

STUDENT HANDBOOK

2020-21



Paris Junior College

RADIOLOGY TECHNOLOGY PROGRAM

PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM

DEAN OF HEALTH OCCUPATIONS
DR. GREGORY FERENCHAK
E-mail: gferenchak@parisjc.edu
903-782-0737

PROGRAM COORDINATOR
HEATHER UNRUH
E-mail: hunruh@parisjc.edu
903-782-0743

CLINICAL COORDINATOR
LAURA FENDLEY
E-mail: lfendley@parisjc.edu
903-782-0765

TABLE OF CONTENTS

INTRODUCTION	pg. 6-13
PHILOSOPHY, ORGANIZING STRUCTURE, AND OBJECTIVES/OUTCOMES	Section 1, pg. 14
Philosophy	1.1, pg. 14
Organizing Structure.....	1.2, pg. 14
Program Description.....	1.3, pg. 14
Curriculum Overview	1.4, pg. 15-19
ADMISSION CRITERIA	Section 2, pg. 20
Criteria for Admission	2.1, pg. 20
Radiology Technology Program Technical Standards	2.2, pg. 21
Readmission Policy.....	2.3, pg. 22
Transfer Policy.....	2.4, pg. 22
REGISTRATION AND PROGRESSION	Section 3, pg. 22
WITHDRAWAL, PROBATION, AND DISMISSAL POLICIES	Section 4, pg. 22
Withdrawal.....	4.1, pg. 22
Unsatisfactory Progress in a Course	4.2, pg. 22-23
Dismissal.....	4.3, pg. 23
Grounds for Immediate Dismissal from Program.....	4.3.1, pg. 23
Procedure for Dismissal.....	4.3.2, pg. 23-24
GRIEVANCE PROCEDURE	Section 5, pg. 24-25
Student Complaints Regarding Accredited Programs	5.1, pg. 26
Access to Confidential File.....	5.2, pg. 26
ATTENDANCE POLICIES	Section 6, pg. 26
The Extenuating Circumstance Committee	6.1, pg. 27
Procedure for Reporting an Absence or Tardy	6.2, pg. 27
GRADING POLICY & PROCEDURE	Section 7, pg. 28
Theory Grades.....	7.1, pg. 28
Clinical and/or Campus Laboratory Grades	7.2, pg. 28
Incomplete or "X" Grades.....	7.3, pg. 28
Student Conferences	7.4, pg. 28
Academic Counseling Services.....	7.5, pg. 29
EVALUATION OF COURSES AND INSTRUCTORS	Section 8, pg. 29
PROGRAM EVALUATION	Section 9, pg. 29

CAMPUS LABORATORY EXPERIENCE	Section 10, pg. 30
LABORATORY SKILL CONFERENCE.....	Section 11, pg. 30
Laboratory Skill Evaluation.....	11.1, pg. 30
Guidelines for Campus Laboratory Use	11.2, pg. 30
Lab Safety Protocol.....	11.3, pg. 31
CLINICAL EXPERIENCE	Section 12, pg. 31-33
Invasive Procedures	12.1, pg. 34
Documented Trends of Unsafe Conduct and/or Practice.....	12.2, pg. 34
Clinical Forms.....	12.3, pg. 35
Progress Analysis and Summative Evaluation	12.4, pg. 35
CLINICAL INSTRUCTOR.....	Section 13, pg. 35
Student Supervision	13.1, pg. 35
CARS, PARKING AND TRANSPORTATION.....	Section 14, pg. 35-36
DRESS CODE	Section 15, pg. 36
Classroom Attire/Personal Appearance	15.1, pg. 36
Uniform.....	15.2, pg. 36-37
Clinical Appearance.....	15.3, pg. 37
Electronic Devices	15.4, pg. 37
Disruptive Behavior	15.5, pg. 37
LIABILITY INSURANCE	Section 16, pg. 38
PERIODICALS	Section 17, pg. 38
EMPLOYMENT OF STUDENTS	Section 18, pg. 38
Program Policy.....	18.1, pg. 38
HEALTH POLICIES AND PHYSICAL CONDITION.....	Section 19, pg. 38-39
Needle Stick Policy.....	19.1, pg. 40
Radiation Monitoring or Dosimetry Device Policy	19.2, pg. 40
Excessive Exposure Report.....	19.3, pg. 40-41
Film Badge Policy.....	19.4, pg. 41
Pregnancy.....	19.5, pg. 41-42
Substance Abuse Policy	19.6, pg. 42
Criminal Background Checks/Urine Drug Screen.....	19.7, pg. 42-47
SAFETY PROTOCOL	Section 20, pg. 48

APPENDICES.....	Section 21, pg. 49
Student-Faculty Agreement	Appendix I, pg. 50
Permission to Release Information	Appendix II, pg. 51
Student Information	Appendix III, pg. 52
Safety Protocol.....	Appendix IV, pg. 53
Summary of Standard Precautions.....	Appendix V, pg. 54
Patient Confidentiality Statement	Appendix VI, pg. 55
Basic Rights of All Patients	Appendix VII, pg. 56-58
Rights of the Elderly	Appendix VIII, pg. 59
Teen’s Bill of Rights.....	Appendix IX, pg. 60-61
Physical Conditions Statement	Appendix X, pg. 62
Student Progress Analysis.....	Appendix XI, pg. 63
Student Conference Form	Appendix , pg. 64
Student Contract for Improvement	Appendix XIII, pg. 65
Report of Unsatisfactory Progress (Probation Form)	Appendix XIV, pg. 66
Report of Status Review	Appendix XV, pg. 67
Request for Grievance Conference	Appendix XVI, pg. 68
Grievance Conference Report.....	Appendix XVII, pg. 69
Self-Evaluation for the Semester	Appendix XVIII, pg. 70
Clinical Instructor Evaluation of Student	Appendix XIX, pg. 71
Mid-semester Evaluation of Student.....	Appendix XX, pg. 72
Final Evaluation of Student	Appendix XXI, pg. 73
Student Evaluation of Clinical Instructor	Appendix XXII, pg. 74
Student Survey of Instruction	Appendix XXIII, pg. 75-76
Clinical Rotation Summary Report.....	Appendix XXIV, pg. 77
Summative Evaluation for the Semester.....	Appendix XXV, pg. 78
Radiology Program Employer Survey	Appendix XXVI, pg. 79-80
Clinical Competency Forms	Appendix XXVII, pg. 81-84
Competency Log.....	Appendix XXVIII, pg. 85-89
25 Texas Administrative Code 289.231 Program Policy.....	Appendix XXIX, pg. 90
Student Declared Pregnancy Form	Appendix XXX, pg. 91
Radiology Program Graduate Survey	Appendix XXXI, pg. 92-93
Excessive Exposure Report.....	Appendix XXXII, pg. 94
Clinical Site Check-List.....	Appendix XXXIII, pg. 95
Student Verification of Policies	Appendix XXXIX, pg. 96

INTRODUCTION

Your classes at Paris Junior College provide you the very best educational opportunities possible. They have been very carefully planned and designed. Each class fulfills specific requirements or goals established by Paris Junior College, The Texas Higher Education Coordinating Board, the various instructional programs on campus, and your instructors. By meeting these requirements, your classes offer you a chance to obtain the educational objectives of your choice.

Paris Junior College's Mission and Goals

Vision

To be the educational provider of choice for the region.

Mission

Paris Junior College is a comprehensive community college serving the region's educational and training needs while strengthening the economic, social and cultural life of our diverse community.

Strategic Goals

1. Maintain a level of high quality instructions.
2. Increase workforce training in program offerings and in number of students.
3. Increase the tax base to secure the institution's future.
4. Continue to focus on and strengthen student retention and success agenda.
5. Obtain and make available current technology for administrative and student use.

Disability Support Services/Special Populations

Services for students with disabilities are coordinated by the Counseling Advising & Counseling Center. The institution is committed to assisting qualified students as completely as possible. Services include the arrangement for accommodations and services to allow equal access to education opportunities for students with disabilities.

The college will make reasonable accommodations for qualified students with documented disabilities who have been admitted to the college and have requested accommodations. Students may request services by providing appropriate documentation of a disability and completing a Request for Accommodations form.

To provide appropriate planning and scheduling, students should submit requests for most accommodations at least two weeks before accommodations are needed. However, for scheduling interpreters, available modified equipment, enlarged textbooks, scribes, or electronic books, students must make the request six weeks in advance of the need.

Students with disabilities are encouraged to contact a counselor or advisor from the Advising & Counseling Center by calling 903.782.0426 (Paris Campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

Student Services

Paris Junior College offers the student a wide variety of special services to make his college experiences worthwhile and rewarding. The faculty and staff are personally involved and feel responsibility, along with the students, for student success or failure. This philosophy of accountability places much emphasis on each individual (faculty and student) and challenges him to do his/her best toward giving students their moral right – the right to have the best education possible. (Excerpt from the Paris Junior College Calendar and Student Handbook)

The following is a list of student services available at Paris Junior College. Further information may be found in the Paris Junior College Student Handbook.

- Housing (phone 903-782-0433)
- Food Service / Meal Plans (phone 903-782-0232)
- Bookstore (phone 903-782-0344)
- Campus Parking / Campus Police / Security (phone 903-782-0399)
- Business Office (phone 903-782-0232)
- Student Insurance
- Learning Center (phone 903-782-0415)
- Learning Skills (phone 903-782-0414)
- Continuing Education (phone 903-782-0447)
- Emergency Medical Services (Dial 9-911)
- Financial Aid (phone 903-782-0429)
- Student Development Center (phone 903-782-0426)
 - Counseling
 - Career Planning
 - Testing Services
 - Services for Students with Disabilities
 - Peer Mentoring / Tutoring
 - Transfer Services
 - International Student Advising/Admissions
- Student Life, Activities and Recreation Room (phone 903-782-0402)

CORE CURRICULUM REQUIREMENTS

The Southern Association of Colleges and Schools and the Texas Higher Education Coordinating Board affirm Paris Junior College's long-standing commitment in offering broad based general education core courses. Each course specifically addresses the following core curriculum competencies:

Reading:

Students should be able to:

Identify and comprehend the main subordinate ideas in a written work.

Draw reasonable conclusions from information found in various sources and defend one's conclusions rationally.

Writing:

Students should be able to:

Use the English language grammatically, clearly, precisely, and economically.

Mathematics:

Students should be able to:

Perform, with accuracy, the computations of addition, subtraction, multiplication, and division.

Critical Thinking:

Students should be able to:

Organize and analyze ideas and data using logical methods.

MISSION

The mission of the Paris Junior College Radiology Technology Program is to meet the needs of the students by offering innovative and comprehensive educational practices which will enable the student to graduate with competence for the practice of diagnostic radiology technology.

GOALS

Students will demonstrate clinical competency.

Students demonstrate effective communication skills.

Students will apply critical thinking and problem solving skills.

Students will exhibit professionalism.

The program will produce entry-level technologists

PROGRAM OUTCOMES

Graduates will successfully complete American Registry of Radiologic Technologists (ARRT) certification on the first attempt.

Graduates actively seeking employment will be employed within 12 months post-graduation.

Graduation rates will meet or exceed JRCERT standards.

STUDENT LEARNING OUTCOMES

Students will apply proper positioning skills.

Student will select appropriate technical factors for digital imaging.

Students will demonstrate radiation protection.

Students will demonstrate effective oral communication skills with staff, preceptors, and patients.

Students will demonstrate effective written communication skills.

Students will manipulate technical factors for non-routine examinations.

Students will demonstrate positioning for trauma patients.

Students will demonstrate professionalism in clinical situations.

Students will demonstrate exemplary customer service.

Students will evaluate radiographic images effectively.

Students will demonstrate critical thinking in trauma situations.

SCANS Course Competencies

The Secretary's (of the U.S. Department of Labor) Commission on Achieving Necessary Skills has identified several Competencies and Skills that are necessary for today's workforce. The following competencies and skills are included in this course:

	Resources: Identifies, organizes, plans, and allocates resources
C1	Allocates Time – Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules
C2	Allocates Money – Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
C3	Material and Facilities – Acquires, stores, allocates, and uses materials or space efficiently
C4	Human Resources – Assesses skills and distributes work accordingly, evaluates performance and provides feedback
	Information: Acquires and uses information
C5	Acquires and Evaluates Information
C6	Organizes and Maintains Information
C7	Interprets and Communicates Information
C8	Uses Computers to Process Information
	Interpersonal: Works with others
C9	Participates as Members of a Team – Contributes to group effort
C10	Teaches Others New Skills
C11	Serves Clients/Customers – Works to satisfy customer's expectations
C12	Exercises Leadership – Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
C13	Negotiates – Works toward agreements involving exchange of resources, resolves divergent interests
C14	Works with Diversity – Works well with men and women from diverse backgrounds
	Systems: Understands complex relationships
C15	Understands Systems – Knows how social, organizational, and technological systems work and operates effectively with them
C16	Monitors and Corrects Performance – Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions
C17	Improves or Designs systems – Suggest modifications to existing systems and develops new or alternative systems to improve performance
	Technology: Works with a variety of technologies
C18	Selects Technology – Chooses procedures, tools or equipment including computers and related technologies
C19	Applies Technology to Task – Understands overall intent and proper procedures for setup and operation of equipment
C20	Maintains and Troubleshoots Equipment – Prevents, identifies, or solves problems with equipment, including computers and other technologies
	Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks
F1	Reading – Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
F2	Writing – Communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
F3	Arithmetic – Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
F4	Mathematics – Approaches practical problems by choosing appropriately from a variety of mathematical techniques
F5	Listening – Receives, attends to, interprets, and responds to verbal messages and other cues
F6	Speaking – Organizes ideas and communicates orally
	Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons
F7	Creative Thinking – Generates new ideas
F8	Decision Making – Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
F9	Problem Solving – Recognizes problems and devises and implements plan of action
F10	Seeing Things in the Mind's Eye – Organizes and processes symbols, pictures, graphs, objects, and other information
F11	Knowing How to Learn – Uses efficient learning techniques to acquire and apply new knowledge and skills
F12	Reasoning – Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem
	Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty
F13	Responsibility – Exerts a high level of effort and preserves towards goal attainment
F14	Self-Esteem – Believes in own self-worth and maintains a positive view of self
F15	Sociability – Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
F16	Self-Management – Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
F17	Integrity/Honesty – Chooses ethical courses of action

**Paris Junior College Radiology Technology Program
Scans Competencies by Course**

	RADR 1201 Introduction to Radiography	RADR 1303 Patient Care	RADR1311 Basic Radiographic Procedures	RADR 1266 Practicum I	RADR2301 Intermediate Radiographic Procedures	RADR 2209 Radiographic Imaging Equipment	RADR 1213 Principles of Radiographic Imaging I	RADR 1267 Practicum II	RADR 2233 Advanced Medical Imaging	RADR 2213 Radiation Biology	RADR 2266 Practicum III	RADR 2205 Principles of Radiographic Imaging II	RADR 2366 Practicum IV	RADR 2331 Advanced Radiographic Procedures	RADR 2267 Practicum V	RADR 2235 Radiologic Technology Seminar CAPSTONE	RADR 2367 Practicum VI		
FOUNDATION SKILLS																			
<i>Basic Skills</i>																			
Reading	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Writing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Arithmetic & Mathematical Operations	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X		
Listening	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Speaking	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
<i>Thinking Skills</i>																			
Creative Thinking	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Decision Making	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X		
Problem Solving	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X		
Visualize		X	X	X	X			X	X		X	X	X	X	X	X	X		
Knowing How to Learn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Reasoning	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
<i>Personal Qualities</i>																			
Responsibility	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Self-Esteem		X	X	X	X			X					X	X	X		X		
Sociability	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Self-Management	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

**Paris Junior College Radiology Technology Program
Scans Competencies by Course**

	RADR 1201 Introduction to Radiography	RADR 1303 Patient Care	RADR1311 Basic Radiographic Procedures	RADR 1266 Practicum I	RADR2301 Intermediate Radiographic Procedures	RADR 2209 Radiographic Imaging Equipment	RADR 1213 Principles of Radiographic Imaging I	RADR 1267 Practicum II	RADR 2233 Advanced Medical Imaging	RADR 2213 Radiation Biology	RADR 2266 Practicum III	RADR 2205 Principles of Radiographic Imaging II	RADR 2366 Practicum IV	RADR 2331 Advanced Radiographic Procedures	RADR 2267 Practicum V	RADR 2235 Radiologic Technology Seminar CAPSTONE	RADR 2367 Practicum VI		
Integrity and Honesty	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
WORKPLACE COMPETENCE																			
<i>Resources</i>																			
Time	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Money				X				X											
Material and Facilities	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Human Resources				X				X				X	X		X	X	X		
<i>Interpersonal Skills</i>																			
Participate as a Team Member	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Teach Others New Skills								X					X		X	X	X		
Serve Clients/Customer				X				X					X		X	X	X		
Exercise Leadership				X				X					X		X	X	X		
Negotiate				X				X					X		X	X	X		
Work with Diversity	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
<i>Information</i>																			
Acquire and Evaluate Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Organize and Maintain Info	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

**Paris Junior College Radiology Technology Program
Scans Competencies by Course**

	RADR 1201 Introduction to Radiography	RADR 1303 Patient Care	RADR1311 Basic Radiographic Procedures	RADR 1266 Practicum I	RADR2301 Intermediate Radiographic Procedures	RADR 2209 Radiographic Imaging Equipment	RADR 1213 Principles of Radiographic Imaging I	RADR 1267 Practicum II	RADR 2233 Advanced Medical Imaging	RADR 2213 Radiation Biology	RADR 2266 Practicum III	RADR 2205 Principles of Radiographic Imaging II	RADR 2366 Practicum IV	RADR 2331 Advanced Radiographic Procedures	RADR 2267 Practicum V	RADR 2235 Radiologic Technology Seminar CAPSTONE	RADR 2367 Practicum VI		
Interpret and Communicate Info	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Use Computers to Process Info				X				X					X		X	X	X		
Systems																			
Understand Systems				X				X			X		X		X	X	X		
Monitor and Correct Performance				X				X			X		X		X	X	X		
Improve or Design Systems				X				X			X		X		X	X	X		
Technology																			
Select Technology				X				X			X		X		X	X	X		
Apply Technologies to Task				X				X			X		X		X	X	X		
Maintain and Troubleshoot Equipment				X				X			X		X		X	X	X		

SECTION 1 PHILOSOPHY, ORGANIZING STRUCTURE, AND OUTCOMES

1.1 Philosophy

The faculty of the Paris Junior College Radiology Technology Program support and promote the institutional mission and is committed to meeting the educational and cultural needs of the student, reflecting the unique needs of the community, and cooperating with related business and industry. The faculty also fosters the belief in educational mobility, lifelong learning and the flexibility to meet the demands of the present and future healthcare changes.

