South Carolina. See South Carolina Code of Laws Section 16-23-420. Possession of a firearm on the College grounds is a felony punishable by a fine of up to \$5000 and/or five years' imprisonment and possible expulsion from the College.

## **Electronic Communications Devices**

Before entering any Otech building or classroom, all students, staff and visitors are required to use the silent mode on all electronic devices (pagers, cellular phones, etc.). Devices unequipped with a silent mode should be turned off before entering these areas.

## JRCERT Program Complaint Resolution Procedure

Upon receiving a formal program complaint, the parties involved would be questioned by appropriate College officials. (Ex. Program Director, Dean of Health Sciences & Healthcare Preparation, Assistant Vice President of Workforce & Economic Development, Vice President for Academic Affairs, President.)

After hearing from the parties involved, appropriate College officials would try to resolve the complaint and take action if necessary.

If after following the institution/program procedures the complaint has not been resolved, allegations of non-compliance may be reported directly to the JRCERT.

<https://www.jrcert.org/accreditation-for-students/allegations>

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

If a report of non-compliance is filed with the JRCERT, the program would follow up with a report of how the situation was resolved to the JRCERT and appropriate parties.

### Radiology Program Complaint Form

**Please print or type all information.**

Name of  
Complainant: \_\_\_\_\_

Briefly explain the complaint and state the **Standard** regarding the allegations of non-compliance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Have you spoken to the person directly involved concerning the allegation?

Yes                      No

Have you spoken to the Program Director concerning the allegation?

Yes                      No

**ORANGEBURG-CALHOUN TECHNICAL COLLEGE  
2023-2024 GENERAL ACADEMIC CALENDAR**

**2023 FALL SEMESTER**

March 13	Registration for Fall 2023 classes begins for new and current students.
July 31 - DEADLINE	FALL 2023 SEMESTER deadline for students to register & pay tuition in full to avoid schedule cancellation & late fee
July 31, August 1, 2, 3	FACULTY NON-WORK DAYS - (NO CLASSES)
August 1	Late Registration Begins & Late Fees Apply for FALL 2023 and 2023FA1 Terms
August 2	Early College Orientation (8:00am-1:00pm)
August 7	FACULTY TO REPORT FOR FALL SESSION
August 9 - DEADLINE	FALL FULL TERM & 2023FA1 TERM deadline for students to register & pay tuition in full
August 7-11	FACULTY WORKDAYS - (NO CLASSES)
August 7-10	Adult Education Orientation
August 8	NEW STUDENT ORIENTATION - Morning Session 9:00am -1:00pm
August 9	NEW STUDENT ORIENTATION -Afternoon Session 2:00pm - 6:00pm
August 11	FACULTY/STAFF WORK DAY
August 14 - 18	Late Registration & Schedule Changes - LAST WEEK TO ADJUST FALL FULL SEMESTER SCHEDULE
<b>August 14 - October 2</b>	<b>2023FA1 - FIRST SEVEN-WEEK TERM CLASSES BEGIN/END</b>
<b>August 14 - December 12</b>	<b>FALL FULL SEMESTER CLASSES BEGIN/END</b>
August 15	Late Registration & Schedule Changes - LAST DAY TO ADD/DROP 2023FA1 SEVEN-WEEK TERM CLASSES
August 18	Late Registration & Schedule Changes - LAST DAY TO ADD/DROP FALL FULL SEMESTER CLASSES
September 4	Labor Day- COLLEGE CLOSED (NO CLASSES) FACULTY NON-WORK DAY, STAFF HOLIDAY
September 7	COLLEGE-WIDE ASSESSMENT MEETING - 3:30 P.M.
September 11	SPRING 2024 Book Orders/Book Lists Due and Inclusive Access Book Requests
September 11- 21	Student Evaluation of Instruction (2023FA1 courses)
September 15	FACULTY & STAFF WORKDAY – <b>Fall Convocation</b> - (NO CLASSES)
September 25 - 28	Adult Education Orientation
September 28	Due Date for Curriculum Changes beginning Spring 2024
EXAMS 2023FA1 Seven-Week Term Courses	EXAM DATES - September 28, October 2 Grades are due by 9:00 a.m. on October 3
October 3 - October 5	FACULTY PREPARATION DAYS/EMERGENCY MAKE-UP DAYS (if needed) FOR SEVEN-WEEK TERMS - (NO CLASSES/FACULTY WORKDAYS)- FULL TERM CLASSES MEET THESE DAYS
October 9 - October 12	FALL BREAK - OPTIONAL FACULTY WORKDAYS - (NO CLASSES)
<b>October 12</b>	<b>Graduation Applications Due</b>
October 13 - DEADLINE	2023FA2 deadline for students to register & pay tuition in full
<b>October 16 - December 12</b>	<b>2023FA2 - SECOND SEVEN-WEEK TERM CLASSES BEGIN/END</b>
October 16	Registration for SPRING 2024 classes begins for new & current students. New students will be advised & they will receive help with registration in the Advising Center.
October 17	Late Registration & Schedule Changes - LAST DAY TO ADD/DROP 2023FA2 SEVEN-WEEK TERM CLASSES
October 26	FACULTY MEETING {Faculty Only}- 3:30 P.M. - R Auditorium
November 6 - 22	Student Evaluation of Instruction (Full-term courses)
November 20 - 23	THANKSGIVING BREAK (NO CLASSES)
November 20 & 21	FACULTY OPTIONAL DAYS (NO CLASSES)
November 22 & 23	FACULTY NON-WORKDAY (NO CLASSES)
November 23 & 24	COLLEGE CLOSED - -/Thanksgiving Holidays- (NO CLASSES)

