



# Cape Fear Community College

## Radiography Program Handbook

**CAPE FEAR COMMUNITY COLLEGE  
ASSOCIATE DEGREE  
RADIOGRAPHY PROGRAM**

This program is fully accredited by the  
Joint Review Committee on Education in Radiologic Technology and is operated in  
compliance with the Standards for accredited radiography programs.

For more information: [www.jrcert.org](http://www.jrcert.org) (312) 704-5300

This handbook is a supplement to the Cape Fear Community College  
Student Handbook and Current College Catalog.

## **WELCOME**

WELCOME to the Cape Fear Community College Radiography Program. As a student in the program, you will experience a curriculum that provides the opportunity for growth and development of your abilities and attitudes. You will find that this educational experience will prepare you to function as an important member of the health team.

This handbook is designed to help you understand and maintain the standards required for successful completion of the program. The faculty is ready and willing to assist you in obtaining your educational goals. Please do not hesitate to ask for assistance from the faculty or your advisor.

# **CAPE FEAR COMMUNITY COLLEGE RADIOGRAPHY PROGRAM**

The Radiography Program is sponsored by Cape Fear Community College, one of the community colleges operated by the State of North Carolina under the direction of the State Board of Community Colleges. It is administered by a local Board of Trustees. The program faculty are employees of Cape Fear Community College under the direction of the Chair of the Department of Health Sciences and the Dean of Vocational-Technical Education.

The Radiography Program is a five semester, full-time program beginning in the Fall Semester of each year. Classes are held at Cape Fear and the clinical education component of the program is conducted in various hospitals and other medical facilities affiliated with Cape Fear by contract. Collectively the clinical affiliates provide a sufficient number and variety of radiographic procedures to offer students a well balanced, supervised clinical experience. Clinical education centers include New Hanover Regional Medical Center and the NHRMC Medical Mall, Cape Fear Hospital, Columbus Regional Healthcare, Pender County Hospital, Doshier Memorial Hospital, Bladen County Hospital, Atlantic Diagnostic Centers, Carolina Arthritis Center, and New Hanover Medical Group. Other clinical sites may be used as necessary.

## **PROGRAM MISSION STATEMENT**

The Program's mission is to prepare graduates to be competent radiographers.

## **PROGRAM GOALS**

The goals of the program are to:

1. graduate students who will demonstrate competence in skills basic to the Radiography Profession.
2. graduate students who will be able to effectively utilize problem solving, critical thinking, and communication skills in the performance of medical imaging procedures.
3. graduate students who will accept responsibility for continuing the process of professional development and growth.
4. meet the needs of the community by providing qualified radiographers.

## **The American Registry of Radiologic Technologists Code of Ethics**

**Principle 1.** The Radiologic Technologist functions efficiently and effectively, demonstrating conduct and attitudes reflecting the profession.

- Responds to patient needs.
- Performs tasks competently.
- Supports colleagues and associates in providing quality patient care.

**Principle 2.** The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.

- Participates in and actively supports the professional organizations for radiologic technology.
- Acts as a representative for the profession and the tenets for which it stands.
- Serves as an advocate of professional policy and procedure to colleagues and associates in the health care delivery system.

**Principle 3.** The Radiologic Technologist provides service to patients without discrimination.

- Exhibits no prejudice for sex, race, creed, religion.
- Provides service without regard to social or economic status.
- Delivers care unrestricted by concerns for personal attributes, nature of the disease or illness.

**Principle 4.** The Radiologic Technologist practices technology founded on scientific basis.

- Applies theoretical knowledge and concepts in the performance of tasks appropriate to the practice.
- Utilizes equipment and accessories consistent with the purpose for which it has been designed.
- Employs procedures and techniques appropriately, efficiently and effectively.

**Principle 5.** The Radiologic Technologist exercises care, discretion and judgment in the practice of the profession.

- Assumes responsibility for professional decisions.
- Assesses situations and acts in the best interest of the patient.

**Principle 6.** The Radiologic Technologist provides the physician with pertinent information related to diagnosis and treatment management of the patient.

- Complies with the fact that diagnosis and interpretation are outside the scope of practice for the profession.
- Acts as an agent to obtain medical information through observation and communication to aid the physician in diagnosis and treatment management.