Radiology Technology is based upon scientific principles, utilizing critical thinking to meet the physiological, psychosocial, and spiritual needs of the individual. The standards for the Registered Radiology technologist provide guidance for the role as an entry level radiographer.

The curriculum incorporates the core concepts of science, fundamentals and practice as outlined in the American Society of Radiological Technologist (ASRT). The curriculum also addresses the belief that each individual is a unique, cultural, and spiritual being. Utilizing the cognitive, affective, and psychomotor domains, the faculty believes that education is an interactive process between the student and faculty. Faculty function as role models to facilitate and guide the learning in a hierarchy of simple to complex.

1.2 Organizing Structure

The organizing structure of the Radiology Technology Program of Paris Junior College is based upon the needs of the individual, college educational role and mission, community needs, standards for the Registered Radiology technologist, evolving Radiology Technology and research.

1.3 Program Description

All Radiology Technology classes are offered on the Paris campus on a regular schedule. The program is 6 semesters in length. It has an integrated simple to complex design with 60 semester hours.

The program is designed to prepare individuals to function effectively as an entry level Radiology Technologist. Completion of the Radiology Technology Program will qualify the student to receive an Associate Degree in Applied Science in Radiology Technology from Paris Junior College. Graduates are eligible to take the American Registry of Radiologic Technologist (ARRT) for Radiology technologists to qualify as a Registered Radiology technologist.

The Radiology Technology Program is accredited by Joint Review Committee on Education in Radiologic Technology (JRCERT) and may be accessed through the following information:

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

Email: mail@jrcert.org Website: www.jrcert.org

You may access The Standards for an Accredited Educational Program in Radiography on the JRCERT website or find a copy posted in the classroom. Successful completion of the course of studies is defined within the catalog under which you enter the program with a C or better in each course. Required courses, with course descriptions, may be found in the Paris Junior College Catalog.

1.4 Curriculum Overview

FIRST YEAR		<u>Credit Hours</u>
<u>First Semester - Spring</u>		
*BIOL 2401	Human Anatomy & Physiology I	4
RADR 1201	Introduction to Radiography	2
RADR 1311	Basic Radiographic Procedures	3
RADR 1266	Practicum I	2
RADR 1303	Patient Care	3
		14
 <u>Second Semester - Summer Extended)</u>		
RADR 1213	Principles of Radiographic Imaging I	2
RADR 1267	Practicum II	2
RADR 2301	Intermediate Radiographic Procedures	3
*BIOL 2402	Human Anatomy & Physiology II	4
		11
 <u>Third Semester - Fall</u>		
RADR 2266	Practicum III	2
RADR 2209	Radiographic Imaging Equipment	2
RADR 2331	Advanced Radiographic Procedures	3
*MUSI 1306	Music Appreciation	3
*PSYC 2314	Lifespan Growth & Development	3
		13
 SECOND YEAR		
<u>First Semester - Spring</u>		
RADR 2205	Principles of Radiographic Imaging II	2
RADR 2213	Radiation Biology and Protection	2
RADR 2366	Practicum IV	3
*ENGL 1301	Composition & Rhetoric	3
*MATH 1314	College Algebra	3
		13
 <u>Second Semester - Summer Extended</u>		
RADR 2233	Advanced Medical Imaging	2
RADR 2267	Practicum V	2
		4
 <u>Third Semester - Fall</u>		
RADR 2235	Radiologic Technology Seminar Capstone	2
RADR 2367	Practicum VI	3
		5

Course Descriptions

BIOL 2401, BIOL 2402, ENGL 1301, Creative Arts, Social Behavioral, Science course, catalog descriptions are in the Paris Junior College Catalog.

The following are the core course descriptions and outcomes.

FIRST YEAR

1st Semester

RADR 1201 Introduction to Radiography 2-2-0

Course Description: On overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system

Learning Outcomes: Essential radiation protection methods, demonstrate professional and ethical behavior, assess radiographs for image quality, understand common medical terms, and explain the relationships of essential technical variables to image qualities.

RADR 1311 Basic Radiographic Procedures 3-2-4

Course Description: An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

Learning Outcomes: Define radiographic positioning terms, manipulate equipment properly; position and align anatomical structure and equipment; and evaluate images for proper demonstration of anatomy.

RADR 1266 Practicum (or Field Experience) – Radiologic Technology/Science Radiographer 2-0-16

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

RADR 1303 Patient Care 3-2-4

Course Description: An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.

Learning Outcomes: Assess patient condition; demonstrate accepted infection control and general safety practices; recognize emergency situations; assess effective communication skills; and identify applicable pharmaceuticals and their applications.

2nd Semester

RADR 1213 Principles of Radiographic Imaging I

2-1-4

Course Description: Radiographic image quality and the effects of exposure variables.

Learning Outcomes: Define, recognize, and evaluate qualities of the radiographic image; and analyze the effects of exposure variables upon each image quality.

RADR 1267 Practicum (or Field Experience) – Radiologic Technology/Science - Radiographer

2-0-16

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

RADR 2301 Intermediate Radiographic Procedures

3-2-4

Course Description: A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

Learning Outcomes: Manipulate equipment properly; position and align anatomical structure and equipment; and evaluate images for proper demonstration of anatomy.

3rd Semester

RADR 2209 Radiographic Imaging Equipment

2-1-4

Course Description: Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital components to the imaging process.

Learning Outcomes: Describe the equipment and physics of x-ray production; describe basic x-ray circuits; and related equipment components to the imaging process.

RADR 2266 Practicum (or Field Experience) Radiologic Technology /Science- Radiographer

2-0-16

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

RADR 2331 Advanced Radiographic Procedures

3-2-4

Course Description: Continuation of positioning; alignment of the anatomical structure and equipment images for proper demonstration of anatomy.

Learning Outcomes: Position and alignment of anatomical structures and equipment; and evaluate images for demonstration of anatomy and related pathology.

SECOND YEAR

1st Semester

RADR 2205 Principles of Radiographic Imaging II

2-1-4

Course Description: Radiologic imaging technique formulation. Includes equipment quality control, image quality assurance, and the synthesis of all variables in image production.

Learning Outcomes: Optimize image quality, minimize patient exposure, and preserve equipment; apply methods of image quality assurance; and adapt technical variables to changing conditions.

RADR 2213 Radiation Biology and Protection

2-2-0

Course Description: Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

Learning Outcomes: Describe the biophysical mechanisms of radiation damage and the somatic and genetic effects of radiation exposure on humans; state typical dose ranges for routine radiographic procedures; explain basic methods and instruments for radiation monitoring, detection, and measurement; and apply appropriate radiation protection practices.

RADR 2366 Practicum (or Field Experience) – Radiologic Technology/Science - Radiographer

3-0-24

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

2nd Semester

RADR 2233 Advanced Medical Imaging

2-1-4

Course Description: An exploration of specialized imaging modalities.

Learning Outcomes: Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

RADR 2267 Practicum (or Field Experience) – Radiologic Technology/Science - Radiographer

2-0-16

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

3rd Semester

RADR 2235 Radiologic Technology Seminar Capstone

2-2-0

Course Description: A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Learning Outcomes: Synthesize professional knowledge, skills, and attitudes; demonstrate entry level competencies for professional employment; and demonstrate skills for lifelong learning.

RADR 2367 Practicum (or Field Experience) – Radiologic Technology/Science - Radiographer

3-0-24

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

SECTION 2 ADMISSION CRITERIA

2.1 Admission Procedures for the Radiology Technology Program

Along with the completed and signed Radiology Technology Program Application the following must also be submitted:

- Texas Success Initiative (TSI) exemption status or proof that TSI criteria has been met.
- Proof of Paris Junior College acceptance.
- Submit official college transcripts from all colleges attended.
- Supply required references at the time of application.
- Immunization records.
- Documentation of CPR (American Heart Association Basic Heart Code BLS) status.

Admission to the program is dependent upon:

- General academic courses.
- GPA – required courses.
- References.
- Applicant Interview.
- Available space.

2.2 Radiology Technology Program Technical Standards

CATEGORY	STANDARD	EXAMPLES
Critical Thinking	Critical thinking ability sufficient to exercise sound judgment.	Able to perform and interpret data, and respond with appropriate interventions.
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking.	The ability to work alone, deal with abstract and concrete variables, define problems and make correct, independent decisions.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.	Ability to accept and carry out responsibilities in high stress situations. Ability to work with patients and families as well as the healthcare team in stressful situations.
Communication	Communication abilities sufficient for interaction with others in oral and written form.	Follows verbal and/or written instructions. Must be able to communicate verbally and in writing patient responses to therapeutic care. Able to consult with other healthcare providers in a professional manner.
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.	Able to hear alarms, bells, telephones, blood pressures, and normal conversation
Visual	Visual ability sufficient for accurate observation and performance of care.	Must have near and far visual acuity, depth perception, and color vision in order to read and document on patient charts/flow-graphic sheets, reading a thermometer and monitors. Also, the ability to draw up (using syringes) medications, and monitor skin color.
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.	Ability to collect data, handle and assemble instrument sets, gown, glove, open supplies utilizing sterile technique.
Fine and gross motor skills	Fine and gross motor abilities sufficient to provide a full range of safe and effective care activities, including psychomotor skills.	Perform vital signs, CPR, transportation of patients, manipulation of equipment, and patient care necessary to the care of the patient.
Physical strength, endurance and mobility	Physical strength and stamina sufficient to stand for extended periods of time, move from place to place and to maneuver to perform various activities.	Walking to and from departments, rooms, standing for extended periods of time. Assisting in transporting, lifting and transferring patients and equipment. Ability to lift and/or occasionally transfer up to and over 100 pounds.

Latex Warning: The use of latex / latex based products may exist in health care standard precautions and in environments such as, but not limited to, Health Occupations classrooms and training labs, hospitals, long term facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex sensitivity or allergies should seek expert advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.

2.3 Readmission Policy

Students may be admitted to the program a total of two (2) times. No student may be re-admitted to the program after a two-year period. Student must start program from beginning if re-admission is beyond 2 years. A student, who is dismissed, depending upon the severity of the occurrence, may not be readmitted. The Admission Committee will review past performance as criteria for readmission.

2.4 Transfer Policy

Students wishing to transfer into the PJC program from another college will be considered on an individual basis. PJC graduation requires 15 semester hours completed successfully at the institution.

SECTION 3 REGISTRATION AND PROGRESSION

Students majoring in the Radiology Technology Program will enroll in the same manner as other Paris Junior College students. The Director of the program or his/her academic advisor will assist the student as needed in scheduling courses.

Radiology Technology courses must follow the sequence as given in the college catalog.

Each student will have a Radiology Technology degree plan prepared in consultation with his/her academic advisor or the Director/or Program Coordinator of Radiology Technology Program. It is the responsibility of each student to see that he/she progresses through his/her degree plan as outlined, or arrange appropriate deviation from this plan with the Director/or Program Coordinator of Radiology Technology Program.

In order to continue and progress in the Radiology Technology Program the student's work must remain satisfactory in the following areas:

1. Maintain a 2.0 average in total course work.
2. Completion of required academic courses.
3. Maintain 2.0 or better grades in each of the Radiology Technology Program courses.
4. Evidence of satisfactory clinical performance at the end of each semester based on the criteria for the semester.

SECTION 4 WITHDRAWAL, PROBATION, AND DISMISSAL POLICIES

4.1 Withdrawal

A student may withdraw from a Radiology Technology course by using the procedure outlined in the Paris Junior College Catalog following counsel with his/her instructors and the Program Coordinator of the Radiology Technology Program. After withdrawing from a Radiology Technology course, a student must reapply for admission to the Radiology Technology Program in order to enroll in any subsequent Radiology Technology course. (See Readmission--Section 2.3)

The student must initiate the withdrawal procedure with the instructor prior to the withdrawal date or a grade of "F" will be recorded for the total semester hours of the dropped Radiology Technology course(s)

4.2 Unsatisfactory Progress In A Course Contract for Improvement

Students who have unsatisfactory classroom/clinical performance will have a student conference scheduled, be given written notification and a plan for improvement will be completed. If the student does not show improvement, the probation status will be implemented. (See Appendix XII)

Clinical performance needing improvement or clinical performance that is unsatisfactory will be specified in the documentation. If the student does not show improvement, the probation status will be implemented. A student may be placed on probation at the faculty team's decision without preliminary remediation.

Probationary Status:

Probationary criteria will be written in the form of behavioral/clinical objectives and recorded in the document entitled "Report of Unsatisfactory Progress/Probation Form" (see Appendix XIV). A time frame for review of status will be specified. The terms of probation will be discussed with the student and validated by the signatures of the course instructor and the student.

At the end of the specified term of probation, the student's status is reviewed by the program faculty. This review will be recorded on the document entitled, "Report of Status Review" (see Appendix XV). If the probation criteria has been met, the student's probation is lifted. Failure to meet probationary criteria may result in failure of the course at the faculty team's decision. Probation will be contained within each course.

4.3 Dismissal

Any student may be dismissed from the program without a probationary period if the student shows gross negligence, unsafe care, lack of personal or professional integrity, breach of patient confidentiality, or commits a criminal act.

"Unsafe care" is defined as any act of omission or commission which places the client(s) in jeopardy of negative changes in health status.

Personal integrity as well as concern for the welfare of patients are personal attributes that are absolutely essential for those entering the Radiology Technology profession. Actions taken and attitudes expressed while in the student role are considered indicative of behaviors to be expected of the graduate. The student will be given the opportunity to discuss the incident(s) with the course team faculty.

4.3.1 Grounds for Immediate Dismissal From Program

A student may be subject to immediate dismissal from the Radiology Technology Program and failure of the course in the following situations:

- a. Failure to maintain patient safety resulting in injury to the patient.
- b. A medication error which results in injury to the patient.
- c. The practice of academic dishonesty such as cheating on preparation for clinical, and on tests or written assignments (both parties), making false entries in a record. (ex: signing In/Out clinical without a preceptors signature, ex: asking for competencies not performed)
- d. The use of alcohol, illegal drugs, or misuse of prescription or any other drugs during school activities or on school property, or reporting to class/clinical under the influence of alcohol or illegal drugs.
- e. Appropriating, in connection with the practice of Radiology Technology, medication, supplies, equipment, or personal items of the patient/client, employer, or any other person or entity. (This includes accepting remuneration, gifts, etc.)
- f. Performing any required **Direct Supervision** exam unsupervised, including all repeats, portables, injections, and all levels of competencies.

4.3.2 Procedure for Dismissal

STEP 1. Dismissal from the program will be initiated by the faculty and program coordinator with prior

notification of the Dean of Health Occupations. If the Dean is absent, the Vice President of Workforce Education must be notified prior to dismissal.

- STEP 2. The program coordinator and instructor will meet with the student to inform him/her that they are initiating the procedure. If the program coordinator is the instructor, another faculty member will be present.
- STEP 3. If the student wishes to contest this decision, he/she must file a Request of Grievance Conference with the Program Coordinator. (Appendix XVI).

SECTION 5 GRIEVANCE PROCEDURE

Problems of an individual or of a personal nature should be handled in the following ways: A student may formally express dissatisfaction with his/her progress in the Radiology Technology Program. All disputes should be resolved at the lowest level possible (i.e., the instructor and student). Recognizing that this is not always possible, the following procedure has been adopted as policy for resolving grade and course progress disputes. The steps have been defined to facilitate resolution at the lowest level and in that interest; the order of steps will at no time be violated. The grievance procedure must be initiated within two (2) working days of the incident by which time the student must initiate a "Request of Grievance Conference" with the program coordinator or Dean of Health Occupations if the team leader is not available. (Appendix XVI).

- STEP 1. The student should request an appointment to discuss the case with the faculty and the program coordinator. If a satisfactory decision still has not been reached, the student may request to meet with the Dean of the Health Occupations within five (5) working days.
- STEP 2. If resolution of the grievance has not been reached under the guidance of the Dean within five (5) working days, the student may request an appointment with representative members of the faculty-as-a-whole within five (5) working days. The faculty vote will be taken by ballot and tallied by the Director and a PJC non-Radiology Technology faculty/staff member. Failure will require a two-thirds majority vote of the faculty. The conference will be recorded on tape and on a Grievance Conference Report (Appendix XVII) form, a copy of which goes to the student and the original placed in the Confidential File.
- STEP 3. If resolution of the grievance has not been reached under the guidance of the Dean within five (5) working days, the student may request an appointment within five (5) working days with the Vice President of Workforce Education to present his/her case.

STEP 4. Continue with the current Paris Junior College Student Handbook: Student Rights and Responsibilities: Student Complaints/ Academic Appeals Procedure beginning with **Level Two****(Please refer to PJC Student Handbook for complete process:

Student Rights and Responsibilities, Student Complaints/Academic Appeals (FLD) PJC

Exclusions

This policy shall not apply to:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability or religion. [See FDE]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FDE]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints.

Representation

The student may be represented at any level of the complaint. If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the Vice President at Level One.

Level One

A student who has a complaint shall request a conference with the Vice President within 15 calendar days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance;

Level Two

If the outcome of the conference with the department chairman is not to the student's satisfaction, the student shall have 15 calendar days to request a conference with the Vice President of Academic Services or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman.

Level Three

If the outcome of the conference with the Vice President is not to the student's satisfaction, the student shall have 15 calendar days to request a conference with the Vice President of Student Services or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the Vice President of Instruction. If the conflict concerning an academic issue still exists, the Director of Student Life shall convene an ad hoc appeals committee and shall act as chairperson. Two Deans not directly involved in the conflict situation shall sit on the committee along with all instructors of the student and a student chosen from a panel of at least ten students selected by student government council. The committee shall hear all parties involved in the conflict, and following the deliberations of the committee, the chairperson shall forward the finding and decisions of the appeals committee in writing to the College President. After review of these findings, the College President shall furnish the student with a written communication identifying the administrative position of the College District.

Level Four

If the outcome of the conference with the Vice President of Student Services or designee or the academic review committee and subsequent letter from the College President is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the agenda. The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate. The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

Closed Meeting

If the complaint involves complaints or charges about an employee, it will be heard by the Board in closed meeting unless the employee complained about requests it to be public.

5.1 Student Complaints Regarding Accredited Programs

Students who have a complaint concerning an accredited program or a program seeking accreditation should be resolved at the lowest level possible and follow proper chain of command of the college. If not resolved at the college levels, student may then submit a written signed allegation to JRCERT.

This complaint may be mailed to JRCERT or submitted via E-mail:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182

JRCERT website: JRCERT.org or mail@jrcrt.org

5.2 Access to Confidential File

The CONFIDENTIAL FILE will be kept in the office of the Dean of Health Occupations. Access to the file will be controlled by the Dean and limited to the course faculty directly involved in the particular grievance, and the Vice President of Workforce Education.

The procedures in this policy have been set up to assure confidentiality and a full hearing of the student's position.