## 2023 FALL SEMESTER

November 27-30	Adult Education Orientation
December 5	Late Registration Begins & Late Fees Apply for <i>SPRING 2023 and 2024SP1 Terms</i>
EXAMS 2023FA2 Seven-Week Term Courses	<b>EXAM DATES</b> - December 6 & 7 Grades are due by 9:00 a.m. on December 11
EXAMS Full-term	INTERNET EXAMS- Grades are due by 5:00 pm on December 12.
EXAMS Full-term	EVENING EXAMS- December 11 & 12 Grades are due by 9:00 a.m. on December 13
EXAMS Full-term	DAY EXAMS- December 11 & 12 Grades due by 9:00 a.m. on December 13
December 10- DEADLINE	<i>WINTER INTERNET <b>MINI SESSION</b> - deadline for students to register &amp; pay tuition in full to avoid schedule cancellation &amp; late fee</i>
December 11-12	<i>FACULTY PREPARATION DAYS/EMERGENCY MAKE-UP DAYS (if needed) FOR SEVEN-WEEK TERMS - (NO CLASSES/FACULTY WORKDAYS) - FULL TERM CLASSES MEET THESE DAYS</i>
December 12	Fall Graduation
<b>December 13, 2023 - January 5, 2024</b>	<b><i>WINTER INTERNET MINI SESSION CLASSES BEGIN/END</i></b>
December 14	<i>OPTIONAL FACULTY WORKDAYS - (NO CLASSES)</i>
December 14	Adult Education Winter Graduation
December 20 - January 2	COLLEGE CLOSED – <b><i>Winter Holidays-</i></b> (NO CLASSES)