**Principle 7.** The Radiologic Technologist is responsible for protecting the patient, self and others from unnecessary radiation.

- Performs service with competence and expertise.
- Utilizes equipment and accessories to limit radiation to the affected area of the patient.
- Employs techniques and procedures to minimize radiation exposure to self and other members of the health care team.

**Principle 8.** The Radiologic Technologist practices ethical conduct befitting the profession.

- Protects the patient's right to quality radiologic technology care.
- Provides the public with information related to the profession and its functions.
- Supports the profession by maintaining and upgrading professional standards.

Continued

**Principle 9.** The Radiologic Technologist respects confidences entrusted in the course of professional practice.

- Protects the patient's right to privacy.
- Keeps confidential, information relating to patients, colleagues and associates.
- Reveals confidential information only as required by law or to protect the welfare of the individual or the community.

**Principle 10.** The Radiologic Technologist recognizes that continuing education is vital to maintaining and advancing the profession.

- Participates as a student in learning activities appropriate to specific areas of responsibility as well as the Scope of Practice.
- Shares knowledge with colleagues.
- Investigates new and innovative aspects of professional practice.

# RADIOGRAPHY PROGRAM TECHNICAL STANDARDS

Please read the following statements identifying the TECHNICAL STANDARDS appropriate to radiologic technology and answer the inquiry provided below.

According to the nature of the work required in the Radiologic Sciences and the educational requirements of the Radiography Program, the applicant/student must be able to:

1. reach, manipulate, and operate radiographic and fluoroscopic equipment which is above shoulder level (about six feet above the floor).
2. lift and carry at least thirty (30) pounds of weight in order to safely transport and use ancillary aids (cassettes, sandbags, portable equipment, etc.) when performing radiologic procedures.
3. safely move standard wheel chairs and stretchers with patients from the emergency or waiting areas to radiologic examining rooms and safely assist mobile patients from the stretcher or wheel chair to the examining table and back, without assistance.
4. safely move immobile patients from stretcher to examining table and back with assistance from departmental personnel.
5. lift, manipulate, and move patients as necessary for the performance of radiologic procedures.
6. correctly read technique charts, read and select correct exposure factors at control consoles, and read and set correct distances and other equipment settings at the radiographic and fluoroscopic towers.
7. monitor equipment and background sounds during equipment operation and report unusual or abnormal sounds to the appropriate person.
8. visually monitor patient for retention of correct position, correct breathing, motion, or evidence of physical or emotional distress during the performance of radiologic procedures, including in dimly lighted environments.
9. monitor and evaluate the vital signs of a patient including the taking of temperatures and reading standard thermometers, taking blood-pressure, monitoring respiration, and pulse rate.
10. communicate clearly, both orally and in writing, with the patient, patient's family, clinical personnel, and others in order to obtain or disseminate information relevant to patient care and work duties.
11. read and correctly carry out written instructions given on requisitions, treatment charts, notes, and other records.
12. understand and correctly carry out oral instructions given by instructors and clinical personnel including in the special procedures suite or operating room setting where all personnel are wearing surgical masks.
13. evaluate radiographs for technical quality including visual perception of density levels, contrast levels, evidence of distortion, and evaluation of minute structural details for evidence of blur.
14. demonstrate emotional stability and mental alertness in day-to-day interactions with patients, visitors, staff, and peers, in high stress/pressure situations that occur in the radiologic environment.

Do you have any physical or mental handicaps that would interfere with the satisfactory performance of the TECHNICAL STANDARDS identified above?

NO \_\_\_\_\_ YES \_\_\_\_\_(please explain on back)

Print your name\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# STUDENT OUTCOMES (OBJECTIVES)

In order to graduate from the Radiography Program, the student must satisfactorily complete all course requirements for the Radiography curriculum and achieve the following minimal competencies as evidenced by successfully passing each required course in the curriculum including the general education courses as well as the RAD (Radiography ) courses with at least a grade of C.