SECTION 6 ATTENDANCE POLICIES

Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of Radiology Technology:

1. During inclement weather on clinical/classroom days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend clinical/class because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Any student arriving at the clinical area later than 30 minutes will be given an absence. Students arriving 30 minutes or less at the clinical area will receive a tardy. Students missing 60 minutes or less of classroom during a given day will receive a tardy. Students missing more than 60 minutes will be given an absence. A tardy or absence such as arriving late or leaving early may occur at any point during the day. Students may miss up to 60 minutes of clinical and receive a tardy, with the exception of the 30 minutes arrival rule (i.e. the student who arrives 15 minutes late to clinical and leaves 45 minutes early would miss 60 minutes or less and receive a tardy).
3. Three (3) tardies = one (1) absence.
4. Permission to enter the clinical/classroom will be left to the discretion of the clinical/classroom instructor.
 - A. Students must demonstrate accountability. If a student reports to clinical/classroom with an illness which may pose a threat to others, he/she will be dismissed from the clinical area and will receive a clinical absence.
5. Students who are absent will be required to make up the lab/clinical hours.
 - A. Should the student miss the make-up hours it will be considered an absence.
6. Students missing any time after three (3) absences per course per semester must, make a request to the Program Coordinator or the Dean of Health Occupations, to discuss absences, and if needed, meet with the extenuating circumstance committee. The student must provide supporting evidence to validate the necessity of the absence upon return to college.

6.1 The Extenuating Circumstance Committee

Extenuating Circumstances Committee composed of student, student advocate if desired, one Radiology faculty and/or course instructor faculty, PJC/staff person, program coordinator and/or Dean of Health Occupations.

1. Students missing any time after three (3) absences per semester must, upon return to college, make a request to the program coordinator or the Dean of Health Occupations, to meet with the Extenuating Circumstances Committee. The student must provide supporting evidence to validate the necessity of the absence upon return to college. The student may request no more than two (2) extenuating absence meetings per semester. Any further absences will result in failure of the program, or withdrawal if prior to the drop date.
 - A. Preventable occurrences are generally not considered extenuating circumstances.
(ex: Traffic Tickets)
2. The faculty calling the meeting will write the minutes of the meeting, with copies for the student, program coordinator, and minutes notebook.
3. An extenuating circumstance may be recorded in writing without a face-to-face meeting with the student and members of the committee if all members agree on the circumstances presented by the faculty responsible for the meeting.
4. A physician's physical condition statement may be required to return to clinical
(Appendix X).
5. A 2/3 majority vote of the committee will be required for the student request of extenuating circumstances to be granted.
6. When the decision is made by the committee to allow the student to continue, the committee may then review other absences or tardies to determine if a contingency plan should be formulated by the student to help prevent further time lost.
7. If the Extenuating Circumstance Committee does not agree to allow the student to continue, this will result in failure of the course or initiating withdrawal from course if before withdrawal date.

6.2 Procedure for Reporting an Absence or Tardy

When a student must be late or absent from the clinical/classroom, that individual must notify the clinical area/classroom instructor by front office (15 minutes prior to shift) by telephone. If the assignment is in a hospital, the agency must be notified as soon as possible.

When calling, the student should attempt to contact the person in charge, but if this person is unavailable, speak to the next person in line of authority. The student should then convey his/her message be relayed to the instructor when he/she arrives. The student must obtain the name and position of the person contacted about the absence. The student must also contact their clinical course instructor and log in journal book an absence for the day and note who they spoke with date and time. The student must also call and leave a message on the clinical coordinator's office phone at 903-782-0743 with the following information: Students name, date, facility's name, hours scheduled, and reasons for absence.

Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

SECTION 7 GRADING POLICY AND PROCEDURE

7.1 Theory Grades

A percentage grade will be given on the composite of written assignments, quizzes, classroom examinations, final examinations, attendance, and special projects.

A percentage grade for the course will be based on the following scale:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- F 0 - 69

The student is required to be present for all scheduled exams. If an exam is missed, the student will be required to contact the instructor prior to exam of absence, and schedule the make-up exam. The exam must be taken by or upon the first class day upon his/her return to class. The make-up exam may be an alternative exam. The student must have the exam completed by the next scheduled class meeting time for that class.

If **all** students have taken the test on the scheduled date, the test review may be performed immediately after the test; however, finalized test grades may not be available until the next class meeting day. Grades **will not** be given over the telephone or text message.

Daily grades/pop quizzes may be given at any time during the class periods, and may consist of take-home assignments or study guides. The daily grade/pop quizzes will be related to classroom content. No make-up daily grade/pop quiz will be given to a student who is absent or tardy when a daily grade/pop quiz is given. A student who misses a daily grade/pop quiz will receive a grade of zero (0) for that daily grade/pop quiz.

A student may withdraw with a "W" in any Radiology course if prior to the drop date.

7.2 Clinical And/Or Campus Laboratory Grades

In RADR 1266, 1267, 2266, 2366, 2267, and 2367, grades for the clinical and/or laboratory experience will be based on the number of mastered competencies, an average of the clinical instructor's evaluations for the semester, and attendance. The clinical grade is separate from the classroom grade. A student who withdraws or receives a failing grade in a didactic course will be required to repeat both the didactic and the clinical course for the specified semester. (Appendix XI, XII, XIII, XIX, XX, XXI, XXVIII)

7.3 Incomplete or "X" Grades

Should a student receive an incomplete or "X" grade in a Radiology Technology course or a concurrent support course, and this "X" is not removed by the end of two weeks into the next semester, he/she may not continue in the Radiology Technology Program.

7.4 Student Conferences and Evaluations

Student conferences and evaluations will be held at least twice during any major grading period (or more if a situation warrants). It is at this time that the student will be told of his/her area of concerns and strong points. There will be a complete set of records and data kept on each student. Both the counselor and the student will sign all conferences and evaluations. (Appendix XI, XII, XIX, XX, XXI)

7.5 Academic Counseling Services

Either the student or the instructor, or both, may initiate conferences regarding learning and/or progress in a course. Sometimes concerns or problems of a personal nature interfere with student learning. When these problems occur, the student should initiate, or be encouraged to initiate, counseling. Such academic counseling is considered a crucial part of the learning experience. The student development center (903-782-0426) is staffed with professional counselors who are available to assist students. (See Paris Junior College Calendar/Handbook)

SECTION 8 EVALUATION OF COURSES AND INSTRUCTORS

Students will be given the opportunity to evaluate instructors throughout the program. The forms will be placed in sealed envelopes and given to the Dean of Health Occupations. The envelopes will not be opened until after grades have been submitted.

The purpose of the evaluations is to improve instruction and to meet students' needs. The Radiology Technology Department needs both positive opinions and constructive criticism. The evaluations are seriously considered by the faculty and students are encouraged to enter into the process responsibly. The student is reminded that evaluation is a continuing responsibility in work and in the professional world.

Satisfaction with conduct of a particular course is the joint responsibility of the course faculty and the students taking the course. Formal evaluation mechanisms are in place to assure student input. However, day-to-day dialogue regarding progress of the course is also the joint responsibility of faculty and students. Constructive change is often possible while a course is being conducted. It is the student's responsibility to initiate dialogue with course instructor(s) to bring about change.

SECTION 9 PROGRAM EVALUATION

By Graduating Class

At the close of the last semester students evaluate the program outcomes.

By Alumni

In order to provide information for continuous program evaluation a questionnaire will be sent to graduates of the program. The information tabulated from this questionnaire will be used by the faculty to validate program content and to improve instruction. (Appendix XXXI)

By Clinical Agencies

Area hospitals are sent questionnaires annually to evaluate employed graduates' performance. The information from these questionnaires is reviewed by the faculty and is used to validate program content and clinical skills. (Appendix XXVI)

By Advisory Committee

During biannual meeting, input is gathered from committee members and reviewed by faculty. Revisions are made as appropriate.

By Faculty

Faculty completes the Radiology Technology Master Plan of Evaluation/Assessment Plan annually and encourages all faculty, advisory board members, and student inputs/recommendations.

SECTION 10 CAMPUS LABORATORY EXPERIENCE

The Radiology Technology laboratory is located at the Workforce Training Center building, Paris Tx. Room 1026, and is considered to be a learning resource center for the student's use.

Within the Paris Junior College Radiology Classroom WTC 1055 (located in the Workforce Training Center), the student will find a current selection of journals and a complete selection of audio-visual materials (located in the Health Occupations Office) to complement learning objectives. Students may also be required to use the Mike Rheudasil Learning Center. Occasionally classroom instructors will refer students to audio-visual materials and computer-assisted instruction (CAI). These will be used as enrichment tools to be reviewed on the students' own time, and/or during assigned laboratory times.

The Radiology Technology laboratory has an x-ray room. As this area is considered a learning resource area, it is utilized in the same manner and environment as a library. The expectations of keeping noise levels down and maintaining an environment conducive to learning will be expected. It is required that the students take advantage of these learning opportunities.

The Paris Junior College Learning Resource Center has been designed for student use. There are a variety of learning experiences available for varied course work.

See the Paris Junior College Catalog for further information.

SECTION 11 LABORATORY SKILL EVALUATION

A laboratory skill conference is a scheduled discussion of theory and/or practice of psychomotor skills in the laboratory setting. These skill conferences are instructor led with discussion, demonstration, and practice sessions. Students are encouraged to practice in pairs. These conferences can be of several hours in duration, and are usually held during clinical laboratory time.

11.1 Laboratory Skill Evaluation

While practice time does vary, it must be emphasized that no student should present himself/herself for skill evaluation unless he/she has practiced at least once. If practice time is used, every student should be able to master every skill in the course. No student should present themselves for evaluation until the skill can be performed according to the skill evaluation tool.

Time frames for completion of skills will be established by the instructor. At the completion of each evaluation period the competency log form will be updated.

11.2 Guidelines for Campus Laboratory Use

1. The laboratory is available for student use during specified hours. (Mon-Fri 8-5 pm)
2. Each student is responsible for replacing supplies and/or equipment in the proper place after use.
3. Any items which are defective should be reported to the faculty. This is to assure that as many items as possible may be kept available for student use.
4. Required skill evaluations must be completed within the time designated by the instructors.
5. There will be **no smoking or visitors in the laboratory.**
6. Misuse of the laboratories, equipment and/or materials will be documented and placed in the student's file.

11.3 Lab Safety Protocol

1. Do not use damaged electrical cords or equipment. Report damaged equipment to the faculty.
2. Use only manikins or fellow students for practice for radiographic simulations.
3. Use blood and body fluid standard precautions in the lab and clinical areas.
4. Equipment may be cleaned as instructed by the faculty. Proper use of these substances are to be followed according to the manufacturer's directions as noted on the label for each agent with respect to directions for safe use, product warnings and precautions. **READ LABELS.**
5. Practice of any invasive procedure is to be done only with manikins in the lab. This includes procedures such as: insertion of any tube and injections.
6. To reinforce utilization of Standard Precautions in the actual practice setting, students should at all times use protective apparatus such as gloves, goggles, gowns, masks, etc., as appropriate when working in the lab.
7. Report any accident or injury to instructor immediately. Campus security is to be notified in emergency situations or injury. A PJC accident report must be completed and filed on the same day. Forms may be obtained from the Health Occupations Department.

EMERGENCY NUMBERS: 9+911 (For all emergency needs)

Paris Campus Security: (903) 782-0399 ext. 399/484

Paris Night Security: (903) 782-0399

(After 4 rings it will switch to cell phone)

SECTION 12 CLINICAL EXPERIENCE

The student's clinical experience will follow the same timeframe as the college's semester schedule. If the college is closed, then the student is not allowed to attend clinical. The 1st year student's clinical experience will consist of Spring 16 hours/week, Summer 22 hours/week, and Fall 16 hours/ week. The 2nd year student's clinical experience will consist of Spring, Summer, and Fall 24 hours/week. Clinical discussions is considered part of the required clinical experience.

Students are responsible for clocking in and out, and under no circumstances may a student clock in or out for another student. This is grounds for dismissal from the program. If a student forgets to clock in or out, then the student must log a time exception in Trajecsys. Falsification of time records will be grounds for dismissal. A 15 minute break may be taken twice a day as time permits. A lunch period will be provided and scheduled by the clinical instructor.

Clinical experience may be scheduled between the traditional hours of 7 am – 7 pm on Monday through Friday of the work week to assure equal educational opportunities for each student. Students are assigned to various clinical facilities approved by JRCERT, as noted in the table listing below. The student should be prepared to drive to any of the facilities during the course of the program. The clinical experience will allow each student to rotate facilities and gain experience from both the hospital and imaging center facilities. A student may be shifted from an assigned facility rotation to another facility's rotation at any point in time to assure equal educational opportunity for each student. All schedules or clinical experience including changes will be non-discriminatory in nature and solely determined by the program. The facilities are not allowed to determine schedule rotations of students. A student will not be allowed in the facilities departments when not assigned to clinical experience, except when actually employed by the facility or a student is considered as a general public individual. All performances are supervised by a qualified practitioner during the student's clinical experience.

A student is responsible to obtain and maintain current CPR certification, immunizations, and any other required medical screenings prior to entering any semester's clinical experience or classroom course while a current student in the Radiology Technology program.

Uniforms will consist of Royal Blue top and pants. A solid black shirt may be worn under the top. Black socks and predominantly black shoes should be worn. Documentation of the clinical experience is recorded in the Student Journal Book and logged in Trajecsys. Instructors may be contacted through the Health Occupations Department

Office (903-782-0734). Instructors will be accessible to students during assigned clinical experiences. It is the student's responsibility to seek instructor assistance when needed or in cases where the student is uncertain about his/her ability to perform a particular procedure. The instructor will be contacted during regular business hours (8am-5pm) in their office and 7am-8am and 5pm-7pm via cell phone.

Approved JRCERT Facilities, Addresses, Contact Information, and Travel Distances

<p>Christus Mother Francis Hospital 115 Airport Road, Sulphur Springs, TX, 75482 903-439-4040 – Chasity Collins *Travel Distance from PJC Paris campus: 41 miles one-way</p>
<p>Christus St. Michael Regional Medical Center 2600 St. Michael Drive, Texarkana, TX, 75503 903-614-2958 – Lisa Patterson, Alicia Shellogg, Amy Laguna *Travel Distance from PJC Paris campus: 90 miles one-way</p>
<p>Hopkins Minor Emergency Center 106 Hodge Street, Sulphur Springs, TX, 75482 903-885-2911 – Heather McEwin, Cassandra McGahee *Travel Distance from PJC Paris campus: 40 miles one-way</p>
<p>Hunt Regional Medical Center 4215 Joe Ramsey Blvd E., Greenville, TX, 75401 903-408-1236 – Rebecca Smith, Carli Smith *Travel Distance from PJC Paris campus: 54 miles one-way</p>
<p>Hunt Regional Open Imaging 3003 Joe Ramsey Blvd, Greenville, TX, 75401 888-601-7981 – Wayne Bolton, Alicia Jones *Travel Distance from PJC Paris campus: 53 miles one-way</p>
<p>Paris Regional Cancer Center 3550 Loop 286 NE, Paris, TX, 75460 903-785-0031 – Mary Hardin-McCarty *Travel Distance from PJC Paris campus: 3 miles one-way</p>
<p>Paris Regional Medical Center North Campus 865 DeShong Drive, Paris, TX, 75460 903-737-1582 – Bill Malnar, Ashley Watson, Ashleigh Green-Grissom *Travel Distance from PJC Paris campus: 3.5 miles one-way</p>
<p>Red River Radiology Associates, Inc.-Radiology Center of Paris 3015 NE Loop 286, Paris, TX, 75460 903-785-8521 – Cassandra McGahee *Travel Distance from PJC Paris campus: 3 miles one-way</p>
<p>Paris Surgery Center 2905 Pine Mill Rd Paris, TX 75460 903-905-4717 Amy Bethea *Travel Distance from PJC Paris campus: 3 miles one-way</p>
<p>Titus Regional Medical Center 2001 North Jefferson, Mt. Pleasant, TX, 75455 903-577-6129 – Bill Saling, Shanna Thomas *Travel Distance from PJC Paris campus: 50 miles one-way</p>
<p>Wadley Regional Medical Center 1000 Pine Street, Texarkana, TX, 75501 903-798-7213 – Mike Cornett, Sandra Barrett *Travel Distance from PJC Paris campus: 92 miles one-way</p>
<p>McCurtain Memorial Hospital 1301 E Lincoln Rd, Idabel, OK 74745 580-286-7623 – Neal Moran, Macy Branson *Travel Distance from PJC Paris campus: 45 miles one-way</p>

12.1 Invasive Procedures

The student may only give contrast mediums under **direct supervision**. The student may not perform any invasive procedures unless permission is given by the clinical instructor/preceptor/clinical staff **and under direct supervision**.

12.2 Documented Trends of Unsafe Conduct and/or Practice

Identified behaviors of unsafe conduct and/or clinical practice will be documented by the Student Evaluation Form. Unsafe behavior will be analyzed by the faculty team to determine whether or not a consistent trend in such behavior is identifiable.

Particular attention will be given to behaviors which compromise patient safety and welfare, and demonstrate unprofessional conduct.

When an unsafe behavior trend is identified, the student will be placed on clinical probation.

The student will be given specific criteria, in writing, for removal of probation. Failure to comply with the terms of probation will result in failure of the course.

If an unsafe behavior is severe enough to jeopardize patient safety, the student will be placed on probation and/or could be immediately dismissed with a "F" from the program by faculty team decision, whether or not an unsafe trend has been identified. (See section 4)

Identifiable trends in the following behaviors are some examples which may constitute unsafe practice resulting in clinical probation.

UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE DEFINED

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to her/his care.

The following examples, which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

PHYSICAL SAFETY: unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.

BIOLOGICAL SAFETY: unsafe behaviors: fails to recognize errors in aseptic technique, attends clinical site while ill or running a fever, performs technical actions without appropriate supervision, fails to seek help when needed, etc. (Clinical students must be fever free for 24 hours)

EMOTIONAL SAFETY: unsafe behaviors: threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel/preceptors/clinical instructors/clinical staff/clinical facility, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Radiology Technology Program or Paris Junior College or Clinical Facility.

Examples of unprofessional practice (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

Trends of unsafe performance will require documentation on the Student Conference Form which is signed by the student during counseling with the instructor. Documentation becomes a part of the student's permanent file.

12.3 Clinical Forms

The student will record procedures observed, assisted with, or performed in their clinical area in Student Journals and have it initialed by the clinical instructor/preceptor at the end of each shift. The instructor who observes the students' performance will evaluate their performance utilizing the Clinical Instructor Evaluation of Student Form.