Created: 10/20/2022

Approved: 2/21/23 Updated: 6/26/23



**ORANGEBURG-CALHOUN TECHNICAL COLLEGE  
2023 • 2024 GENERAL ACADEMIC CALENDAR**

<b>2024 SPRING SEMESTER</b>	
October 16	Registration for SPRING 2024 classes begins for new & current students.
December 4 - DEADLINE	SPRING 2024 SEMESTER - deadline for students to register & pay tuition in full to avoid schedule cancellation & late fee
January 1-2	COLLEGE CLOSED
January 3 -10	Late registration for new & current students continues on campus. Late fees apply.
January 3	FACULTY TO REPORT FOR SPRING SESSION - COLLEGE OPENS
January 6	Grades due by 9:00 a.m. for Winter Internet Mini
January 9	SPRING STUDENT ORIENTATION & PROGRAM EXPLORATION
January 10 - DEADLINE	SPRING 2024 FULL & 2024SP1 SESSION deadline to register & pay tuition in full.
January 12	FACULTY/STAFF WORK DAY
January 15	Martin Luther King Day - OPTIONAL FACULTY WORK DAY - {NO CLASSES}
January 16 - 20	Late Registration & Schedule Changes - LAST WEEK TO ADJUST SPRING FULL SCHEDULE
January 16 - March 4	<b>2024SP1 - FIRST SEVEN-WEEK TERM CLASSES BEGIN/END</b>
January 16 - May 2	<b>SPRING FULL SEMESTER CLASSES BEGIN/END</b>
January 17	Late Registration & Schedule Changes - LAST DAY TO ADD/DROP 2024SP1 SEVEN-WEEK TERM CLASSES
January 18	Catalog Info Due
January 20	Late Registration & Schedule Changes - LAST DAY TO ADD/DROP SPRING FULL SEMESTER CLASSES
January 23	SUMMER 2024 Book Orders/Book Lists Due and Inclusive Access Book Requests
January 24	Adult Education Job Fair
February 12 - 22	Student Evaluation of Instruction (2024SP1 courses)
February 5 - 8	Adult Education Orientation
February 9	FACULTY & STAFF WORK DAY - <b>Spring Convocation NO CLASSES</b> )
February 15-17	SCTEA Conference
EXAMS 2024SP1 Seven- Week Term Courses	EXAM DATES- February 29 & March 4 Grades are due by 9:00 a.m. on March 5
February 29	<b>Graduation Applications Due</b>
March 5- 7	FACULTY PREPARATION DAYS/EMERGENCY MAKE-UP DAYS (if needed) FOR SEVEN-WEEK TERMS - {NO CLASSES/FACULTY WORKDAYS} - FULL TERM CLASSES MEET THESE DAYS
March 11-14	FACULTY NON-WORK DAYS - <b>Spring Break</b> - {NO CLASSES}
March 15 - DEADLINE	2024SP2 deadline for students to register & pay in full.
March 18 - May 2	<b>2024SP2 - SECOND SEVEN-WEEK TERM CLASSES BEGIN/END</b>
March 18	Registration for SUMMER/FALL 2024 classes begins for new & current students. New students will be advised & they will receive help with registration in the Advising Center.
March 19	Late Registration & Schedule Changes - LAST DAY TO ADD/DROP 2024SP2 SEVEN-WEEK TERM CLASSES
March 21	COLLEGE WIDE ASSESSMENT MEETING - 3:30 P.M.
March 26	Adult Education Honor Society Induction Ceremony
April 1-4	Adult Education Orientation
April 10 - April 26	Student Evaluation of Instruction (Full-term courses)
April 11	FACULTY/STAFF MEETING - 3:30 P.M.

<b>2024 SPRING SEMESTER</b>	
EXAMS Full-term and 2024SP2	INTERNET EXAMS Grades are due by 5:00 pm on May 2.
EXAMS Full-term and 2024SP2	EVENING EXAMS May 1 and 2 Grades are due by 9:00 am on May 3.
EXAMS Full-term and 2024SP2	DAY EXAMS May 1 and 2 Grades are due by 9:00 am on May 3.
May2	Spring Graduation
May6-9	<i>FACULTY PREPARATION DAYS/EMERGENCY MAKE-UP DAYS (if needed) FOR SEVEN-WEEK TERMS - (NO CLASSES/FACULTY WORKDAYS)</i>
May 6 - DEADLINE	<i>SUMMER SESSION 2024 deadline for students to register &amp; pay tuition in full to avoid schedule cancellation &amp; late fees.</i>
May7	Summer Late Registration & Late Fees Apply