## **PROGRAM GOAL #1 The graduates of the program will demonstrate competence in skills basic to the Radiography Profession.**

- The student will competently perform routine radiographic procedures.
  - understand basic x-ray production and interactions.
  - operate medical imaging equipment and accessory devices including computed radiography equipment.
  - position patient and medical imaging system to perform examinations and procedures.
  - demonstrate knowledge of human structure, function, and pathology.
  - evaluate medical images for technical quality.
  - demonstrate knowledge and skills relating to medical image processing including computed and digital images.
  - competently perform a full range of radiographic procedures on adults and children (as required by ARRT) in the following categories:
    - Head/neck
    - Abdominal/gastrointestinal/genitourinary
    - Musculoskeletal
    - Chest
    - Trauma
    - Bedside
    - Surgical
- The student/graduate will provide proper patient care and management:
  - anticipate patient needs.
  - provide appropriate patient education.
  - demonstrate knowledge relating to basic pharmacology, drug administration, and venipuncture.
- The student/graduate will demonstrate proper radiation safety practices to patients, self and others:
  - utilize the ALARA concept.

## **PROGRAM GOAL #2 The graduates of the program will be able to effectively utilize problem solving, critical thinking and communication skills in the performance of medical imaging procedures.**

- The student/graduate will demonstrate competence in non-routine examinations.
- The student/graduate will demonstrate effective communications skills.

## **PROGRAM GOAL #3 The graduates of the program will accept responsibility for continuing the process of professional development and growth.**

- The students will demonstrate professionalism in the clinical area.
- The students will demonstrate knowledge regarding professional development.
- The graduate will exhibit interest in professional radiologic technology organizations and professional development.

**PROGRAM GOAL #4 The program meets the needs of the community by providing qualified radiographers.**

- Students will complete the program within 2 years.
- Graduates will pass the ARRT exam.
- Graduates will seek employment in radiography or enter advanced education programs.
- Employers will indicate satisfaction with graduates' quality of work.
- Graduates of the program will indicate satisfaction with preparation for employment.

In addition,

- The students must have satisfactorily met all requirements of Cape Fear Community College, and must have earned a cumulative grade point average of 2.0 or higher.
- The student must file an Intent to Graduate as directed in the Cape Fear Community College Catalog and Student Handbook and student bulletins.
- The student must fulfill all financial obligations to the College, including graduation fees.
- Although not one of Cape Fear Community College's graduation requirements, candidates for the examination administered by the American Registry of Radiologic Technologists (ARRT) must have their credentials verified by the Program Director. Verification is based on satisfactory completion of the Radiography Program, including all related and general education requirements. Although the student may submit an application to sit for the ARRT examination prior to graduation, and the Program Director signs based on the anticipated date of graduation, a final verification must be submitted by the Program Director after the student has graduated. Final verification depends on the student's completing ALL degree requirements.

## RADIOGRAPHY EDUCATION

Radiography education is a systematic process which offers opportunities for students to acquire psychomotor, cognitive, and affective behaviors required of a registered radiographer in the provision of safe, effective patient care in the radiology setting. Radiography education provides resources, facilities, a program of learning, and an environment in which the student has an opportunity to test ideas, analyze mistakes, take risks, develop creativity, and evaluate outcomes.

The educational process progresses from simple to complex and actively involves the student in what will become a lifelong learning process. Like radiography practice, radiography education is based on theories and principles from various disciplines. The program of learning is based on the program mission and expected outcomes, and incorporates influences of the school and geographic setting in which the program is located. Continuous review and revision of institutional and program mission and outcome expectations provides for currency in radiography education. The responsibility for learning belongs to the student and the faculty serves as organizers, resources persons, facilitators, role models, and evaluators. Faculty plan learning experiences in which students think carefully and thoroughly about situations and are motivated to use their cognitive skills in a responsible manner.