(Appendix XIX)

12.4 Progress Analysis and Summative Evaluation

Students will receive a progress report midway through the semester and at the end of the semester. If areas of improvement are identified during any of the rotations, written notification will be given to the student identifying the problem area(s) and guidelines for improvement and/or removal of probationary status. (Appendix XI, XII, XIII, XIV, XV, XIX, XX, XXI)

SECTION 13 CLINICAL INSTRUCTOR

Definition: A Registered Radiologic Technologist/Student Relationship at the clinical site is an individualized teaching/learning method that allows a student to more realistically experience the role and responsibilities of the role as radiology technologists. A clinical instructor is a qualified professional who is a positive role model with clinical competence and who is willing to form a student-teacher relationship with the student.

Purpose: To facilitate role transition from student to practicing technologist.

Validation of Experience: 1. Clinical Instructor evaluation of student experience. (Appendix XIX)
2. Student evaluation of the Clinical Instructor experience. (Appendix XXII)

13.1 Student Supervision (Sign posted in each clinical facility)

1. **Direct supervision:** The definition of direct supervision is that while a student is performing a procedure, the qualified practitioner must be present and this **includes all repeats, portables, and invasive procedures like injections, UGIs, or barium enemas.**
2. **Indirect supervision:** The definition of indirect supervision is that while a student is performing a procedure, the qualified radiographer must be immediately available to assist the student. The interpretation of immediately available means that the qualified practitioner must be present in the adjacent room or location of the procedure being performed by the student.

SECTION 14 CARS, PARKING, AND TRANSPORTATION

In addition to the regular rules that apply to Paris Junior College, the following rules apply:

At the clinical agency, rules governing parking and cars will be made known by the facility during orientation to each agency and students must be adhered to the facilities policies/procedures..

Students are expected to arrange their own transportation to and from clinical agencies. Clinical assignments will not be arranged to correspond with carpools.

SECTION 15 DRESS CODE

15.1 Classroom Attire/Personal Appearance

Students are representatives of PJC Radiologic Technology Program and the Radiology profession. Therefore, classroom attire is expected to project an image of professionalism. Minimal expectations are outlined below.

1. Shirts: Revealing clothing (e.g. spaghetti strap tops, halter tops, midriffs, work-out tops, muscle shirts, sheer or see-thru) is not permitted and proper undergarments shall be worn and not visible. Shoulders should remain covered at all times. T-shirts with inappropriate logos (advertisements of alcohol, cigarettes, drugs and risque pictures/slogans) are not permitted.
2. Skirts/Dresses: Skirt and dress length shall be of an appropriate length (knee-length) and may not be tight fitting. Miniskirts are not permitted. Split skirts are permitted, provided they are not tight fitting and fall within the above guidelines.
3. Shorts: Shorts are not permitted in the classroom or on-campus for any occasion.
4. Pants/Slacks: Pants shall be properly fitting. Pants must be worn properly at the hips. Jeans with holes exposing the skin are not permitted. Sweat pants, pajama bottoms, leggings or other garments that could be mistaken as casual sleep attire are not permitted. Athletic attire (including yoga pants) with appropriate length of shirt is acceptable (must reach the thigh). Undergarments should not be exposed in any way.
5. Scrubs: Scrubs are appropriate for everyday use.
6. Shoes: Shoes must be clean and in good condition. Sandals are acceptable.
7. Hair: Hair should be clean and well groomed. Hair may not be dyed any unnatural hair colors. Facial hair is to be well groomed. If hair length is longer than shoulder length it must be worn up for lab and clinical.
8. Nails: Nails must be clean and well groomed. Artificial nails or gel nails are not acceptable. Nails need to be short. Polish, if worn, must be neutral. This is in accordance with hospital policies.
9. Head Gear: Hats, caps, and other head gear are not permitted in the classroom. Only headgear worn for religious purposes is permissible. Bluetooth headsets for phones should not be worn in the classroom setting. Deviations from the classroom attire standards may be permitted for special occasions or designated "casual Friday" programs.

15.2 Uniform

1. The uniform will be worn in the clinical area. Uniform should always be clean, neat, wrinkle free, and in accordance with the health care facilities' dress code.
2. Complete uniform includes: royal blue top and pants; a watch with a second hand, school identification badge, film badge and lead markers. Appropriate shoes (predominantly black) will be discussed at clinical orientation.
 - a. Shoes should be clean, comfortable, closed back, conservative, and predominately black; no clogs. If tie shoes are desired shoe strings must be clean - white not frayed.
 - b. Uniform tops will be buttoned at all times. Uniform tops for women and men should cover the hips and hang loosely.
 - c. Uniform skirts should be at least mid-knee and hang comfortably in a non-restrictive fashion.
 - d. Uniform pants should hang comfortably and loosely from the waist, covering the ankle and approximately one inch above the floor while standing.
 - c. If a shirt is worn under the scrub top, it must be solid black (short or long sleeve) and the length can not be longer than the scrub top (must be tucked into scrub pants).
 - d. Lab jackets must be solid black only.
 - e. The uniform identification badge should be worn on the left side at collar level. Only the school identification badge may be worn. A badge holder may be worn.

3. If a student's uniform is incomplete and does not meet the above standards, it is at the discretion of the instructor/coordinator to dismiss that student from the clinical experience resulting in a clinical absence.
4. Jewelry worn with the student uniform will be limited to only one ring (or wedding set). No necklaces, tongue rings, nose rings or bracelets shall be worn (clear spacers may be worn).

15.3 Clinical Appearance

The following should be observed when in uniform or lab coat.

1. Cleanliness and neat personal appearance are essential.
2. All Hair should be neat, clean, off the shoulder, pulled back, and worn in a conservative style (natural looking color) that doesn't hang in the face when head is leaning forward. Hair should be secured so that it doesn't present a hazard to asepsis. Men should be clean-shaven with sideburns **not** below the ear lobes. A neatly clipped mustache and/or beard will be allowed.
3. Fingernails should be clean and short.
4. A moderate, conservative amount of make-up may be worn.
5. Undergarments must be worn.
6. Use of perfumes, colognes, or scented lotions are not allowed.
7. Gum may not be chewed while students are in clinical or lab area.
8. Purses and other valuable items should not be brought into the hospital or clinical setting.
9. Students in uniform may smoke in designated employee smoking areas. Students must adhere to all agency policies regarding smoking.
10. When in uniform, all uniform guidelines apply.
11. Students must adhere to the facility code when the facility's code is more restrictive than the student dress code.

15.4 Electronic Devices

1. Student may use a quiet laptop computer for lecture note taking if approved by the instructor.
2. **No cellular telephones, MP3's, Pagers, or beepers** are to be visually seen or heard in the classroom, laboratory, or clinical areas.
3. **Texting, Social Networking:** There is no instance in which reading a text message, replying to a text message, accessing any form of social networking, or accessing the internet for non-class related matters should be necessary during class/clinical hours. Instruct loved ones and/or employers to call the Health Occupations office (903-782-0734) if there is an emergency. Office personnel will contact the student or the instructor regarding the emergency. Any situation involving texting, social networking or inappropriate internet access in the classroom may be considered academic dishonesty. We do understand that our society has come to expect that we all be available on a 24/7 basis; however, the student needs to inform all concerned that time in class/clinical is devoted to the subject at hand and the student will not be available to them during that time. Please understand the definition of "emergency," according to the *American Heritage Dictionary*, is "a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action."

If policy is broken:

1st occurrence: verbal warning;
3rd occurrence: probation;

2nd occurrence: written warning
4th occurrence: dismissed from the program

15.5 Disruptive Behavior

Although we encourage an open and friendly classroom environment, it is necessary to remind students that they have been allowed to be in the class to participate and learn about the topic assigned to that time period. If a student is disruptive to the point of interfering with the learning of other students or fails to treat the instructor with civility, the student may be asked to leave the class/clinical area for the remainder of that class/clinical period. This may result in the student being counted tardy or absent for that class. Repeated violations of this policy may result in dismissal from the course.

SECTION 16 LIABILITY INSURANCE

Student Liability Insurance is purchased by all Radiology Technology students on an annual basis. This fee will be paid at registration.

SECTION 17 PERIODICALS

The faculty strongly recommends that each student purchase one professional magazine.

SECTION 18 EMPLOYMENT OF STUDENTS

1. No part of the uniform, which designates the student as a Paris Junior College Radiology Technology student, shall be worn while employed (on the job).
2. The performance of the student is the legal responsibility of the employer of the student. Paris Junior College does not assume responsibility for the performance of the student while employed.
3. When signing his or her name and title while employed the student SHALL NOT use the title "Radiology Technology Student".
4. It is strongly suggested that students not work the shift previous to the clinical experience.

18.1 Program Policy

25 Texas Administrative Code 289.231

The 25 TAC 289.231 administered by the Texas Department of Health requires that:

1. A separate radiation monitoring device will be worn for each and every site/location while engaging in duties of employment in which exposure to ionizing radiation is possible.
2. The Paris Junior College radiation badge must be worn ***only*** when conducting oneself as a PJC student, **AND** a different badge (supplied by the employer) is to be worn when working around ionizing radiation while not functioning in the capacity of a PJC student.
3. Each student is required to inform the Program Director or Clinical Coordinator **in** writing when employment in a radiation area begins and ends.
4. The employer is supplied with each student's radiation badge reports. It is the student's responsibility to supply PJC with radiation badge reports from their place of employment monthly.
5. Cumulative records will be maintained by both parties and supplied to the student at the end of affiliation with either party. (Monthly radiation badge reports will be kept in the student's file once reviewed.)

SECTION 19 HEALTH POLICIES AND PHYSICAL CONDITION

Since good health is essential for the radiologic technologist, the following policies have been adopted:

1. A physical examination, including lift form and labs are required prior to admission
2. Vaccines:
 - A. **Tdap – (TETANUS/DIPHTHERIA and PERTUSSIS) (Immunization)**
All students must have proof of a tetanus/diphtheria immunization within the last 10 years.
 - B. **RUBELLA (Immunization or blood test)**
All students must have proof of one dose of rubella vaccine administered on or after their 1st birthday **or** serologic confirmation of rubella immunity.
 - C. **MEASLES (Immunization or blood test)**
All students born after January 1, 1957 must have proof of two doses of measles vaccines administered on or after their 1st birthday at least 30 days apart **or** proof of serologic confirmation of measles immunity.
At least one dose must be completed prior to patient contact. (Measles is also known as rubeola.)

D. MUMPS (Immunization or blood test)

All students born after January 1, 1957 must have proof of one dose of mumps vaccine administered on or after their 1st birthday **or** proof of serologic confirmation of mumps immunity.

E. VARICELLA (Immunization, blood test)

All students must have proof of two doses of varicella vaccine administered on or after their 1st birthday at least 30 days apart or proof of serologic confirmation of varicella immunity.

(Varicella is also known as chickenpox)

F. HEPATITIS B (Immunization or blood test)

All students must receive a complete series of three (3) hepatitis B vaccines **or** show serologic confirmation of immunity to hepatitis B *prior to the start of direct patient care*.

If time is an issue, the Center for Disease Control (CDC) recommends an accelerated schedule with a first dose followed by a second dose in 4 weeks, and followed by the 3rd dose at least 4 months from the initial dose and eight weeks from the 2nd dose. Do not take the combination Hepatitis A & B immunizations because they cannot be given according to the accelerated schedule.

G. 2 step PPD TB test

All students must provide documentation of TB testing. Acceptable documentation includes: a 2-step PPD test (explained as-2 negative tests in a 12 month time frame), T-spot or quantiFERON TB gold blood test, or a CXR documenting “no active tuberculin disease”. CXR must be within the last 3 years. TB testing is required annually and it is the student’s responsibility to maintain a current immunization status. Students that present with CXR documentation must complete the annual screening survey.

If you have had a positive TB test, please provide a copy of your most recent chest xray.

PREGNANCY – Requirements for hepatitis B, varicella, measles, rubella and mumps vaccines are waived during pregnancy. Pregnancy is not a medical contraindication for administration of Tetanus/diphtheria toxoids, but it is best to consult your physician. **You will be required to submit a release from your obstetrician prior to beginning your clinical rotations.**

H. FLU VACCINE

Students are required to receive a flu vaccine annually while in school. Vaccines must be completed by **October 1** each year and documentation submitted to the program coordinator.

3. Paris Junior College and the affiliating agencies are not responsible for any accident, infectious contact, injury, illness or exacerbation of illness incurred by a student during the time the student is enrolled in the Radiology Technology Program.
4. The student who is concerned about exposure to infectious disease is advised to seek counseling from his/her private physician regarding risks and precautions appropriate for health care workers.
5. Students with a noncontagious illness or injury may be admitted to, or choose to continue in health occupations courses. If so, the student must assume the risk that absenteeism or inability to perform duties related to learning objectives and health care delivery can result in the necessity of discontinuing in the program. It is the student's responsibility to obtain and provide to the instructor continual written permission from the student's physician.
6. Students are to follow standard (Universal) precautions and practice preventive measures to maintain a health status.
7. **Latex Warning:** The use of latex/latex based products may exist in health care standard precautions and in environments such as, but not limited to, Health Science classrooms and training labs, hospitals, nursing care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex sensitivity or allergies should seek expert advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.

19.1 Needle Stick Policy

It is important to respond in a consistent manner after a student is exposed through a needle stick, or other "sharps" induced injury. The same protocol would apply if mucous membranes (eye or mouth) are exposed (splashed) to blood or other body fluids. If the exposure occurs during a campus lab experience, the student must notify the instructor **immediately** and a Paris Junior College "Incident Report" will be completed, with the original going to the Security Director and copies to the student and the Dean of Health Occupations. The student must contact his/her private physician or the Health Department within 48 hours. If the exposure occurs during a clinical experience, the student must report the exposure **immediately** and an agency incident report will be completed with the copies to the student and the Program Director. The protocol of the agency must then be followed, i.e., getting baseline Hepatitis, and HIV testing, with a provider at the student's own expense.

19.2 Radiation Monitoring or Dosimetry Device Policy

The Paris Junior College Radiology Program utilizes Optically Stimulated Luminescence (OSL) dosimetry radiation badges provided by Landauer Company. Students will ALWAYS wear the radiation badge while in clinical sites. Failure to wear the dosimetry badge is a breach of the dress code.

The dosimetry badge provided by Paris Junior College will not be worn during outside clinical hours. Students employed in Radiology areas must be provided a dosimetry badge by the employer. Dosimetry will be exchanged on a monthly basis within the first 7 days of the month.

Tampering with other students OSL dosimetry badge will result in dismissal from the program

Failure of the student to exchange the badge (regardless of it being lost or forgotten) will result on a lowering of the Clinical Grade at the end of that semester. Three (3) incidences of lost or forgotten OSLs will result in dismissal from the program. If the badge is lost or stolen a written explanation must be furnished to the Program Coordinator. This written explanation will be maintained in the students file.

Student's annual dose limit must not exceed 1 mSv or 0.1 rem. If the radiation report for a student is excessive, the student will be counseled to determine the cause of the excessive exposure. The student will be placed in a low radiation work area until the problem is resolved. (Appendix XXXII)

With Texas being an agreement state with the NRC, the radiation protection aspect of the radiology program complies with 25 Texas Administrative Code 289.231 – General Provisions and Standards for Protection Against Machine-Produced Radiation.

ALARA – the student will practice ALARA (As Low As Reasonably Achievable).

19.3 Excessive Exposure Report

If a radiation report for a student is excessive, the student will be counseled to determine the cause of the excessive exposure. If the report continues to show an increase in exposure, the student will be placed in a low radiation work area until the problem is resolved. If needed, the program will contact the local hospital's Radiation Safety Officer for guidance. The safety of the student is the number one priority.

Guidelines for this policy come from 25 Texas Administrative Code 289.231, General Provisions and Standards for Protection Against Machine Produced Radiation.

A report will be made by the program coordinator and will include as a minimum:

1. the extent of exposure
2. the cause of the elevated exposure
3. corrective steps taken or planned to ensure against a recurrence, including the schedule for achieving conformance with applicable limits, and associated conditions.

This report will include the individual's name, social security number, and date of birth. At completion, this report will be placed in the student's permanent record. (Appendix XXXII)

An Excessive Exposure is any exposure in excess of 10% of the annual limits is subsection (m) (1) of 25 Texas Administrative Code 289.231, pg 14.

An Excessive Exposure for a declared pregnant woman is any exposure in excess of 0.1 rem (1 mSv). Pregnant students must not exceed a monthly cumulative dose of 0.05 rem (0.5 mSv) or a gestational dose of 0.5 rem (5 mSv).

19.4 Film Badge Policy

The Paris Junior College Radiology Program provides all radiology students dosimetry badges with the Optically Stimulated Luminescence (OSL) technology provided by Landauer.

These OSL dosimetry devices are on a monthly basis and are due by the 7th of each month.

Students receive their badges in the second semester of the program prior to attending clinical rotation.

Student dosimetry reports are kept in the Health Occupations main office after reviewed and a copy of the student's individual report will be placed into the student's permanent file.

With Texas being an agreement state with the NRC, the radiation protection aspect of the radiology program complies with 25 Texas Administrative Code 289.231 – General Provisions and Standards for Protection Against Machine-Produced Radiation.

19.5 Pregnancy

Student has 3 options when it comes to pregnancy within the program:

Option 1: Voluntary declaration

The student can voluntarily declare the pregnancy.

Upon completing and signing the declared pregnancy form, the Program Director/Clinical Coordinator will counsel the student regarding radiation protection.

The student will read the U.S. Nuclear Regulatory Commission Guide 8.13 "Instructions Concerning Prenatal Radiation Exposure" & the 25 Texas Administrative Code 289.231 – General Provisions and Standards for Protection Against machine-Produced Radiation.

A dosimetry badge will be ordered for the fetus and worn at waist level under the lead apron. Pregnant students must not exceed a monthly cumulative dose of 0.05 rem (0.5 mSv) or a gestational dose of 0.5 rem (5 mSv).

If the student exceeds the maximum permissible dose, she will be withdrawn from the program.

The student may bank clinical hours so that she may have a maximum of 6 weeks of absences from the Practicum course after the delivery of the baby. The student may schedule no more than forty hours per week of total classroom, clinical, and bank hours. The bank time can only be scheduled at times which proper supervision is available.

Bank times are subject to the same rules as regular clinical time.

Students who fail to bank adequate hours to cover post-partum absences will not be allowed to return to clinical until the following year if space is available.

The student may return to classroom classes two weeks post-partum and begin practicum six (6) weeks post-partum if she has consent from her physician.

The student may return to the classroom or clinical earlier if her physician consents in writing. All attendance, absence, and make-up policies will be equally enforced. The Student Declared Pregnancy Form. (Appendix XXX)

Option 2: Continuing in the program without modification

The student can continue in the program without any modifications.

Option 3: Written withdrawal of declaration

The student can withdrawal their declaration of pregnancy in writing at any time.

19.6 Substance Abuse Policy

The Radiology Technology Program supports the college-wide Standard of Student Conduct related to substance abuse as printed in the general student handbook.