**ORANGEBURG-CALHOUN TECHNICAL COLLEGE  
2023 - 2024 GENERAL ACADEMIC CALENDAR**

<b>2024 SUMMER SEMESTER</b>	
March 18	Registration for SUMMER 2024 classes begins for new & current students.
May 6 - DEADLINE	SUMMER SESSION 2024 deadline for students to register & pay tuition in full to avoid schedule cancellation & late fees.
May7	Summer late Registration & late Fees Apply
May13-17	FACULTY TO REPORT FOR SUMMER SESSION FACULTY WORKDAYS - (NO CLASSES)
May 15 - DEADLINE	SUMMER SESSION deadline for students to register & pay in full.
May17	FACULTY/STAFF WORK DAY
May 20- 24	Late Registration & Schedule Change - LAST WEEK TO ADJUST SUMMER SESSION SCHEDULE
<b>May 20 - June 20</b>	<b>SUMMER FIRST FIVE-WEEK TERM SESSION CLASSES BEGIN/END</b>
<b>May 20 - August 1</b>	<b>SUMMER FULL SEMESTER CLASSES BEGIN/END</b>
May21	Late Registration & Schedule Changes - LAST DAY TO ADD/DROP 2024SU1 FIVE-WEEK TERM CLASSES
May23	FALL 2024 Book Orders/ Book Lists Due and Inclusive Access Book Requests
May23	Adult Education Spring Graduation
May24	Late Registration & Schedule Changes - LAST DAY TO ADD/DROP SUMMER FULL SEMESTER CLASSES
May27	Registration for FALL 2024 classes continues for new & current students. New students will be advised & they will receive help with registration in the Advising Center.
May 27-30	Adult Education Orientation
<b>May30</b>	<b>Graduation Applications Due</b>
EXAMS 2024SU1 Five-Week Term Courses	EXAM DATES-June 19 & 20 Grades are due by 9:00 a.m. on June 21
June 21 - DEADLINE	SUMMER SECOND FIVE WEEK SESSION deadline for students to register & pay in full.
<b>June 24 - August 1</b>	<b>SUMMER SECOND FIVE-WEEK TERM SESSION CLASSES BEGIN/END</b>
June 25	Late Registration & Schedule Changes - LAST DAY TO ADD/DROP 2024SU2 FIVE-WEEK TERM CLASSES
July 1-July 18	Student Evaluation of Instruction
July 1- 4	JULY BREAK - FACULTY NON-WORK DAYS (NO CLASSES)
July4 and 5	COLLEGE CLOSED
July 11	Faculty/Staff Meeting (3:30pm)
EXAMS	INTERNET EXAMS Grades are due by 5:00 pm on August 1.