# RADIOGRAPHY COURSE OF STUDY

## FIRST YEAR - FALL SEMESTER

<u>Course</u>	<u>Title</u>	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
ENG 111	Expository Writing	3	0	0	3
BIO 168	Anatomy/Phys. I 3	3	0	4	
RAD 110	RAD Intro/Pt. Care	2	3	0	3
RAD 111	RAD Procedures I	3	3	0	4
RAD 151	RAD Clinical Ed. I	<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
	Totals	11	9	6	16

## FIRST YEAR - SPRING SEMESTER

<u>Course</u>	<u>Title</u>	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
ENG 114	Prof. Research	3	0	0	3
BIO 169	Anatomy/Phys. II 3	3	0	4	
RAD 112	RAD Procedures II	3	3	0	4
RAD 121	RAD Imaging I	2	3	0	3
RAD 161	RAD Clinical Ed. II	<u>0</u>	<u>0</u>	<u>15</u>	<u>5</u>
	Totals	11	9	15	19

## FIRST YEAR - SUMMER TERM

<u>Course</u>	<u>Title</u>	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
CIS 111	Basic PC Literacy	1	2	0	2
RAD 122	RAD Imaging II	1	3	0	2
RAD 131	RAD Physics I	1	3	0	2
RAD 171	RAD Clinical Ed. III	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
	Totals	3	8	12	10

## SECOND YEAR - FALL SEMESTER

<u>Course</u>	<u>Title</u>	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
PSY 150	Gen. Psychology	3	0	0	3
RAD 241	Radiobiology/Protection	2	0	0	2
RAD 211	RAD Procedures III	2	3	0	3
RAD 231	RAD Physics II	1	3	0	2
RAD 251	RAD Clinical Ed. IV	<u>0</u>	<u>0</u>	<u>21</u>	<u>7</u>
	Totals	8	6	21	17

## SECOND YEAR - SPRING SEMESTER

<u>Course</u>	<u>Title</u>	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
	Humanities/Fine Arts Elective	3	0	0	3
RAD 245	RAD Quality Managment	1	3	0	2
RAD 261	RAD Clinical Ed. V	0	0	21	7
RAD 271	Radiography Capstone	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
	Totals	4	6	21	13

TOTAL CREDIT HOURS: 75

# COMMUNICABLE DISEASE POLICY

## REPORTING A COMMUNICABLE ILLNESS

The student must report illness, communicable diseases and any condition which might affect the health of the student, patients and hospital staff. This should be reported to a program official or clinical instructor. Failure to report this will result in probation and possible dismissal from the program.

To protect those around you and as a safeguard to patients, all students are required to meet safe health standards. Any student with an elevated temperature (100 degrees F. or more orally), symptoms of urinary infection (dysuria, urgency, or frequency), symptoms of respiratory infection, symptoms of gastrointestinal infection, or symptoms of pink eye must report the condition to a program official or clinical instructor, even though the student may be under the care of a private physician. The program official or clinical instructor is responsible for reporting the condition to the clinical affiliate.

A signed physician's release form must be submitted before the student returns to the program. The student is responsible for making up lost clinical time and missed class work during his/her absence.

## INFECTION CONTROL

Students must follow OSHA guidelines regarding universal precautions.

Prior to clinical rotations, the student must complete the OSHA Bloodborne Pathogens module.

I understand the above policies and procedures:

Print your name \_\_\_\_\_

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

\_\_\_\_\_  
Date

## STUDENT PREGNANCY POLICY STATEMENT

Due to the danger from radiation exposure to the unborn fetus, especially in the first trimester, a Radiography student who becomes pregnant or suspects she is pregnant is advised to notify the Program Director in writing of that fact at the earliest possible date. (Voluntary disclosure of pregnancy: It is the decision of the pregnant student as to whether or not she wishes to notify program faculty of her pregnancy.)

The pregnant student will be given a copy of the nuclear regulatory guide 8.13 ([www.nrc.gov.NRC/RG/08/08-013.htm](http://www.nrc.gov/NRC/RG/08/08-013.htm)) to read and keep. It will be the decision of the student, after reading the Nuclear Regulatory Guide, whether to continue in school, request a leave of absence, or drop from the program. The student will be assured a place in the next year's class should she decide to take a leave of absence. *Note: This guide is available for any student who desires a copy or to read in the faculty office.*

The school will not be obligated to permit any special work limitations to accommodate pregnant students. Maximum radiation protection shall be observed at all times. Once the school is informed of the pregnancy, an additional film badge will be ordered and worn at the waist, under the apron to record the amount of radiation to the fetus. The school shall not be responsible for any decision made by the student.

I have read the above pregnancy policy statement, understand its content, and agree to comply with it.