Because of the nature of the clinical experience, the Radiology Technology Faculty may, after consultation with the Dean of the Health Occupations, remove the student from the clinical setting with no probationary period, if in the faculty's judgment, the student poses a threat to patient safety.

19.7 Criminal Background Checks/Urine Drug Screen

Students may be required to submit to drug screen tests and criminal background checks as required by clinical facilities. Paris Junior College will follow practice and procedures of each facility regarding results. Students with positive drug screens will not be allowed to attend clinical resulting in failure of the course. Students with positive background checks will follow the practice and procedures of each facility being utilized by PJC Radiology Technology students.

CRIMINAL BACKGROUND CHECK POLICY

PURPOSE

The Paris Junior College Health Occupations Department Faculty believes that our major objective as educators is to prepare our students for the workplace as well as to safeguard the public. To fulfill this purpose, students must be free of a criminal history.

All aspects of this policy will be conducted in good faith with compassion, dignity, and confidentiality.

NOTIFICATION OF CRIMINAL BACKGROUND CHECK

The notification of the Criminal Background Check Policy is included on Radiology Technology Program Application and the Paris Junior College Radiology Technology Student Handbook. The policy will be reviewed with students during the Introduction to Radiology Technology Course.

ALLOCATION OF COST

The cost of the criminal background check will be paid for by the student applicant.

CRIMINAL BACKGROUND CHECK

Criminal background checks will include a review of a person's criminal history seven (7) years back from the date of application. The check will include the cities and counties of all known residences. The following histories may disqualify an individual from consideration for the clinical rotation:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders

VERIFICATION OF COMPLIANCE & RECORDKEEPING

Verification of the compliance with these standards should be sent to the designated representative of the clinical agency prior to the clinical rotation start date. Verification is accomplished by sending a letter from the institution on letterhead stating these standards have been met by the student/faculty's full name and clinical rotation start date. If more than one student is attending a clinical rotation, a comprehensive list with the entire student's/faculty names may be submitted.

URINE DRUG TESTING POLICY

PURPOSE

The Paris Junior College Health Occupations Department Faculty believe that our major objective as educators is to prepare our students for the commercial workplace as well as to safeguard the public. The Faculty require that Health Occupations Department students provide safe, effective and supportive client care. To fulfill this purpose, students must be free of chemical impairment during participation in any part of the Health Occupations Department program including accepted admission, classroom, laboratory, and clinical settings. Safety and comfort of the client will not be compromised under any circumstance specifically related to behaviors from the use of mind altering substances. Therefore, the practice of a student who is chemically impaired or whose substance use interferes with delivery of safe health care must be controlled.

For the purpose of this policy, an impaired student is defined as one whose performance endangers either his/her own learning process or client health and safety, and would-if demonstrated by a licensed healthcare professional-be considered a violation of the hospital policy. The impaired student is further defined as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medications, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and or physical symptomatology.

It is against Paris Junior College policy and professional standards for students to steal, purchase, manufacture, possess, consume, or sell drugs, alcohol, or controlled substances, or to be under their influence while on campus or at extended sites (i.e., agencies used for clinical laboratory learning). All students enrolled in the Health Occupations Department are expected to abide by this policy.

The intent of the Urine Drug Testing Policy is not just to identify those students chemically impaired, but it is also an attempt to assist the student in the return to a competent and safe level of practice as opposed to punitive action against the student. Emphasis is upon deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality.

NOTIFICATION OF TESTING PRACTICES

The Substance Abuse Policy will be available to all Health Occupations Department applicants in the Paris Junior College catalog. Urine Drug Testing practices will be included in the Radiology Technology Student

Handbook. The policy will be provided within the Radiology potential students and reviewed with students during orientations.

Upon accepted admission, students will be expected to drug test at any given time during the program or certify in writing, that they are not engaging in any substance abuse behaviors. Furthermore, their signature will acknowledge that, in “for cause” situations, they will be asked to submit to drug testing when their performance, conduct, or other actions indicate possible substance abuse. Consent will be kept in the Radiology Technology student file and will remain in effect during entire period of enrollment.

TESTING PROCEDURES

When Testing May Occur: The student will be required to submit to drug testing under the following circumstances:

- Per Clinical Facility Requirement
- For Cause:
 - For reasonable cause / suspicion that substance abuse exists.
 - May be part of a post accident follow up.
 - In the event of a substance abuse problem which is self-reported or reported by a credible source.
- As part of a substance abuse recovery program.

Method by Urinalysis

Paris Junior College Health Occupations Department will prescribe an unobserved collection of urine, collected at a facility that follows National Institute on Drug Abuse (NIDA) guidelines.

Once a student starts the drug screen process, they must complete the drug screen **without leaving** the facility within the Quest Diagnostic Lab guidelines. If student does not complete started process, it will be considered a fail.

Initial results of the urinalysis will be submitted as results for admission.

No retesting will be permitted if urinalysis is considered positive or a failed.

Type of Test

Substance Abuse Panel 10 (ASAP 10"), with integrity checks for Creatinine and PH levels.

Acceptable and unacceptable test ranges are listed below.

Pre-Assignment Drug Screen Panel with Ranges

Integrity Checks		Acceptable Range
CREATININE		>20 mg/dL
PH		4.5-9.0
Substance Abuse Panel	Initial Test Level	GC/MS Confirm Test Level
AMPHETAMINES	1000 ng/mL	500 ng/mL
BARBITURATES	300 ng/mL	200 ng/mL
BENZODIAZEPINES	300 ng/mL	200 ng/mL
COCAINE METABOLITES	300 ng/mL	150 ng/mL
MARIJUANA METABOLITES	50 ng/mL	15 ng/mL
METHADONE	300 ng/mL	200 ng/mL
METHAQUALONE	300 ng/mL	200 ng/mL

OPIATES	2000 ng/mL	2000 ng/mL
PHENCYCLIDINE	25 ng/mL	25 ng/mL
PROPOXYPHENE	300 ng/mL	200 ng/mL

SAP 10 test results that fall outside any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a Gas Chromatography Mass Spectrometry (GCMS) method. If the results remain positive, they are sent to a Medical Review Officer (MRO) who calls the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists, the test result is deemed to be “negative” and acceptable.

If a “legal” positive urine drug screen is obtained, there will be extra cost to the student for the utilization of the Medical Review Officer. This fee may be \$50 or more.

The MRO is a medical doctor who specializes in the interpretation of drug screen results. Medical Review Officers do not make placement decisions; they simply pass along information regarding legal versus illegal drug use or consumption.

An individual with a positive drug screen may not be allowed to attend any clinical agency/rotation for a minimum of 12 months. Prior to returning to the clinical agency/rotation, a student must provide proof of a negative drug screen as verified by the college.

CONFIDENTIALITY

All drug testing information, interviews, reports, statements, and test results specifically relating to individuals is confidential and will be treated as such by anyone authorized to review such information. Drug test results will be received from the lab by the Director or designee. Records will be maintained in a safe, locked cabinet.

RANDOMIZED TESTING

Randomized testing may occur at any time during the program. A random sample of students will be selected lottery style. Students selected will be provided with the collection form and must report to the testing center the same day. Failure to comply with random testing will be considered a “positive” results and the student will be dismissed from the program. Cost of testing will be assumed as follows: Negative results by Paris Junior College, and Positive results by the student.

FOR CAUSE: ENROLLED STUDENTS

Testing will be required when a faculty member reasonably suspects that a student is under the influence of a substance and that work performance is impaired. In this case, the cost of testing will be assumed by Paris Junior College. Drug testing based on a belief that a student is using or has used drugs in violation of the Substance Abuse Policy will be drawn from those facts in light of experience and may be based upon, among other things:

- Observable phenomena, such as direct observation of drug use and or the physical symptoms or manifestations of being under the influence of a drug.
- Conduct or erratic behavior that includes but is not limited to slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance to include absenteeism and tardiness.
- A report of drug use provided by reliable and credible sources and which has been independently corroborated.
- Evidence that an individual has tampered with a drug test during his/her enrollment.
- Information that the student has caused or contributed to an accident that resulted in injury requiring

treatment by a licensed health care professional.

- Evidence that the student is involved in the use, possession, sale, solicitation, or transfer of drugs.
- Conviction by a court, testing positive in a drug free workplace program, or being found guilty of a drug, alcohol, or controlled substance offense in another legitimate jurisdiction.

FOR CAUSE: PROCEDURE

Faculty will follow these procedures for reasonable suspicion/cause testing.

1. Have another faculty or staff technologist or supervisor immediately confirm the suspicious behavior.
2. Immediately terminate direct client care or classroom participation by the student.
3. Discuss the behavioral observations and or incident with the student.
4. Document the behaviors observed.
5. Report the incident to the Director (or his/her designee) who, along with the faculty member, will review the incident or pattern of incidents that expose or are likely to expose, a client or another person to risk of harm.
6. Advise the student of the need for immediate drug testing and explain the procedure as directed by the Director. (A copy of the "Consent to Drug Testing and Authorization for Release of Test Results" can be obtained from the Health Occupations Department student file.)
7. The outcome of the process is dependent upon the final drug test results. A final decision regarding disciplinary action may include any of the following: a warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the Health Occupations Department.
8. Confidentiality will be maintained.
9. Students are encouraged to take the responsibility for self-reporting and self-referral.

SUBSTANCE ABUSE RECOVERY STUDENT/APPLICANT

The Faculty believe that persons identified as having substance abuse problems can benefit from therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source. No recovering student shall be denied learning opportunities purely on the basis of a history of substance abuse. A student applicant with a positive test result or with a prior history of substance abuse will be required to do the following before entering or re-entering the program:

1. Demonstrate at least one (1) year of abstinence immediately prior to application.
2. Provide letters of reference from all employers within the last two (2) years.
3. Provide a report of participation and current status from an acceptable treatment or support source(s).
4. Sign an agreement to participate in monitoring by random drug screening consistent with the policy of Paris Junior College Health Occupations Department and the clinical agency where assigned for client care. Testing will be paid for by the student.

**DRUG TESTING POLICY
OBSERVABLE AND SUSPICIOUS BEHAVIORS RELATED TO SUBSTANCE ABUSE**

Name: _____

Date: _____

Absenteeism

- _____ Frequent Monday or Friday absences
- _____ Multiple unauthorized absences from class or the clinical unit
- _____ Excessive tardiness
- _____ Improbable excuses for absence
- _____ Leaving school or the clinical agency early
- _____ Prolonged breaks
- _____ Frequent trips to the bathroom
- _____ Illness on the job or in the classroom

Unexpected Events - Especially resulting in an injury or damages

- _____ Falling asleep in class or in a setting where a student would be expected to maintain alertness
- _____ Frequent or unexplainable accidents on campus or in the clinical area
- _____ Frequent or unexplainable accidents away from the campus of the clinical area
- _____ Any fall or faint or loss of equilibrium or consciousness which occurs in a context which suggests impairment

Confusion and difficulty concentrating

- _____ Difficulty remembering details or direction
- _____ Jobs/projects/assignments take excessive time
- _____ Increasing difficulty with complex assignments
- _____ General difficulty with recall

Lowered efficiency

- _____ Mistakes of judgment
- _____ Wasting materials
- _____ Blaming or making excuses for poor performance
- _____ Deterioration of ability to make sound decisions
- _____ Spasmodic work patterns or academic performance

Poor Relationships with peers

- _____ Avoidance
- _____ Hostile/irritable attitude
- _____ Reacts rather than respond to others
- _____ Over reacts to criticism or corrections
- _____ Unreasonable resentments
- _____ Borrowing money from peers
- _____ Alcoholic or suspicious breath odors: frequent odor of mints, mouthwash

Physical Signs

- _____ Temperature
- _____ Pulse
- _____ Respirations
- _____ Blood Pressure
- _____ Diaphoresis

*This represents examples and is not exhaustive.

SECTION 20 SAFETY PROTOCOL FOR HEALTH OCCUPATIONS DEPARTMENT

CLASS SAFETY ORIENTATION

The following safety precautions are to be used by all students, faculty and staff.

GOAL: Students, faculty and staff will read and practice safety protocol.

FIRE - DISASTER PRECAUTIONS:

1. No smoking in building.
2. Do not block emergency exits. Nothing is to be placed near exits which could interfere with emergency evacuation. Emergency exits include: 1) exit doors at north and south sides of building, 2) front door in lobby area.
3. Know location and use of fire extinguishers. These will be located and identified with class tour of the building during orientation of class.
4. Avoid pushing on the fire escape doors except in case of fire as this will cause an alarm to sound. These doors are labeled to indicate emergency alarm doors.
5. FIRE ALERT: The building fire alarm system is one continuous alarm signal. At the sound of this alarm, exit the building and go to the parking lot. Be calm. Do not panic.
6. TORNADO ALERT: The city siren signal indicates a tornado has been spotted. At the sound of the signal or verbal warning, all occupants of the Workforce Training Center building should go to the Administration Building if time permits; otherwise, occupants should go to the hall running north and south on the east side of the building by faculty offices.
7. In case of fire or disaster, instructors are to assist in the evacuation of students, take their class roll book and go to the designated area. Class roll will be called by the instructor of each class to assess accountability of all students.

(See Appendix IV)

EMERGENCY NUMBERS: 9+911 (For all emergency needs)

Paris Campus Security: (903) 782-0399

**Paris Night Security: (903) 782-0399
(After 4 rings it will switch to cell phone)**

SECTION 21 APPENDICES

- I. Student-Faculty Agreement
- II. Permission to Release Information
- III. Student Information
- IV. Safety Protocol
- V. Summary of Standard (Universal Precautions)
- VI. Patient Confidentiality Statement
- VII. Basic Rights for All Patients
- VIII. Rights of the Elderly
- IX. Teenagers Bill of Rights
- X. Physical Condition Statement
- XI. Student Progress Analysis
- XII. Student Conference Form
- XIII. Student Contract for Improvement
- XIV. Report of Unsatisfactory Progress in a Course
- XV. Report of Status Review
- XVI. Request for Grievance Conference
- XVII. Grievance Conference Report
- XVIII. Self Evaluation for the Semester
- XIX. Clinical Instructor Evaluation of Student
- XX. Midsemester Evaluation of Student
- XXI. Final Evaluation of Student
- XXII. Student Evaluation of Clinical Instructor
- XXIII. Student Survey of Instruction
- XXIV. Clinical Rotation Summary Report
- XXV. Summative Evaluation for the Semester
- XXVI. Radiology Program Employer Survey
- XXVII. Clinical Competency Form
- XXVIII. Competency Log
- XXIX. 25 Texas Administrative Code 289.231 Program Policy
- XXX. Student Declared Pregnancy Form
- XXXI. Radiology Program Graduate Survey
- XXXII. Excessive Exposure Report
- XXXIII. Clinical Site Check-List
- XXIV. Student Verification Policies

APPENDIX I

PARIS JUNIOR COLLEGE RADIOLOGY TECHNOLOGY PROGRAM STUDENT-FACULTY AGREEMENT

The lives of patients are the responsibility of the Radiology Technologist; therefore, the faculty will only recommend candidates for the Radiology Technology Certifying Exam who in the professional opinion of the faculty, have demonstrated responsible and professional attitudes, responsibilities, and techniques in the clinical setting which uphold the highest standards of the practice of the profession. Therefore, students enrolled in the Radiology Technology Program at Paris Junior College are evaluated throughout their training program, both on performance in the classroom, clinical and in laboratory experience.

If, at any time, a student is showing unsatisfactory performance as discussed in the student handbook, the student may be placed on probation by the faculty for a specified period of time, giving both student and instructors the opportunity to bring the student to a level of satisfactory competency. The student is to be notified of the probationary action in writing and in conference. The student, at the end of the probationary period will be given, in writing and in conference, the evaluation of the faculty.

On two-thirds vote of the faculty, a student may be dismissed from the program. Dismissal may be given in lieu of the probationary period or any time during the probationary period or on the completion of the probationary period. Consideration for readmission will be given by the faculty if so requested in writing by the dismissed student. Based on the evaluation of the student's actions since dismissal, and on two-thirds vote of the faculty, the student may be re-admitted on a probationary basis to the program at the beginning of the next entry training cycle for the student.

I have read the above statement, it has been explained to me, and I agree to its conditions. I have also read the Radiology Technology Student Handbook, understand these regulations, and agree to abide by them.

Date

Student's Signature

APPENDIX II

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
PERMISSION TO RELEASE INFORMATION**

The following excerpt from the online Paris Junior College Catalogue is hereby brought to your attention.

In compliance with Section 438, the General Education Privacy Act (Title IV, a public law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students Act of 1974, Paris Junior College gives notice that the following directory information may be released to the general public without written consent of the student. A student may request that all or part of the directory information on file in his or her name be withheld from the public by making written request to the Records Office during the first twelve days of a fall or spring semester or the first four days of a summer term. This request will apply while I am attending school at Paris Junior College.

Directory Information

- | | |
|--|---|
| 1. Name and address | 8. All previous educational institutions or agencies attended |
| 2. Whether or not currently enrolled | 9. Participation in Officially Recognized Activities and Sports |
| 3. Number of hours enrolled current semester | 10. Weight and height of members of athletic teams |
| 4. Classification | 11. Date and place of birth and sex |
| 5. Major or minor | |
| 6. Degrees and awards received | |
| 7. Dates of attendance | |

If no request is filed by the student to withhold directory information, such information is released upon inquiry. Directory information is also defined as public information and as such will be available for inspection or duplication upon request during normal business hours. If the requested information is in active use or in storage, the applicant will be so notified and a date and hour set within a reasonable time when the record will be available. Charges will be levied for the cost of reproducing the request materials at fees set by the institution. Cost for a computer run of the student directory is \$50.00. If additional programming is required, the programming fee will be \$50.00 per hour-one hour minimum.

I have read and do understand the above information.

Signature

The Radiology Technology Faculty request permission to distribute clinical rotation schedules and assignments bearing your name and assignment to 1) faculty and staff, 2) classmates, and 3) hospital staff.

Permission Granted
Date _____

Signature

Permission Denied
Date _____

Signature

APPENDIX III

**PARIS JUNIOR COLLEGE - RADIOLOGY TECHNOLOGY PROGRAM
STUDENT INFORMATION**

Please **PRINT** Below Information

Year Semester Course Number PJC Student ID

Mr. / Miss / Ms. / Mrs. (circle one)

Name: Last First Middle

Email Name called by if other than first or as shortened name

Maiden Name All previous married last names, if any

Street or Route Address Mailing Address if P.O. Box

City State Zip

Area Code Home Phone Other Phone Number(s) you can be reached at and specify

Birthdate Age High School / GED (circle one)

Signature

The above information may be released.

The above information may not be released or released only to (specify):

Signature

Names and phone number of person or persons and relationship to be notified in case of emergency during school hours.