## Orangeburg - Calhoun Technical College Campus Map

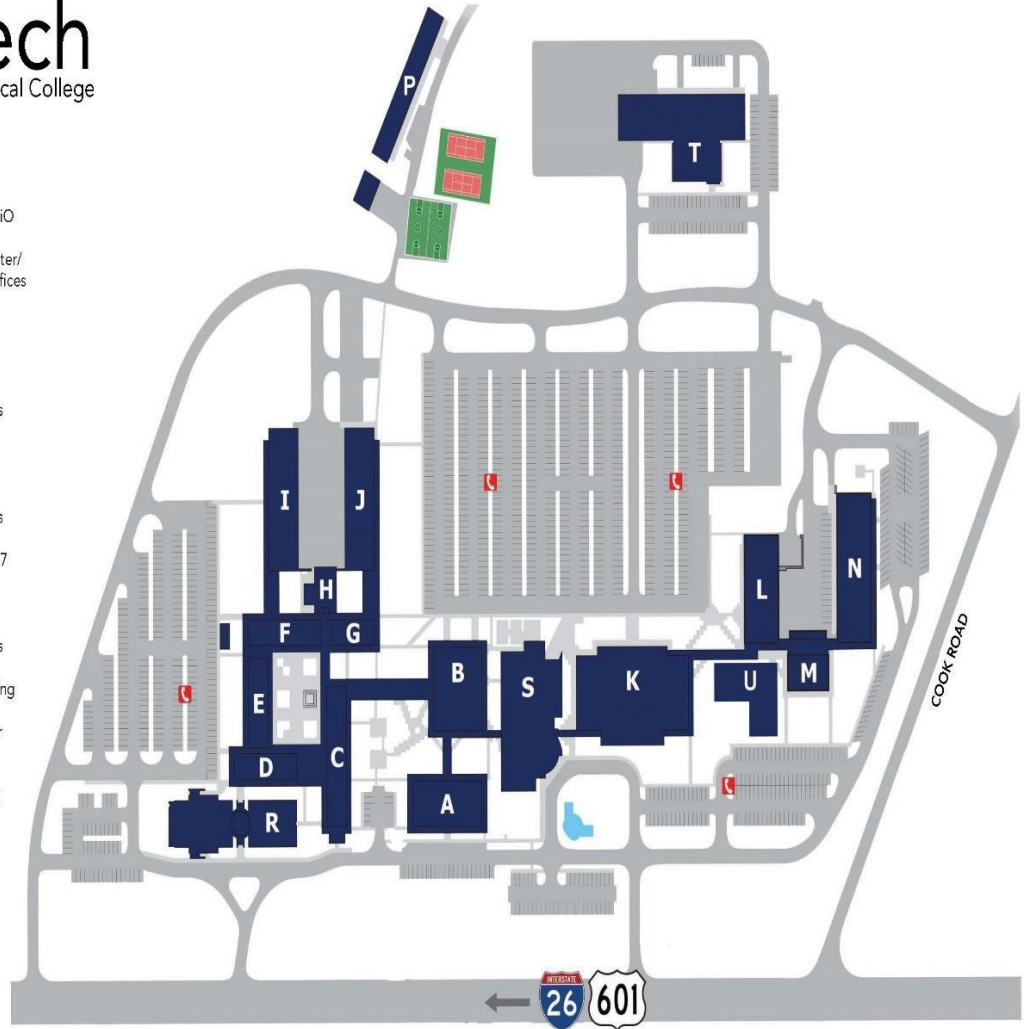


### campus map

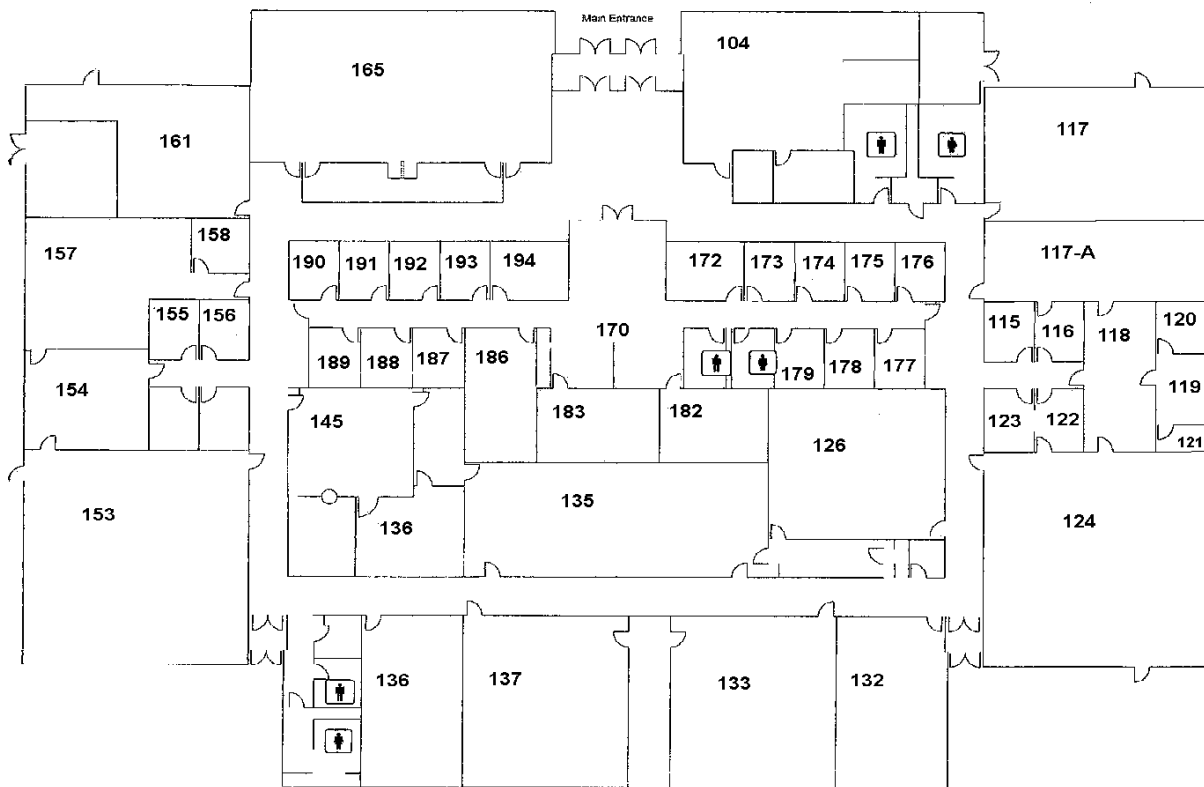
- A. Administration/Faculty Offices
- B. First Floor - Bookstore/Security/TRIO Faculty Offices
- B. Second Floor - Library/Testing Center/ Student Success Center/Faculty Offices
- C. Adult Education/Lecture 118 Faculty Offices
- D. Classrooms 201-206
- E. Classrooms 301-308
- F. Classrooms 401-407
- G. Classrooms 503-507/Faculty Offices
- H. Classrooms 601A/601B/602
- I. Classrooms 801-806
- J. Classrooms 701-705
- K. Health Sciences Center Classrooms 117-166/Faculty Offices
- L. Classrooms 1403-1415
- M. Lecture 1512/Classrooms 1506-1517
- N. Classrooms 1602-1634
- P. Classroom 1205
- R. Roquemore Auditorium Classrooms 106-205/Faculty Offices
- S. Admissions/Financial Aid Student Records/Advising/Counseling Cashier/Café/Ctech Foundation
- T. Transportation and Logistics Center Corporate Training and Economic Development Classrooms 114&115/Labs 137-201
- U. Nursing

Information:  
Reception Desk - 803.536.0311

In case of emergency:  
Security - 803.682.3335



## HEALTH SCIENCES &amp; NURSING - BLDG. K



- |                                |                                 |
|--------------------------------|---------------------------------|
| 104 – Satellite Testing Center | 161 – EMS Classroom             |
| 115 – Simulated Patient Room   | 165 – CNA Classroom             |
| 116 – Simulated Patient Room   | 170 – Administrative Specialist |