Print your name \_\_\_\_\_

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
DATE

## RADIATION MONITORING POLICY

### Clinical monitoring -

- A LUXEL OSL dosimeter is issued in your name and is to be worn only by you.
- OSL is worn on the collar, outside of the lead apron with the window facing away from the body.
- OSL must be exchanged for a new one on the fifteenth day of January, April, July and September in the faculty offices.
- A lost or damaged monitor must be reported immediately to the RSO/program director.
- Reports will be posted in the classroom and must be initialed and dated.
- In the event that your dosage exceeds the limits, the program director will notify you immediately an appropriate course of action will be taken and a report will be filed.

### Lab Monitoring -

- Students are NEVER to make an exposure in the lab without an instructor present.
- All students and faculty are to be behind the control panel before an exposure is made.
- OSL badges must be worn.

# STUDENT EVALUATIONS

Students are evaluated through fair, objective, appropriate and educationally sound methods. Quizzes, tests, research papers, presentations, attendance, special assignments and clinical performance are some of the methods utilized. Students are informed at the beginning of each semester how their progress and successful completion of the course is to be evaluated.

A grade of "C" or better is required in all Radiography Core courses in order for the student to continue in the program. A course may be repeated only once and all Radiography courses must be taken in sequence. A passing grade is required in all the General Education courses (English Composition, Psychology, Sociology and Speech). A minimum cumulative grade point average of 2.0 is required for each semester.

## GRADES

- Exams will be given throughout each course. The time and content of the exams are determined by the instructor.
- Final examinations are scheduled for each course during the final week.
- The final evaluation of students will be based on course objectives.

## CLASSROOM GRADING SYSTEM

100 - 92% = A  
91 - 84% = B  
83 - 76% = C  
75 - 68% = D  
67 - 0% = F

## CLINICAL GRADING SYSTEM

100 - 92% = A Above average  
91 - 84% = B Average  
83 - 76% = C Below average  
Below 76% = Failure

## RULES FOR TEST-TAKING

- No open books/notebooks on desk or floor.
- No talking once the test has been distributed.
- Once you have finished, do not open notes/books in room while others are still taking the test.
- Once you have finished, do not whisper/talk in room while others are still taking the test.
- Do not discuss test in hall outside of classroom while others are still taking the test.

## SCHOLASTIC DISHONESTY

Any individual caught cheating on or falsifying the score of an evaluation instrument utilized in class or clinical practicum, will receive a zero grade on the evaluation instrument. This will constitute the initiation of disciplinary action and may result in immediate dismissal from the program.

## GUIDELINES FOR RETURNING STUDENTS

Readmission is dependent upon didactic and clinical space availability.

Students wishing to return to the program's core courses after either withdrawing for personal reasons or due to academic problems must submit in writing to the Program Director a letter of intent including a plan for success at least 2 semesters prior to admission. Readmission must occur within 1 year after leaving the program. Admission is on a probationary status, further unsatisfactory performance will lead to permanent dismissal.

The student will be placed on a waiting list for the semester he or she wishes to return based on the date of the letter. The student will be able to return only if there is a place available.

If the student requests to return to clinical practicum and the class enrollment exceeds the clinical facilities limit, the returning student will not be placed and will be put on a list for the next registration of that clinical practicum. The student is required to complete an Independent Study as a refresher to update clinical skills. An assessment of these skills will be administered in the lab. Any student wishing to return to clinical practicum after taking a leave of absence is required to re-comp on all radiographic procedures prior to returning.

All Radiography core classes, including clinical practicums must be completed within a three (3) year limit. If more than three years elapse before completing the program, the student will have to take a competency exam for those courses.

# ATTENDANCE

## CLASSROOM

Attendance requirements for the classroom are determined by the individual instructor. You will be informed of this policy during your first day of each class.

## CLINICAL

The student is expected to be in their clinical rotation on their assigned days. The student must arrive on time to the clinical area. A detailed policy is found in the clinical manual.

All students in the Radiography Program have as part of their curriculum, learning experience in the clinical areas. A clinical learning is obtained at a health agency, giving students the opportunity to apply knowledge that has been acquired in the classroom, in a real life situation.