APPENDIX IV

**PARIS JUNIOR COLLEGE
HEALTH OCCUPATIONS DIVISION**

SAFETY PROTOCOL

I have read and understand the safety protocol instructions issued by the Health Occupations Department. I will follow these instructions as part of my learning experience at Paris Junior College. (Refer to Sections 11.3 and 20)

Student's Signature

Date

SUMMARY OF STANDARD PRECAUTIONS

1. Hands should be washed before and after patient contact and immediately if hands are contaminated with blood or other body fluids; hands also be washed after removing gloves.
2. Gloves should be worn when soiling of the hands with blood or body fluids is *likely*.
3. Masks should be worn when splashing or splattering of blood or other body fluids is *likely*. A mask alone does not offer adequate protection; masks should be worn in combination with protective eyewear.
4. Protective eyewear should be worn when splashing or splattering of blood or other body fluids is *likely*. Personal eyewear often offers adequate protection. Eyewear should always be worn in combination with a mask (see masks, above.)
5. Gowns should be worn if soiling of exposed skin or clothing is *likely*.
6. A private room is not usually needed; however, a patient requires a private room if his/her hygienic practices are poor or if the room environment is *likely* to be soiled with blood or body fluids.
7. Patients may receive regular food service on reusable dishes; no special precautions are indicated for meal service.
8. Sharp objects represent the greatest risk for exposures; contaminated needles and other disposable sharp objects should be handled carefully. Contaminated needles should never be bent, clipped, or recapped. Immediately after use, contaminated sharp objects should be discarded into a puncture resistant container designed for this purpose. Needle containers should never be overfilled; containers should be sealed and discarded when two-thirds to three-fourths full.
9. Contaminated equipment that is reusable should be cleaned of visible organic material, placed in an impervious container, and returned to central hospital supply for decontamination and reprocessing.
10. To minimize the risks for exchange of body fluids during resuscitation procedures, pocket masks or mechanical ventilation devices should be readily available in areas in which resuscitation procedures are *likely* to be needed.
11. Spills of blood or blood-containing body fluids should be cleaned up using the following procedure; first, put on gloves (and other barrier if indicated); second, wipe up excess material with disposable towels or other absorbent materials; third, clean up spill with soap and water; and fourth, disinfect contaminated surfaces with a dilute solution (1:100 for smooth surfaces, 1:10 for porous surfaces) of household bleach (sodium hypochlorite) and water. Diluted bleach solution should be no more than 24 hours old. Large spills or spills containing broken glass or sharp objects should be first covered with disposable towels; second, saturated with 1:10 bleach solution and allowed to stand for at least 10 minutes; and third, cleaned up as outlined above.
12. Students who have open lesions, dermatitis, etc., should not participate in direct patient care activities and should not directly handle contaminated equipment. Students who have these kinds of problems should be evaluated by the student's private physician to assess fitness for duty.
13. **Goggles, masks, and gloves are recommended as part of your dress code.**

I have read and understand the above precautions. I agree to comply with these precautions while I am attending school. This document remains in effect for the duration of the student's enrollment in the Radiology Technology Program

Date

Student

APPENDIX VI

PARIS JUNIOR COLLEGE HEALTH OCCUPATIONS PATIENT CONFIDENTIALITY STATEMENT REGARDING MEDICAL, BEHAVIORAL, FINANCIAL AND/OR BUSINESS RELATED INFORMATION

Each agency to which Paris Junior College students are assigned respects the rights of each patient with regard to their confidentiality. As a student, I willingly agree to protect the rights of all patients and assure maintenance of their confidentiality. I shall not divulge patient or any other confidential information other than as required in the execution of the duties as a student. I will ensure that I do not discuss patient information in elevators, hallways or any other public or non-secure location. These stipulations also include hospital associates who are not directly involved with the care of said patient(s). Therefore, I assume full responsibility to ensure that what patient information is communicated is done so only to those individuals directly or indirectly involved in the care of the patient on a need to know basis.

It is my understanding, should I breach the confidentiality of any patient, past, present or future, for any reason, that I am subject to disciplinary action, up to and including termination from the Radiology Technology Program.

Student's Signature

Basic Rights for All Patients

1. You have all the rights of a citizen of the State of Texas and the United States of America, including the right of *habeas corpus* (to ask a judge if it is legal for you to be kept in the hospital), property rights, guardianship rights, family rights, religious freedom, the right to register and vote, the right to sue and be sued, the right to sign contracts, and all the rights relating to licenses, permits, and privileges, and benefits under the law.
2. You have the right to be presumed mentally competent unless a court has ruled otherwise.
3. You have the right to a clean and humane environment in which you are protected from harm, have privacy with regard to personal needs, and are treated with respect and dignity.
4. You have the right to appropriate treatment in the least restrictive appropriate setting available. This is a setting that provides you with the highest likelihood for improvement and that is not more restrictive of your physical or social liberties than is necessary for the most effective treatment and for protection against any dangers which you might pose to yourself or others.
5. You have the right to be free from mistreatment, abuse, neglect, and exploitation.
6. You have the right to be told in advance of all estimated charges being made, the cost of services provided by the hospital, sources of the program's reimbursement, and any limitations on length of services known to the hospital. As part of this right, you should have access to a detailed bill of services, the name of an individual at the facility to contact for any billing questions, and information about billing arrangements and available options if insurance benefits are exhausted or denied.
7. You have the right to fair compensation for labor performed for the hospital in accordance with the Fair Labor Standards Act.
8. You have the right to be informed of those hospital rules and regulations concerning your conduct and course of treatment.

Personal Rights

Unless otherwise specified, these personal rights can only be limited by your doctor on an individual basis to the extent that the limitation is necessary to your welfare or to protect another person. The reasons for and duration of the limitation must be written in your medical record, signed, and dated by your doctor, and fully explained to you. The limit on your rights must be reviewed at least every seven days and if renewed, renewed in writing.

9. You have the right to talk and write to people outside the hospital. You have the right to have visitors in private, make private phone calls, send and receive sealed and uncensored mail. *In no case may your right to contact or be contacted by an attorney, the department, the courts, or the state attorney general be limited.* This right includes a prohibition on barriers to communication imposed by a hospital, such as:
 - rigid and restrictive visiting hours;
 - policies that restrict hospitalized mothers and fathers from visiting with their minor children;
 - policies that restrict parents from visiting their hospitalized children;
 - limited access to telephones; and

- failure to provide assistance to patients who wish to mail a letter.
10. You have the right to keep and use your personal possessions, including the right to wear your own clothing and religious or other symbolic items. You have the right to wear suitable clothing which is neat, clean, and well fitting.
 11. You have the right to have an opportunity for physical exercise and for going outdoors with or without supervision (as clinically indicated) at least daily. *A physician's order limiting this right must be reviewed and renewed at least every **three** days. The findings of the review must be written in your medical record.*
 12. You have the right to have access to appropriate areas of the hospital away from your living unit, with or without supervision (as clinical appropriate), at regular and frequent times.
 13. You have the right to religious freedom. However, no one can force you to attend or engage in any religious activity.
 14. You have the right to opportunities to socialize with persons of the opposite sex, with or without supervision, as your treatment team considers appropriate for you.
 15. You have the right to ask to be moved to another room if another person in your room is disturbing you. The hospital staff must pay attention to your request, and must give you an answer and a reason for the answer as soon as possible.
 16. You have the right to receive treatment of any physical problems which affect your treatment. You also have the right to receive treatment of any physical problem that develops while you are in the hospital. If your physician believes treatment of the physical problem is not required for your health, safety, or mental condition, you have the right to seek treatment outside the hospital at your own expense.
 17. You have the right to not be unnecessarily searched unless your physician believes there is a potential danger and orders a search. If you are required to remove any item of clothing, a staff member of the same sex must be present and the search must take place in a private place.

Confidentiality

18. You have the right to review the information contained in your medical record. If your doctor says you shouldn't see a part of your record, you have the right at your expense to have another doctor of your choice review that decision. The doctor must also reconsider the decision to restrict your right on a regular basis. The right extends to your parent or conservator if you are a minor (unless you have admitted yourself to services) and to your legal guardian if you have been declared by a court to be legally incompetent.
19. You have the right to have your records kept private and to be told about the conditions under which information about you can be disclosed without your permission, as well as how you can prevent any such disclosures.
20. You have the right to be informed of the current and future use of products of special observation and audiovisual techniques, such as one-way vision mirrors, tape recorders, television, movies, or photographs.

Consent

21. You have the right to refuse to take part in research without affecting your regular care.
22. You have the right to refuse any of the following:
 - surgical procedures;

- electroconvulsive therapy (prohibited for minors under the age of 16);
- unusual medications;
- behavior therapy
- hazardous assessment procedures;
- audiovisual equipment; and
- other procedures for which your permission is required by law. *This right extends to your parent or conservator if you are a minor, or your legal guardian when applicable.*

23. You have the right to withdraw your permission at any time in matters to which you have previously consented.

Care and Treatment

24. You have the right to be transported to, from, and between private psychiatric hospitals in a way that protects your dignity and safety. You have the right not to be transported in a marked police or sheriff's car or accompanied by a uniformed officer unless other means are not available.

25. You have the right to a treatment plan for your stay in the hospital that is just for you. You have the right to take part in developing that plan, as well as the treatment plan for your care after you leave the hospital. *This right extends to your parent or conservator if you are a minor, or your legal guardian when applicable. You have the right to request that your parent/conservator or legal guardian take part in the development of the treatment plan. You have the right to request that any other person of your choosing, e.g., spouse, friend, relative, etc., take part in the development of the treatment plan. You have a right to expect that your request be reasonably considered and that you will be informed of the reasons for any denial of such a request. Staff must document in your medical record that the parent/guardian, conservator, or other person of your choice was contacted to participate.*

26. You have the right to be told about the care, procedures, and treatment you will be given; the risks, side effects, and benefits of all medications and treatment you will receive, including those that are unusual and experimental, the other treatments that are available, and what may happen if you refuse the treatment.

27. You have the right to receive information about the major types of prescription medications which your doctor orders for you (effective May 1, 1994).

28. You have the right not to be given medication you don't need or too much medication, including the right to refuse medication (this right extends to your parent or conservator if you are a minor, or your legal guardian when applicable). However, you may be given appropriate medication without your consent if:

- your condition or behavior places you or others in immediate danger; or
- you have been admitted by the court and your doctor determines that medication is required for your treatment and a judicial order authorizing administration of the medication has been obtained.

29. You have the right to receive a list of medications prescribed for you by your physician, including the name, dosage, and administration schedule, within four hours of the facility administrator or designee receiving such a request in writing.

30. You have the right not to be physically restrained (restriction of movement of parts of the body by person or device or placement in a lock room alone) unless your doctor orders it and writes it in your medical record. In an emergency, you may be restrained for up to one hour before the doctor's

order is obtained. If you are restrained, you must be told the reason, how long you will be restrained, and what you have to do to be removed from restraint. The restraint has to be stopped as soon as possible.

31. You have the right to meet with the staff responsible for your care and to be told of their professional discipline, job title, and responsibilities. In addition, you have the right to know about any proposed change in the appointment of professional staff responsible for your care.

32. You have the right to request the opinion of another doctor at your own expense. You have the right to be granted a review of the treatment plan or specific procedure by hospital medical staff. This right extends to your parent or conservator if you are a minor, or your legal guardian, if applicable.

33. You have the right to be told why you are being transferred to any program within or outside the hospital.

34. You have the right to a periodic review to determine the need for continued inpatient treatment.

Voluntary Patients -- Special Rights

1. You have the right to request discharge from the hospital. If you want to leave, you need to say so in writing or tell a staff person. If you tell a staff person you want to leave, the staff person must write it down for you.

2. You have the right to be discharged from the hospital within four hours of requesting discharge. There are only three reasons why you would not be allowed to go:

- First, if you change your mind and want to stay at the hospital, you can sign a paper that says you do not wish to leave, or you can tell a staff member that you don't want to leave, and the staff member has to write it down for you.
- Second, if you are under 16 years old, and the person who admitted you (your parents, guardian, or conservator) doesn't want you to leave, you may not be able to leave. If you request release, staff must explain to you whether or not you can sign yourself out and why. The hospital must notify the person who does have the authority to sign you out and tell that person you want to leave. That person must talk to your doctor, and your doctor must document the date, time, and outcome of the conversation in your medical record.
- Third, you may be detained longer than four hours if your doctor has reason to believe that you might meet criteria for court-ordered services or emergency detention because:
 - you are likely to cause serious harm to yourself;
 - you are likely to cause serious harm to others, or
 - your condition will continue to deteriorate and you are unable to make an informed decision as to whether or not to stay for treatment.

If your doctor thinks you may meet the criteria for court-ordered services or emergency detention, he or she must examine you in person within 24 hours of your filing the discharge request. You must be allowed to leave the hospital upon completion of the in-person examination unless your doctor confirms that you meet the criteria for court-ordered services and files an application for court-ordered services. The application asks a judge to issue a court order requiring you to stay at the facility for services. The order will only be issued if the judge decides that either:

- you are likely to cause serious harm to yourself;
- you are likely to cause serious harm to others; or
- your condition will continue to deteriorate and

you are unable to make an informed decision as to whether or not to stay for treatment.

Even if an application for court-ordered services is filed, you can not be detained at the hospital beyond 4:00 p.m. of the first business day following the in-person examination unless the court-order for services is obtained.

3. You have the right not to have an application for court ordered services filed while you are receiving voluntary services at the hospital unless your physician determines that you meet the criteria for court-ordered services as outlined in 573.022 of the Texas Health and Safety Code and:

- you request discharge (see number 2 above);
- you are absent without authorization;
- your doctor believes you are unable to consent to appropriate and necessary treatment; or
- you refuse to consent to necessary and appropriate treatment recommended by your doctor and your doctor states in the certificate of medical examination that:
 - there is no reasonable alternative treatment; and
 - you will not benefit from continued inpatient care without the recommended treatment.

4. Your doctor must note in your medical record and tell you about any plans to file an application for court-ordered treatment or for detaining you for other clinical reasons. If the doctor finds that you are ready to be discharged, you should be discharged without further delay.

Note: The law is written to ensure that people who do not need treatment are not committed. The Texas Health and Safety Code says that any person who intentionally causes or helps another person cause the unjust commitment of a person to a mental hospital is guilty of a crime punishable by a fine of up to \$5,000 and/or imprisonment in county jail for up to one year.

Emergency Detention --Special Rights

(people brought to the hospital against their will)

1. You have the right to be told:
 - where you are;
 - why you are being held; and
 - that you might be held for a longer time if a judge decides that you need treatment.
2. You have the right to call a lawyer. The people talking to you must help you call a lawyer if you ask.
3. You have a right to be seen by a doctor. You will not be allowed to leave if the doctor believes that:
 - you may seriously harm yourself or others;
 - the risk of this happening is likely unless you are restrained; and,
 - emergency detention is the least restrictive means of restraint.

If the doctor decides you don't meet all of these criteria, you must be allowed to leave. A decision concerning whether you must stay must be made within 24 hours, except that on weekends and legal holidays, the decision may be delayed until 4:00 in the afternoon on the first regular workday. The decision may also be delayed in the event of an extreme weather emergency or disaster. If the court is asked to order you to stay longer, you must be told that you have a right to a hearing within 72 hours (excepting weekends, holidays, or extreme weather emergencies or disasters).

4. If the doctor decides that you don't need to stay here, the hospital will arrange for you to be taken back to where you were picked up if you want to return, or to your home in Texas, or to another suitable place within reasonable distance.

5. You have the right to be told that anything you say or do

may be used in proceedings for further detention.

Order of Protective Custody -- Special Rights

1. You have the right to call a lawyer or to have a lawyer appointed to represent you in a hearing to determine whether you must remain in custody until a hearing on court-ordered mental health is held.

2. Before a probable cause hearing is held, you have the right to be told in writing:

- that you have been placed under an order of protective custody;
- why the order was issued; and
- the time and place of a hearing to determine whether you must remain in custody until a hearing on court-ordered mental health services can be held.

This notice must also be given to your attorney.

3. You have the right to a hearing within 72 hours of your detention, except that on weekends or legal holidays, the hearing may be delayed until 4:00 in the afternoon on the first regular workday. The hearing may also be delayed in the event of an extreme weather emergency or disaster.

4. You have the right to be released from custody if:

- 72 hours has passed and a hearing has not taken place (excepting weather emergencies and extensions for weekends and legal holidays)'
- an order for court-ordered mental health services has not been issued within 14 days of the filing of an application (30 days if a delay was granted); or
- your doctor finds that you no longer need court-ordered mental health services.

Involuntary Patients -- Special Rights

Under most circumstances, you or a person who has your permission may, at any time during your commitment, ask the court to ask a physician to reexamine you to determine whether you still meet the criteria for commitment. If the physician determines you no longer meet the criteria for commitment, you must be discharged. If the physician determines you continue to meet the criteria for commitment, the physician must file a Certificate of Medical Examination with the court within 10 days of the filing of your request. If a certificate is filed, or if a certificate has not been filed within 10 days and you have not been discharged, the judge may set a time and place for a hearing on your request.

APPENDIX VIII

RIGHTS OF THE ELDERLY

In addition the other rights an elderly individual has the rights provided by this section.