| 117 – Classroom                | 172 – Fran Andrews              |
| 117A- Lab                      | 173 – Office                    |
| 118 – Supply & Workroom        | 174 – Office                    |
| 119 – Office                   | 175 – Christin Bartley          |
| 120 – Adjunct Office           | 176 – Sylvia W. Glover          |
| 121 – Specimen Collection Room | 177 – Lynn Fralix               |
| 122 – Simulated Patient Room   | 178 – Irving Batten             |
| 123 – Simulated Patient Room   | 179 – Chaka McGee               |
| 124 – MA Lab/Classroom         | 180 – Men's Restroom            |
| 126 – PTA Lab/Classroom        | 181 – Ladies' Restroom          |
| 132 – Classroom                | 182 – Workroom                  |
| 133 – Micro Lab                | 183 – Lounge                    |
| 135 – PTA Lab/Classroom        | 186 – H.S. Boardroom            |
| 136 – RAD Storeroom            | 187 – Elizabeth Rivers          |
| 137 – ANA Lab                  | 188 – Amy Westbury              |
| 145 – Radiology Classroom      | 189 – Tiffany Stokes            |
| 153 – CNA Lab                  | 190 – Richard Hill              |
| 151 – Glenda Davis/Joyce Fogle | 191 – Adjunct Office            |
| 152 – Danny Rivers             | 192 – Yavuz Cakir               |
| 155 – Office                   | 193 – Chris McElroy             |
| 156 – Office                   | 194 – Stefanie Gadson Brown     |
| 157 – Lab                      |                                 |
| 158 – Office                   |                                 |