Clinical experience will be assigned and all students will know in advance where they will be going and what types of experiences they will be assigned. Due to the number of students in the area, requests for specific health agencies cannot be honored. A clinical instructor will be assigned to each clinical area with the students. The instructor is responsible for guiding learning experiences of students.

## CLINICAL HOURS

In keeping with the educational philosophy that one of the goals of the Radiography Program is to prepare the student Radiographer, upon graduation, to be able to assume the duties and responsibilities of a Staff Radiographer at the entry level competency, the Program Faculty, therefore, assigns the student to clinical education experience on days, evening and weekend rotations.

The actual clinical areas and hours at the cooperating health agencies are determined by the administration of the school in consultation with the administration of the health agency. This experience allows the student to gain additional radiographic experience and confidence in performance capabilities while also allowing the student to have valuable emergency room experience and a variety of clinical education. By allowing the students to experience the variety of radiographic cases, as encountered in this clinical situation, the students are directed into being able to adjust to constantly different techniques, patient care, radiation protection, and interpersonal adjustments. This type of scheduling causes students to become more adaptable and capable, while gaining an appreciation for the need and function of radiology personnel as will be encountered upon graduation, as an employed staff radiographer.

Students are provided with clinical performance objectives for this clinical education experience and the supervising staff radiographer evaluates the student's performance based on those objectives.

Students are assigned evening and weekend clinical education hours as part of their planned curriculum. The assigned time will be compensated for by time off during the weekday clinical portion of the program.

Students must remember that the institution is cooperating with the college to provide necessary experience for learning. As such, the students must remember they are guests of the cooperating agency and conduct themselves in an appropriate manner.

Students must provide their own transportation to the assigned clinical facility.

## CLINICAL DRESS CODE

A detailed dress code is found in the clinical manual.

# STUDENT CODE OF CONDUCT

The College expects its students to conduct themselves in such a way as to reflect positively upon the institution they represent. There are two basic standards of behavior required of all students: 1) They shall not violate any CFCC board policy, municipal, state, or federal law; 2) nor shall they interfere with or disrupt the orderly educational processes of the college.

Conduct expected of students - the College expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain integrity and a high standard of honor in academic work, and to observe a standard of conduct appropriate for the College. The College expects all students to conduct themselves in all circumstances in a responsible manner. This implies thoughtful consideration of college property and members of the college community. Any student, or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the College, or who act in a manner not in the best interest of other students of the College, shall be liable to disciplinary action. The steps of disciplinary actions taken by the program include, 1) informal documented student/instructor conference, 2) formal documented disciplinary notification conference, and 3) failure of the course or removal from the program. If the behavior is deemed severe enough, steps 1 and/or 2 may be omitted.

Examples of behavior which may result in disciplinary action include, but are not necessarily limited to, the following:

1. Violation of institutional or agency rules and/or policies.
2. Repetitive infractions of the standards of conduct expected of a student.
3. Deliberate or careless damage or misuse of materials or institutional property.
4. Theft.
5. Conduct endangering or threatening life, safety or health of patients or others in the clinical area.
6. Violation of the Radiography program or college student handbooks.
7. Failure to keep institutional, agency or patient affairs confidential.
8. Suspicion of intoxication or being under the influence of illegal controlled substances while in clinical practicum.
9. Falsifying personal, institutional or agency records.
10. If institution or agency refuses to allow a student to continue clinical practicum at their site.

Continued on next page

# REQUIRED PROGRAM BEHAVIORS

## Standards of Student Conduct

Critical incidents may be cause for immediate failure of the course or for immediate dismissal from the program. Critical incidents may be behaviors which endanger the health, safety or welfare of a patient or behaviors which are not professional based on established standards of practice and the Code of Ethics for Radiologic Technologists. All of the following behaviors must be established before meeting course objectives within the radiography program:

- Maintain institutional, agency and patient affairs confidential.
- Adhere to institutional and college policies.
- Adhere to ethical and legal standards of the radiography profession and health care.
- Minimize or eliminate risks to patient's health, safety and welfare.
- Perform psychomotor skills safely.
- Prepare for clinical assignments.
- Request supervision or guidance as needed.
- Keep commitments with course work, clinical and faculty.
- Fulfill attendance requirements.