1. An elderly individual may not be physically or mentally abused or exploited.
2. An elderly individual may not be physically or chemically restrained unless the restraint:
 - a. is necessary in an emergency to protect the elderly individual or others from injury after the individual harms or threatens to harm himself or another; or
 - b. is authorized in writing by a physician for a limited and specified period of time.
3. A mentally retarded elderly individual may participate in a behavior modification program involving use of restraints or adverse stimuli only with the informed consent of a guardian.
4. An elderly individual should be treated with respect, consideration, and recognition of the individual's dignity and individuality. An elderly individual receives personal care and private treatment.
5. An elderly individual may not be denied appropriate care on the basis of the individual's race, religion, color, national origin, sex, age, handicap, marital status, or source of payment.
6. An elderly individual may not be prohibited from communicating in the individual's native language with other individuals or employees for the purpose of acquiring or providing any type of treatment, care or services.
7. An elderly individual is encouraged and assisted in the exercise of an individual's rights. An elderly individual may voice grievances or recommend changes in policy or service without restraint, interference, coercion, discrimination, or reprisal. The person providing services shall develop procedures for submitting complaints and recommendations by elderly individuals and for assuring a response by the person providing services.
8. An elderly individual may associate, communicate, and meet privately with other individuals unless to do so would infringe on the rights of other individuals. An elderly individual's mail may not be opened unless authorized in writing by a physician.
9. An elderly individual may participate in activities of social, religious, or community groups unless a physician determines that participation would harm the individual. The physician must record the determination in the elderly individual's record.
10. An elderly individual may manage his personal financial affairs. If the elderly individual authorizes in writing the person providing services to assist in managing the finances, the person providing services shall deposit the elderly individual's funds in a separate trust fund and provide the individual with a written receipt; provided, however, if federal regulations prescribe a different procedure, federal regulations prevail.
11. An elderly individual's records are confidential and may not be released without the individual's written permission. An elderly individual may inspect the individual's personal records maintained by the person providing services.
12. A person providing services shall answer an elderly individual's questions concerning the individual's health, treatment, and condition unless a physician determines that the knowledge would harm the individual. The physician must record the determination in the individual's record.
13. An elderly individual may choose a personal physician.
14. An elderly individual may participate in planning the individual's total care and medical treatment.
15. An elderly individual shall be given the opportunity to refuse treatment after the possible consequences of refusing treatment are fully explained.
16. If an area is available, a person providing services shall, on request, provide the elderly individual with a private area to receive visitors. If the elderly individual is married and the spouse is receiving similar services, the couple may share a room.
17. An elderly individual's visitors may not be restricted unless a physician determines that a restriction is medically necessary.
18. An elderly individual may retain personal clothing and possessions as space permits. The number of personal possessions may be limited for health and safety reasons which are documented in the patient's medical record. The number of personal possessions may be limited for the health and safety of other patients.
19. An elderly individual may not be required to perform services for the person providing services.
20. A person providing services shall inform an elderly individual in writing of available services and the applicable charges if the services are not covered by Medicare, Medicaid, or other form of health insurance.
21. A person providing services may not transfer or discharge an elderly individual unless:
 - a. the elderly individual's medical needs require transfer;
 - b. the elderly individual's health and safety or the health and safety of another individual requires transfer or discharge; or
 - c. the elderly individual fails to pay for services, except as prohibited by federal law.
22. Except in an emergency situation, if a person providing services intends to transfer or discharge an elderly person, the person providing services shall notify the individual, the responsible party of the patient, and attending physician not later than thirty days before the date on which the individual will be transferred or discharged.

Texas H.B. No. 1726

I have read the above Rights, they have been explained to me, and I understand them.

Date : _____ Student: _____

APPENDIX IX

TEEN'S BILL OF RIGHTS

You are probably familiar with the rights that we all have as Americans: things like freedom of religion and freedom of speech. While you are in this hospital you have all those rights, but you also have some extra ones. These rights are meant to make sure you get the best kind of care and treatment while you are here.

This hospital is determined to protect your rights. The only reason any of these rights can be limited is if your doctor thinks you may hurt yourself or someone else, or if your doctor thinks the limitation is necessary for your treatment. Any time your rights are restricted, your doctor will tell you why and for how long. Your doctor has to reconsider this restriction on a regular basis so that you can have all your rights back as soon as possible.

If you think your rights aren't being protected, or you just want to talk to someone about your treatment, there are several places you can call:

If you are at a psychiatric hospital, you can call:
Health Facility Licensure and Certification Division **1-800-228-1570**
Texas Department of Health
1100 W. 49th St., Austin, TX 78756

If you are at a TXMHMR facility, you can call:
Consumer Services and Rights Protection **1-800-252-8154**
Texas Department of Mental Health & Mental Retardation
PO Box 12668, Austin, TX 78711-2668

Whether you are at a psychiatric hospital or a TXMHMR facility, you can call:
Advocacy, Incorporated **1-800-315-3876**
7800 Shoal Creek Blvd., Suite 171 E., Austin, TX 78757

Of course, you should always talk to your parents or a friend about the things you like and don't like at the hospital.

The back of this page tells you about your most important rights* while you are at this hospital. Take some time to read about them, and don't be afraid to ask questions if you are not sure what something means. The people here want to help you.

*There's a longer version of this document that includes more detail about the rights you have in this hospital. Your parents or guardian will get a copy of it, but if you'd like a copy, just ask someone on the hospital staff for a copy of the "Patient's Bill of Rights".

STATEMENT THAT YOU HAVE RECEIVED THIS DOCUMENT AND
THAT IT HAS BEEN EXPLAINED

I agree that:

- _____ I got a copy of this document (back and front) prior to admission.
- _____ Sometime during the first 24 hours after I was admitted, someone on the hospital staff explained what it says to me in a language that I can understand (if involuntarily committed).
- _____ Someone on the staff explained what it says to me in a language I understand prior to admission (if voluntary committed).

Name _____
Date _____

Witness _____
Date _____

Relationship of witness to patient: _____

Basic Rights of Teenagers

1. You have the right to be treated with respect and dignity in a place that is clean and where you are protected from harm.
2. You have the right to be treated somewhere you are restricted as little as possible.
3. You have the right to know about all of the rules and regulations at this hospital so that you don't have to wonder what you can and can't do.
4. You have the right to be treated in a part of this hospital that is separate from adult patients.

Personal Rights

5. You have the right to talk and write to your friends and family outside the hospital. This means you can write to people, get mail that hasn't been opened, call people, and have visitors. The hospital may have some rules about when you can have visitors or make phone calls. If you're not sure what the rules are, ask someone.
6. You have the right to keep and use any personal possessions you brought with you, like games or books or clothes.
7. You have the right to go outside and exercise or play every day. If your doctor decides that it's not good for you to go outside for a few days, he or she has to tell you why and has to reconsider that decision at least once every three days.
8. If another person in your room is bothering you, you can ask someone who works at the hospital if you can have another. If they can't give you another room, they have to tell you why and help you work out the situation.
9. If you get sick while you are in this hospital, be sure to tell someone. Doctors will make sure you get treatment for your illness.
10. You have the right to be free from unnecessary searches of your possessions. Although hospital staff are allowed to search your possessions when you are admitted, move from one program to another, or return from pass to make sure you don't have anything dangerous, they can only do other searches of your belongings if a doctor says it's okay because he or she has reason to believe that you have something that is dangerous or bad for you. If the doctor thinks you are hiding something dangerous or bad for you on your body and asks you to remove any clothing, it must be done in private, and a hospital staff person of the same sex as you has to be in the room.
11. The hospital has to have someone come in to teach you so you don't fall behind in your schoolwork. [Editor's note:

As required by Texas Education Agency (TEA) guidelines.]

Care and Treatment

12. You have the right to be treated by people who have special education in the treatment of teenager who have conditions like yours.
13. You have the right to know ahead of time if your treatment will include any special observation methods, including videotaping, tape recorders, movies, or photographs. Your parents or guardian have to give permission for the doctors to use these things, so be sure to talk to your parents or guardian if you don't like what you hear about these special observation methods.
14. You have the right to be told about the treatments, medicines, and therapies that your doctor plan to use on you. Your parents or guardian should talk with you to be sure you think the treatments are all right. They have to give the doctor permission to use the treatments, so you should talk to them if you don't like something.
15. Your doctor and some other people will have a plan for your treatment, and you and your parents or your legal guardian have the right to help develop that plan. If there's someone else who you would like to help plan your treatment, you should tell the hospital staff. They'll make sure it's okay with your parent or legal guardian, and if it is, they will invite the person to participate.
16. You have the right to be given only the medicines you need, and no more.
17. You have the right not to be physically restrained (restriction of movement of your body by person or by a device or by being locked in a room alone) unless your doctor says it's necessary. However, if there is a situation in which staff thinks you may hurt yourself or someone else if you aren't restrained right away, you can be restrained for up to an hour before the doctor's permission is gotten. Whenever you are restrained, staff has to tell you why you are being restrained, how long you will be restrained, and what you need to do to be removed from restraint sooner.
18. You have the right to meet and get to know the people on the staff who are responsible for your care.
19. If your doctor thinks you should be transferred to another program inside or outside the hospital, you have the right to know why.
20. If you have to be taken from the hospital to another place, the hospital can't let you ride in a police car unless there isn't any other car available.

APPENDIX X

**PARIS JUNIOR COLLEGE
HEALTH OCCUPATIONS DEPARTMENT**

Student _____ Date _____

To whom it may concern:

1. Does a physical condition exist that would limit this student's participation in health care delivery?
YES _____ NO _____
2. If YES, please provide information.
 - a. The limitation is on:
_____ Lifting
_____ Moving-Turning patient
_____ Other _____
 - b. Expected length of condition _____

Signature Required:

_____, M.D. _____, Date

PHYSICAL CONDITION STATEMENT

Students with a noncontagious illness or injury* may be admitted to or choose to continue in health occupations courses. If so, the student must assume the risk that absenteeism or inability to perform duties related to learning objectives and health care delivery can result in the necessity to discontinue the program. It is the student's responsibility to obtain and provide to the instructor continual written permission from the medical doctor. The college is not responsible for exacerbation of illness, injuries, or infectious contact.

I have read and understood the "Physical Condition Statement."

Student Signature Date

Faculty Signature Date

* *i.e. broken bones, back injuries, surgery, etc.*

APPENDIX XI

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT PROGRESS ANALYSIS**

Student Name _____ Date _____

Course Prefix, Number & Name _____

Instructor Name _____

Dear Student:

This message is to inform you of your current status in the course listed above. I hope that this information will be helpful to you in your efforts to successfully complete this course. Please contact me by phone or in writing if you have questions, concerns, or comments.

Your current grade is _____. This is based on:

_____ tests	_____ assignments
_____ quizzes	_____ lab performance
_____ participation	_____ clinical performance
_____ projects/papers	_____ attendance
_____ other: _____	

COMMENTS

I RECOMMEND THAT YOU

STUDENT COMMENTS

_____	_____
Student	Faculty
	Program Coordinator

APPENDIX XII

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
STUDENT CONFERENCE FORM**

Course: _____

Student Name: _____

Date: _____

Location of Conference: _____

Time: _____

Participants: _____

Reason(s) for Conference:

- _____ excessive absences
- _____ attitudinal difficulties at clinical site and/or classroom
- _____ grades in the didactic (lecture course)
- _____ grades in the lab section
- _____ grades in the clinical section
- _____ unsafe performance in clinical/lab
- _____ electronic device policy

Please complete the supporting documentation.

Policy or competency statement:

Identifying Trends:

Decision:

- _____ Contract for improvement (to be complete) and a review conference scheduled on _____
- _____ Probation to begin on _____. (Please fill out the probation form)
- _____ Withdrawal from program student initiated
- _____ Withdrawal from program faculty team initiated
- _____ Student may reapply to the program
- _____ Written warning
- _____ Verbal warning

Student Comments:

Date of Signatures _____

Student Signature

Faculty Signature

Faculty Signature

Department Chair or Coordinator's Signature

APPENDIX XIII

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
STUDENT CONTRACT FOR IMPROVEMENT**

Course: _____

Student Name: _____

Date: _____

Policy or competency statement:

Identifying Trends:

Plan of Action:

Expected Outcomes:

Required Date of Completion _____

Date of Next Student/Faculty Conference _____

Student Comment(s):

Date of Signatures _____

Student Signature

Faculty Signature

Faculty Signature

Department Chair or Coordinator's Signature

APPENDIX XIV

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
REPORT OF UNSATISFACTORY PROGRESS (PROBATION FORM)**

Course: _____

Student Name: _____ **Date of Probation** _____

Reason for Probation:

Criteria for Removal of Probation:

Date Criteria must be met: _____ **Date of Next Student/Faculty Conference:** _____

Student Comments:

Date of Signatures: _____

Student Signature

Faculty Signature

Faculty Signature

Faculty Signature

Department Chair or Coordinator's Signature

APPENDIX XV

**PARIS JUNIOR COLLEGE RADIOLOGY TECHNOLOGY PROGRAM
REPORT OF STATUS REVIEW**

DATE OF REVIEW: _____ **STATUS REVIEWED:** _____

STUDENT: _____ **COURSE:** _____

PARTICIPANTS IN CONFERENCE: _____

SUMMARY OF TRANSACTION:

DISPOSITION:

STUDENT SIGNATURE, I, _____, have seen this document and understand its content.

Signature of Student

Signature of Faculty

Faculty

Faculty

Faculty

cc: Student, Student Record
ORIGINAL: Health Occupations Department Chair

APPENDIX XVI

C O N F I D E N T I A L
REQUEST FOR GRIEVANCE CONFERENCE

I, _____, have discussed my dissatisfaction with my grade/progress
in RADR _____ with my instructor, _____.

At this time, the faculty team and I are unable to resolve this problem and I am requesting an
appointment to discuss this with the Program Coordinator.

Following is a brief summary of my problem:

Team Leader's Comments:

Student's Signature

Date

Instructor's Signature

Instructor's Signature

Instructor's Signature

Department Chair/Coordinator's Signature

Date

APPENDIX XVII

CONFIDENTIAL

GRIEVANCE CONFERENCE REPORT

Date conference requested: _____ Date of meeting: _____

Participants: _____

Summary of Transaction:

Disposition:

Student's Signature

Instructor's Signature

Department Chair/Coordinator's Signature

APPENDIX XVIII

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
SELF EVALUATION FOR THE
_____ SEMESTER**

Student Name: _____

Date: _____

This report represents your general evaluation of your performance for the indicated semester. It is a descriptive evaluation intended to help you identify your progress, strengths, and areas of needed improvement. You are to keep one copy of the evaluation and another will be kept in your file.

RADR _____

List the strengths:

Areas of Improvement:

RADR _____

List the strengths:

Areas of Improvement:

Student Signature

APPENDIX XIX

PARIS JUNIOR COLLEGE

**ASSOCIATE DEGREE RADIOLOGY TECHNOLOGY PROGRAM
CLINICAL INSTRUCTOR EVALUATION OF STUDENT**

While the Radiology Technology Student is in your facility, we, the Faculty, would like your evaluation of the student's performance. Thank you for the time and effort involved with this student's learning.

Student Name: _____

Date: _____

Facility: _____

Preceptor: _____

Table for Scoring: 1 = unable to perform 2 = below acceptable, improvement needed
3 = acceptable 4 = above acceptable 5 = no improvement needed

Patient Care:

Circle the correct number.

Is compassionate/caring with patients	1	2	3	4	5
Participates in teaching activities	1	2	3	4	5
Communicates with staff/preceptor and clients	1	2	3	4	5
Is approachable/receptive to comments	1	2	3	4	5

Professionalism:

Punctual	1	2	3	4	5
Professional behavior/attitude	1	2	3	4	5
Appropriate attire	1	2	3	4	5
Seeks out learning experiences	1	2	3	4	5
Identifies learning needs to meet course goals	1	2	3	4	5

Knowledge/Skills:

Observes or provides care appropriate to setting	1	2	3	4	5
Demonstrates basic physical assessment skills	1	2	3	4	5
Articulates basic teaching knowledge and skills	1	2	3	4	5
Uses appropriate technique	1	2	3	4	5
Asks pertinent questions/clarifies any unclear directions	1	2	3	4	5
Demonstrates good time management skills	1	2	3	4	5
Demonstrates ability to prioritize.	1	2	3	4	5

Preceptor Signature _____

Date _____

Comments: _____

PLEASE CALL IF YOU HAVE QUESTIONS: (903) 782-0734 ATTN: RADIOLOGY CLINICAL COORDINATOR

APPENDIX XX

**PARIS JUNIOR COLLEGE
ASSOCIATE DEGREE RADIOLOGY TECHNOLOGY PROGRAM
MIDSEMESTER EVALUATION OF STUDENT**

Student Name: _____

Date: _____

Table for Scoring: 1 = unable to perform 2 = below acceptable, improvement needed
3 = acceptable 4 = above acceptable 5 = no improvement needed

Patient Care: **Circle the correct number.**

Is compassionate/caring with patients	1	2	3	4	5
Participates in teaching activities	1	2	3	4	5
Communicates with staff/preceptor and clients	1	2	3	4	5
Is approachable/receptive to comments	1	2	3	4	5

Professionalism:

Punctual	1	2	3	4	5
Professional behavior/attitude	1	2	3	4	5
Appropriate attire	1	2	3	4	5
Seeks out learning experiences	1	2	3	4	5
Identifies learning needs to meet course goals	1	2	3	4	5

Knowledge/Skills:

Observes or provides care appropriate to setting	1	2	3	4	5
Demonstrates basic physical assessment skills	1	2	3	4	5
Articulates basic teaching knowledge and skills	1	2	3	4	5
Uses appropriate technique	1	2	3	4	5
Asks pertinent questions/clarifies any unclear directions	1	2	3	4	5
Demonstrates good time management skills	1	2	3	4	5
Demonstrates ability to prioritize.	1	2	3	4	5

ABSENCES: _____

COMPS: _____ / _____ / _____

Comments: _____

Student Signature _____

Instructor Signature _____

APPENDIX XXI

**PARIS JUNIOR COLLEGE
ASSOCIATE DEGREE RADIOLOGY TECHNOLOGY PROGRAM
FINAL EVALUATION OF STUDENT**

Student Name: _____

Date: _____

Table for Scoring: 1 = unable to perform 2 = below acceptable, improvement needed
3 = acceptable 4 = above acceptable 5 = no improvement needed

Patient Care: **Circle the correct number.**

Is compassionate/caring with patients	1	2	3	4	5
Participates in teaching activities	1	2	3	4	5
Communicates with staff/preceptor and clients	1	2	3	4	5
Is approachable/receptive to comments	1	2	3	4	5

Professionalism:

Punctual	1	2	3	4	5
Professional behavior/attitude	1	2	3	4	5
Appropriate attire	1	2	3	4	5
Seeks out learning experiences	1	2	3	4	5
Identifies learning needs to meet course goals	1	2	3	4	5

Knowledge/Skills:

Observes or provides care appropriate to setting	1	2	3	4	5
Demonstrates basic physical assessment skills	1	2	3	4	5
Articulates basic teaching knowledge and skills	1	2	3	4	5
Uses appropriate technique	1	2	3	4	5
Asks pertinent questions/clarifies any unclear directions	1	2	3	4	5
Demonstrates good time management skills	1	2	3	4	5
Demonstrates ability to prioritize.	1	2	3	4	5

ABSENCES: _____

COMPS: _____ / _____ / _____

Comments: _____

Student Signature _____

Instructor Signature _____

APPENDIX XXII

**PARIS JUNIOR COLLEGE
STUDENT EVALUATION OF CLINICAL INSTRUCTOR
Radiology Technology Program**

Student Name: _____ Date: _____

Preceptor Name: _____ Clinical Site: _____

The Clinical Instructor:							
Promotes a climate of learning in the clinical area		Never	Rarely	Sometimes	Frequently	Always	N/A
a.	Assists the student to access resources in the facility	0	1	2	3	4	N/A
b.	Shares knowledge & expertise willingly	0	1	2	3	4	N/A
c.	Encourages discussion/questions	0	1	2	3	4	N/A
d.	Provides time for discussion	0	1	2	3	4	N/A
e.	Provides feedback in a supportive & constructive manner	0	1	2	3	4	N/A
f.	Demonstrates enthusiasm in the Radiology Department	0	1	2	3	4	N/A
g.	Exhibits current knowledge and clinical skills appropriate to the setting	0	1	2	3	4	N/A
h.	Exhibits appropriate interpersonal skills with students, staff, and clients	0	1	2	3	4	N/A
i.	Functions as a role model for students in the clinical area	0	1	2	3	4	N/A
j.	Uses appropriate and up-to-date references and resources	0	1	2	3	4	N/A
k.	Handles students issues effectively	0	1	2	3	4	N/A
l.	Is accessible to students	0	1	2	3	4	N/A
m.	Provides student with feedback on clinical performance	0	1	2	3	4	N/A
n.	Provides appropriate orientation to the clinical site	0	1	2	3	4	N/A
Comments:							

STUDENT SURVEY OF INSTRUCTION

YEAR	
SEMESTER	
COURSE NAME, NUMBER, AND SECTION	
CAMPUS	
INSTRUCTOR'S NAME	

READ EACH STATEMENT AND RESPOND IN THE MANNER THAT BEST REFLECTS YOUR EVALUATION OF THE BEHAVIOR. USE THE FOLLOWING DEFINITIONS TO DETERMINE YOUR RATING OF THE FACULTY MEMBER.