**Release Form Radiology Background Check and Drug Screen**

**Background Check and Drug Test Information**

**Background Check Information**

Many facilities require an extensive background check therefore the College has contracted with **Viewpoint Screening** for this service.

I understand that it is my responsibility to have a Background Check completed through **Viewpoint Screening**. I consent to the release of the information contained within the Background Check to the appropriate officials at clinical facilities contracted by the College. I understand that the Orangeburg-Calhoun Technical College clinical facilities and Orangeburg-Calhoun Technical College will receive this information and records.

Upon receipt of a background check that documents infractions of the law, you will be counseled regarding the report. Persons convicted of certain crimes will not be allowed to receive learning experiences in health care agencies. This will be determined by the health care agencies. Students who fall in this category will receive career counseling.

I have read the above and understand that I must submit a background check as required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Drug Test Information**

Many facilities require an extensive background check therefore **I understand that it is my responsibility to have a 10-panel drug test conducted through Viewpoint Screening.**

I consent to the release of the information contained within the Drug Test to the appropriate officials at clinical facilities contracted by the College. I understand that a positive Drug Test may result in denial to receive learning experiences in health care agencies. This will be determined by the health care agencies.

I have read the above and understand that I must submit a 10-panel drug test as required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Background Check and Drug Testing Results Release Form**

I understand that by signing this form that I am authorizing Orangeburg-Calhoun Technical College to release my background check conducted by **Viewpoint Screening** and my drug test results conducted through **Viewpoint Screening** to the appropriate clinical facilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Radiology Curriculum Contract

My signature below indicates that I have read and understand the information contained in the Radiologic Technology Student Handbook. Furthermore, I understand that if I do not abide by the contents of the Radiologic Technology Student Handbook I may be dismissed from the program.

I have been advised of the CDC standard precautions, MRI safety, and hospital safety. I certify that I will utilize the aforementioned standard precautions MRI safety, and hospital safety in my clinical practice.

I will adhere to all safety directions while in the classroom, lab and clinical setting. I understand that if I display unprofessional behavior in the classroom, clinical sites, college-related off-campus activities or to a faculty member I will be dismissed from the program.

I understand that I must complete Orientation which includes infection control, safety, standard precautions, HIPAA, etc. as required by each clinical site. I also understand that I must satisfactorily complete all program and clinical paperwork and tests as required by the program and clinical affiliates. In addition, I understand that I must get all immunizations/vaccinations & titers as required by each clinical site. A drug test and background check through the agency specified by the College is also required per the clinical facility guidelines.

I understand that to be a full-time student requires a strong commitment from me. I also understand that I must have a minimum final grade of "B" in all Radiology courses and a minimum final grade of "C" in all required related courses (General Education) to graduate from this program.

I have been informed that Orangeburg-Calhoun Technical College is a smoke free campus. Smoking is absolutely prohibited on campus. This includes vaping.

I understand that I am required to rotate to all clinical facilities and that it is my responsibility for transportation to each facility. Furthermore, I understand that travel time and clinical hours will vary and that I should make appropriate arrangements to arrive on time. I also understand that I must be eligible to attend all clinical sites to remain in the program. I understand that if I become ineligible to rotate to all sites, I will be withdrawn from the program.

My signature below indicates that I understand and agree to abide by the above requirements. Failure to do so may lead to dismissal from the program.

---

Student Signature

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Date