**CLINICAL PRACTICUM GENERAL COURSE GOALS:** In every clinical practicum, the student should be able to:

1. perform routine radiographic procedures learned in Radiographic Procedures I & II to 80% accuracy.
2. apply knowledge gained during the previous semester effectively and safely, and complete weekly objectives as specified in the clinical manual.
3. continue developing professional conduct and skills necessary to practice professionalism during all phases of the training.
4. master the art of using good judgment while presenting a professional image.
5. continue to learn the art of critiquing their films.
6. abide by the professional dress code and clinical policies.
7. practice professional ethics and conduct while applying technical skills.
8. work toward the completion of the clinical competencies as required in the clinical manual.
9. increase skills and build confidence while working under direct and indirect supervision.
10. remain competent in all previously completed views/exams.
11. continue to problem solve and critically think due to the variations in the patient's condition, body size, mental state and equipment available.
12. contribute to the department in such a way as to promote effectiveness in patient care.
13. demonstrate personal conduct indicative of a mature, professional technologist.
14. project a positive attitude toward patients and personnel.
15. demonstrate motivation toward performing any/all exams available.

### **DUE PROCESS:**

If a student is performing below a satisfactory level in the clinic, several counseling sessions will be performed in order to help the student to understand how to improve. These sessions will be documented and the student will write a "Plan of Action" on how they will improve in the clinic. The student may be given a three day suspension during this time and may be evaluated by the faculty during a formal observation period. These evaluations will count toward grade. If the student continues to show unsatisfactory progress in the deficient area(s), a failure will result in the clinical practicum.

### **STUDENT GRIEVANCES:**

*The following procedure applies dismissal from clinical education. Any appeals for reasons other than clinical education should follow the appeals process outlined in the Cape Fear Community College Catalog and Student Handbook.*

- 1) A written notice of appeal must be provided to the Director of Radiography and the Chair, Division of Allied Health within 1 week of notification of Clinical course failure.

- 2) A hearing panel consisting of five (5) allied health faculty, at least one of which will be a Director will convene within 1 week of receiving the written notice of appeal.
- 3) At this hearing, the student will have an opportunity to be heard and to present witnesses.
- 4) The hearing panel will notify the Chair, Division of Allied Health of its findings and decision within two (2) school days. The Chair will notify the student and the Program Director and all decisions will be final.
- 5) A student with an appeal in progress may attend classes but not Clinical education.
- 6) The decision of the hearing panel is final.

\*These guidelines are an addendum to the Cape Fear Community College Student Handbook and the Cape Fear Community College Catalog. The entire Student Code of Conduct is available in the Cape Fear Community College Handbook

# **RADIOLOGIC TECHNOLOGY ORGANIZATIONS**

## **NATIONAL BOARD REGISTRY EXAMINATION - THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGY**

The A.R.R.T. is a professional registering body fully recognized by The American Medical Association, The American College of Radiology, The American Hospital Association and The American Society of Radiologic Technologists.

Registered Radiographers are recognized professionally as individuals who have successfully met the minimum qualifications set by the most highly recognized radiographic organization. The Registry Exam is offered by computer and candidates may only take the exam after satisfactory completion from an accredited school.

Upon successful completion of the approved course of study offered by Cape Fear Community College Radiography Program, graduates are eligible to write The American Registry of Radiologic Technologists (A.R.R.T.) Board Exam. A processing fee of \$150 is required. The exam is computer based and is administered through the Pearson VUE. The exam consists of 200 multiple choice questions with three hours to complete. A passing score of 75% is required. *(Be advised that if you have been convicted of a crime with the sole exception of speeding and parking violations, you may not be eligible to take boards. For further inquiries concerning this, contact the ARRT directly at (651) 687-0048 or visit their web site at [www.arrt.org](http://www.arrt.org))*

## **THE AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS**

The ASRT is the only nationally recognized professional society representing all radiologic technologists in the United States today. The primary reasons the ASRT was organized was to be able to present educational opportunities to the technologists of the United States and to promote the art and science of radiography. For more information, visit their web site at [www.asrt.org](http://www.asrt.org).

## **THE JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY**

The JRCERT is the national accrediting agency for schools in radiologic technology. Cape Fear Community College is fully accredited by the JRCERT. A copy of the STANDARDS is available for anyone who wishes in the faculty offices and on the JRC web site [www.jrcert.org](http://www.jrcert.org). If a student alleges non-compliance with any of these STANDARDS, he/she should direct it in writing to the Dean of Applied Technologies.

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

This is the official organization authorized by the administration to represent all students at Cape Fear Community College.

## **NORTH CAROLINA SOCIETY OF RADIOLOGIC TECHNOLOGISTS**

The NCSRT is a statewide professional group for Radiologic Technologists. Students are eligible for membership in the special student category. Application for membership forms are available from the Program Director. Students are encouraged to join the NCSRT.

## Immunizations and Health Records

### Medical Reports

All students entering the Radiography program at Cape Fear Community College are required to furnish a completed health medical report and immunization record signed by a health care provider.

### Drug Screen

A nine (9) panel urine drug screen is mandatory. Methadone will be included in the urine drug screening. Testing positive on the drug screening, or evidence of tampering with a specimen, will disqualify a student from participation from the clinical assignment, resulting in program dismissal.

### Criminal Background Check

Clinical sites require a criminal background check prior to allowing students into the clinical setting (Any associated fees will be the responsibility of the student). Certain criminal activity, as evident by a criminal background check may also disqualify a student from clinical participation, resulting in program dismissal. Please be aware that failure to participate in a clinical assignment based on either the drug screening or criminal background check will result in dismissal from the Radiography Program. For further information, students should see the "Drug and Alcohol Policy" in the CFCC Student Handbook. Students must use this company to access a criminal background check at [www.certifiedbackground.com](http://www.certifiedbackground.com) or by calling 1-888-723-4263.

### CPR Certification

It is the student's responsibility to provide documentation of the American Heart Association (AHA) Basic Life Support BLS or BCLS (adult, child, and infant) This is good for two years. Classes available through South Eastern Area Health Education Center (SEAHEC) <http://www.coastalahec.org> or call 910-343-0161. (Red Cross no longer accepted.)

### TB Test Documentation

The clinical sites require that students provide documentation of a yearly two-step TB skin test. Each student is responsible for obtaining this test on a yearly basis and also for providing documentation to the Clinical Coordinator of the results of the test. For students known to be reactors to the skin test, results of the last chest x-ray and/or medical evaluation must be provided.

### Transportation

Students must provide their own transportation to clinical sites. Applicants should be aware that travel in areas outside of New Hanover and Pender Counties will be required for clinical placement. The out of town clinical sites (30-60 miles) include Columbus Regional Healthcare System in Whiteville, Doshier Memorial Hospital in Southport, Pender Memorial Hospital in Burgaw and Bladen County Hospital in Elizabethtown.

## **Accident and Health Insurance**

Students must provide documentation of current (and continuous) health insurance coverage. Any changes in coverage must be reported immediately to the Radiography Program faculty.

If a student is injured or becomes ill at a clinical education setting the student must:

- a. Report immediately to the supervisor or go directly to the Emergency Room if necessary;
- b. Fill out a Clinical Education Setting Incident Report to describe the accident or injury;
- c. Report to the supervisor concerning the outcome of the Emergency Room visit;
- d. Notify the CFCC Radiography Program faculty as soon as possible; and
- e. Present a note to the Program faculty from the Emergency Room physician or family physician stating that the student may resume normal clinical activities. The student, or the student's insurance company, will be billed for any medical treatment received in the clinical education setting as a result of accident/injury/illness.

If a patient, under a student's care, is in any way injured, the following steps must be followed:

- a. Report occurrence immediately to an assigned technologist and supervisor;
- b. Fill out a Clinical Education Setting Incident Report to describe the accident or injury; and
- c. Notify the CFCC Radiography Program faculty as soon as possible.

**CAPE FEAR COMMUNITY COLLEGE  
RADIOGRAPHY PROGRAM  
STUDENT HANDBOOK**

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES SET FORTH IN THIS RADIOGRAPHY SUPPLEMENT TO THE CAPE FEAR COMMUNITY COLLEGE STUDENT HANDBOOK AND COLLEGE CATALOG.

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PRINT YOUR NAME

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STUDENT SIGNATURE

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DATE