- Outstanding ----- Instructed very well; a model for other instructors
- Very Good ----- Instructed well; demonstrated above average instruction
- Satisfactory ----- Instructed in middle range; demonstrated average instruction
- Marginal ----- Demonstrated minimally acceptable instruction; some changes should be made to improve instruction
- Unsatisfactory -- Did not meet minimum requirements; major changes must be made to improve instruction

DARKEN COMPLETELY THE SQUARE THAT REPRESENTS YOUR CHOICE.

Q1

Mark only one square per statement

	Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
The course has been.....	<input type="checkbox"/>				
The instructor's presentation of the materials has been.....	<input type="checkbox"/>				
The instructor's methods of keeping me informed of my progress and grades have been	<input type="checkbox"/>				
The instructor's efforts to motivate me to learn in this course were.....	<input type="checkbox"/>				
The instructor's methods of treating the student with fairness and respect have been.....	<input type="checkbox"/>				
My overall rating of this instructor is.....	<input type="checkbox"/>				
The instructor presents a syllabus that includes objectives, course requirements and a grading system that is.....	<input type="checkbox"/>				
The instructor organizes clear presentations that are.....	<input type="checkbox"/>				
The instructor summarizes previous points periodically.....	<input type="checkbox"/>				
The instructor tells students what is expected on exams and assignments...	<input type="checkbox"/>				
The instructor administers exams reflecting course content and assignments.....	<input type="checkbox"/>				

Q2 Mark only one square per statement

	Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
The instructor provides useful feedback/constructive criticism.....	<input type="checkbox"/>				
The instructor grades in a fair and consistent manner.....	<input type="checkbox"/>				
The instructor uses practical points	<input type="checkbox"/>				
The instructor encourages student questions and comments.....	<input type="checkbox"/>				
The instructor engages students in the learning process.....	<input type="checkbox"/>				
The instructor exhibits enthusiasm for the subject matter.....	<input type="checkbox"/>				

Q3 If possible, I would enroll in another class taught by this instructor.....

Definitely.....

Highly probable.....

Maybe.....

Not likely.....

Under no circumstance.....

Q4 Considering what you have learned from this course, would you say

I learned or gained a great deal.....

I learned or gained more than expected.....

I learned or gained enough to make it worthwhile.....

I learned or gained very little.....

I learned or gained nothing.....

Q5 Are you taking this course as a requirement?

YES.....

NO.....

Q6 Your instructor would like to know some thing(s) he/she did particularly well

Q7 Your instructor would like to know some specific thing(s) you did not like about the course that he/she should change to improve his/her teaching

APPENDIX XXIV

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
CLINICAL ROTATION SUMMARY REPORT SHEET
CLINICAL ROTATION _____ SEMESTER**

Core: General Radiology

Specialty: CT, MRI, US, Radiation Therapy, Mammography, Specials, Bone Density, PET, Nuclear Medicine

Date	Hospital	Procedures	Observed	Assisted	Performed	Mastered Competency
		TOTALS:				

APPENDIX XXV

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
SUMMATIVE EVALUATION FOR THE
_____ SEMESTER**

Student Name: _____

Date: _____

This report represents the faculty's general evaluation of your performance for the indicated semester. It is a descriptive evaluation intended to help you identify your progress, strengths, and areas of needed improvement. You are to keep one copy of the evaluation and another will be kept in your file.

Classroom grade for RADR _____ is _____

List the strengths:

Areas of Improvement:

The area the faculty would like to see the most improvement for the _____ semester is:

Clinical grade for RADR _____ is _____

List the strengths:

Areas of Improvement:

The area the faculty would like to see the most improvement for the _____ semester is:

Faculty Member Signature

Student Signature

Program Coordinator's Signature

APPENDIX XXVI

Paris Junior College
Radiology Program Employer Survey

Facility Name: _____ Date: _____

Date of Employment: _____ Length of Employment: _____

What is the graduate's role at your facility? (ex: staff technologist) _____

Please circle the answer to the following questions according to you opinion:

5 = Strongly Agree 4 = Agree 3 = Sometimes Agree 2 = Disagree 1 = Strongly Disagree NA = does not apply

A. Attendance and Punctuality

- 1. Arrives to work prepared and on time, with few absences 1 2 3 4 5 NA
- 2. Proves to be responsible when taking emergency call 1 2 3 4 5 NA

B. Professionalism, Judgment, and Attitude

- 1. Exhibits self-direction and responsibility for actions 1 2 3 4 5 NA
- 2. Demonstrates compassion for the patient and maintains his/her confidentiality 1 2 3 4 5 NA
- 3. Exhibits enthusiasm and interest toward work 1 2 3 4 5 NA
- 4. Established and maintains good rapport with co-workers 1 2 3 4 5 NA
- 5. Recognizes the value of teamwork and functions well as a team member 1 2 3 4 5 NA
- 6. Exhibits a strong sense of ethical behavior and surgical conscience 1 2 3 4 5 NA
- 7. Is receptive to constructive suggestions or corrections 1 2 3 4 5 NA
- 8. Responds calmly and effectively under pressure 1 2 3 4 5 NA
- 9. Observes rules of safety and takes no unnecessary risks 1 2 3 4 5 NA
- 10. Adjusts well to new tasks and situations 1 2 3 4 5 NA
- 11. Participates in continuing education and professional development 1 2 3 4 5 NA
- 12. Demonstrates problem-solving skills 1 2 3 4 5 NA
- 13. Age appropriate communication skills utilized 1 2 3 4 5 NA

C. Clinical Skills and Performance

Demonstrates the following:

- 1. The knowledge as an entry level technologist 1 2 3 4 5 NA
- 2. A knowledge of Radiology anatomy and physiology 1 2 3 4 5 NA
- 3. How to set exposure techniques 1 2 3 4 5 NA
- 4. Appropriate positioning 1 2 3 4 5 NA
- 5. Image quality 1 2 3 4 5 NA
- 6. Radiation protection for self and patient 1 2 3 4 5 NA
- 7. Ability to use equipment, supplies, and instrumentations 1 2 3 4 5 NA
- 8. Patient care concepts (eg, consents, identification, transportation, & etc) 1 2 3 4 5 NA

D. Additional questions

- 1. In general, this graduate was adequately prepared for an entry level position? 1 2 3 4 5 NA
- 2. Given the opportunity, I would hire another graduate from this program? 1 2 3 4 5 NA
- 3. The graduate needed little time after hiring to be supervised and monitored? 1 2 3 4 5 NA

APPENDIX XXVI

4. What are the graduate's strengths?

5. What are the graduate's weaknesses?

6. What recommendations do you have for improvement in training for future graduates would you like to make? (What part would you keep, and what part would you like to change?)

7. Comments concerning this graduate:

Thanks for your cooperation in filling out our survey. This will allow us to make the necessary changes to help improve our program for future technologist.

Name and Title of Evaluator_____

Signature_____ Date_____

Paris Junior College
Radiology Program
Clinical Competency Form

Student's Name: _____ Date: _____

Competency to Perform: _____ Procedure Name _____

Grading Scale:

**5 = No room for improvement. 4 = Above standard. 3 = Criteria Met.
2 = Improvement Needed. 1 = Unable to Perform. NA = does not apply**

Students must meet the following criteria to pass competency:

1. Addressed patient properly.	1	2	3	4	5	NA
2. Took proper history.	1	2	3	4	5	NA
3. Dressed patient properly.	1	2	3	4	5	NA
4. Explained procedure.	1	2	3	4	5	NA
5. Positioned patient correctly.	1	2	3	4	5	NA
6. Positioned the part correctly.	1	2	3	4	5	NA
7. Selected the proper film size.	1	2	3	4	5	NA
8. Selected the proper technique.	1	2	3	4	5	NA
9. Aligned tube and bucky.	1	2	3	4	5	NA
10. Used proper shielding to protect the patient.	1	2	3	4	5	NA
11. Used proper shielding to protect self.	1	2	3	4	5	NA
12. Marked film appropriately with lead markers.	1	2	3	4	5	NA
13. Able to critique the developed radiograph.	1	2	3	4	5	NA
14. Proper dismissal of patient.	1	2	3	4	5	NA
15. Able to use critical thinking in trauma situation.	1	2	3	4	5	NA
16. Exhibits professionalism.	1	2	3	4	5	NA
17. Exhibits interest and initiative.	1	2	3	4	5	NA
18. Maintains confidentiality in all situations.	1	2	3	4	5	NA

Any additional comments or areas of concern:

Evaluator's Signature: _____

Note: The student must have passed lab competency before passing clinical competency.

Paris Junior College
Radiology Program
Clinical Competency Form

Student's Name: _____ Date: _____

Competency to Perform: _____ Procedure Name _____

Grading Scale:

**5 = No room for improvement. 4 = Above standard. 3 = Criteria Met.
2 = Improvement Needed. 1 = Unable to Perform. NA = does not apply**

Students must meet the following criteria to pass competency:

1. Addressed patient properly.	1	2	3	4	5	NA
2. Took proper history.	1	2	3	4	5	NA
3. Dressed patient properly.	1	2	3	4	5	NA
4. Explained procedure.	1	2	3	4	5	NA
5. Positioned patient correctly.	1	2	3	4	5	NA
6. Positioned the part correctly.	1	2	3	4	5	NA
7. Selected the proper film size.	1	2	3	4	5	NA
8. Selected the proper technique.	1	2	3	4	5	NA
9. Aligned tube and bucky.	1	2	3	4	5	NA
10. Used proper shielding to protect the patient.	1	2	3	4	5	NA
11. Used proper shielding to protect self.	1	2	3	4	5	NA
12. Marked film appropriately with lead markers.	1	2	3	4	5	NA
13. Able to critique the developed radiograph.	1	2	3	4	5	NA
14. Proper dismissal of patient.	1	2	3	4	5	NA
15. Able to use critical thinking in trauma situation.	1	2	3	4	5	NA
16. Exhibits professionalism.	1	2	3	4	5	NA
17. Exhibits interest and initiative.	1	2	3	4	5	NA
18. Maintains confidentiality in all situations.	1	2	3	4	5	NA

Any additional comments or areas of concern:

Evaluator's Signature: _____

Note: The student must have passed lab competency before passing clinical competency.

Paris Junior College
Radiology Program
Clinical Competency Form

Student's Name: _____ Date: _____

Competency to Perform: _____ Procedure Name _____

Grading Scale:

**5 = No room for improvement. 4 = Above standard. 3 = Criteria Met.
2 = Improvement Needed. 1 = Unable to Perform. NA = does not apply**

Students must meet the following criteria to pass competency:

1. Addressed patient properly.	1	2	3	4	5	NA
2. Took proper history.	1	2	3	4	5	NA
3. Dressed patient properly.	1	2	3	4	5	NA
4. Explained procedure.	1	2	3	4	5	NA
5. Positioned patient correctly.	1	2	3	4	5	NA
6. Positioned the part correctly.	1	2	3	4	5	NA
7. Selected the proper film size.	1	2	3	4	5	NA
8. Selected the proper technique.	1	2	3	4	5	NA
9. Aligned tube and bucky.	1	2	3	4	5	NA
10. Used proper shielding to protect the patient.	1	2	3	4	5	NA
11. Used proper shielding to protect self.	1	2	3	4	5	NA
12. Marked film appropriately with lead markers.	1	2	3	4	5	NA
13. Able to critique the developed radiograph.	1	2	3	4	5	NA
14. Proper dismissal of patient.	1	2	3	4	5	NA
15. Able to use critical thinking in trauma situation.	1	2	3	4	5	NA
16. Exhibits professionalism.	1	2	3	4	5	NA
17. Exhibits interest and initiative.	1	2	3	4	5	NA
18. Maintains confidentiality in all situations.	1	2	3	4	5	NA

Any additional comments or areas of concern:

Evaluator's Signature: _____

Note: The student must have passed lab competency before passing clinical competency.

Paris Junior College
Radiology Program
Clinical Competency Form

Student's Name: _____ Date: _____

Competency to Perform: _____ Procedure Name _____

Grading Scale:

**5 = No room for improvement. 4 = Above standard. 3 = Criteria Met.
2 = Improvement Needed. 1 = Unable to Perform. NA = does not apply**

Students must meet the following criteria to pass competency:

1. Addressed patient properly.	1	2	3	4	5	NA
2. Took proper history.	1	2	3	4	5	NA
3. Dressed patient properly.	1	2	3	4	5	NA
4. Explained procedure.	1	2	3	4	5	NA
5. Positioned patient correctly.	1	2	3	4	5	NA
6. Positioned the part correctly.	1	2	3	4	5	NA
7. Selected the proper film size.	1	2	3	4	5	NA
8. Selected the proper technique.	1	2	3	4	5	NA
9. Aligned tube and bucky.	1	2	3	4	5	NA
10. Used proper shielding to protect the patient.	1	2	3	4	5	NA
11. Used proper shielding to protect self.	1	2	3	4	5	NA
12. Marked film appropriately with lead markers.	1	2	3	4	5	NA
13. Able to critique the developed radiograph.	1	2	3	4	5	NA
14. Proper dismissal of patient.	1	2	3	4	5	NA
15. Able to use critical thinking in trauma situation.	1	2	3	4	5	NA
16. Exhibits professionalism.	1	2	3	4	5	NA
17. Exhibits interest and initiative.	1	2	3	4	5	NA
18. Maintains confidentiality in all situations.	1	2	3	4	5	NA

Any additional comments or areas of concern:

Evaluator's Signature: _____

Note: The student must have passed lab competency before passing clinical competency.

Student's Name:

	Lab	Column 1	Column 2	Column 3
Abd Acute Series				
Abd-Decubs*				
Abdomen 2V				
Abdomen Portable				
Abdomen Supine (KUB)				
Abdomen Upright				
A-C Jts*				
Acetabulum*				
Ankle				
Arthrography*				
Barium Enema (Single or Double)*				
Bone Age				
Bone Survey				
Calcaneus (Os Calcis)*				
Care of Patient Medical Equipment				
C-Arm Procedure (More than one projection)				
C-Arm Procedure (Manipulation around sterile field)				
Chest AP Upright				
Chest Lat Decubs*				
Chest Lordotic				
Chest Portable (wheelchair/stretchers)				
Chest Routine				
Chest Supine				
Cholangiogram-OR				
Clavicle*				
Coccyx*				
CPR Certified				
C-Spine Flexion & Extension				
C-Spine 2-3V				
C-Spine 5V				
C-Spine-Cross Table Lat - Trauma*				
Cystography / Cystourethrography*				
Elbow				
ERCP*				
Esophagus*				
Facial Bones*				
Femoral Necks				
Femur				
Finger (not thumb)				
Foot				
Forearm				
Foreign Body/Soft Tissue				
Fuchs				

Geriatric-Chest Routine (65 years+)				
Geriatric-Lower Extremity				
Geriatric-Upper Extremity				
Grashey shoulder				
Hand				
Hip				
Hip Cross Table Lateral				
Humerus				
IVP*				
Knee				
Knee - Intercondylor Fossa				
Lower Extremity - Trauma				
Lumbar - Flexion & Extension				
Lumbar Bending				
Lumbar Spine 2-3V				
Lumbar Spine 5V				
Mandible (or Panorex)*				
Miscellaneous				
Myelography*				
Nasal Bones*				
Orbits / Optic Foramina*				
Orthopedic -Portable				
Patella*				
Pediatric - Abdomen*				
Pediatric - Chest Routine				
Pediatric - Lower Extremity*				
Pediatric - Mobile Study*				
Pediatric - Upper Extremity*				
Pelvis				
Retrograde Pyelography				
Ribs - Unilateral				
Ribs-Bilateral				
Sacroiliac Jts*				
Sacrum*				
Scapula*				
Scapular Y				
Scoliosis Survey*				
Shoulder - Axillary				
Shoulder - Routine				
Shoulder - Transthoracic				
Shoulder - Trauma				
Sinuses*				
Skull *				
Small Bowel Series*				
Soft Tissue Neck (Upper Airway)*				
Sterile & Aseptic Technique				
Sternoclavicular Jts				
Sternum*				

Swallowing Dysfun Study				
Swimmer's View				
Thumb				
Tibia / Fibula				
TMJ				
Toes*				
Transfer of Patient				
T-Spine				
UGI (Single or Double)*				
Upper Ext - Trauma (non-shoulder)				
Venipuncture				
Vital Signs-Blood Pressure				
Vital Signs-Temperature				
Vital Signs-Pulse				
Vital Signs-Respiration				
Vital Signs-Pulse Oximetry				
Wrist				
Wrist -Navicular*				
Zygomatic Arches*				
GRAND TOTALS	0	0	0	0

This means MANDATORY exam for ARRT

To graduate you must have 31 MANDATORY exams

* ELECTIVE exam for ARRT

To graduate you must have 15 ELECTIVE exams
*One of the 15 elective must be from head section and
Two of the 15 elective must be selected from the
fluoroscopy section, one of which must be either an
Upper GI or a barium
enema

*In additon to the comps required by program.

The highlighted exams are mandatory and/or elective exams that must be completed prior to graduation. Elective exams have a * beside them.

Must Meet the Following Requirements for Each Semester

	<u>Column 1</u>
	> 12
Semester 1 for an 51	Competencies
	> 10
Semester 1 for an 41	Competencies
	=> 8
Semester 1 for an 31	Competencies
	< 8
Semester 1 for an 0	Competencies

	<u>Column 1</u>	<u>Column 2</u>
	> 24	
Semester 2 for an 51	Competencies	> 12 Competencies
	> 22	
Semester 2 for an 41	Competencies	> 10 Competencies
	=> 20	
Semester 2 for an 31	Competencies	=> 8 Competencies
	< 20	
Semester 2 for an 0	Competencies	< 8 Competencies

	<u>Column 1</u>	<u>Column 2</u>
	> 36	
Semester 3 for an 51	Competencies	> 24 Competencies
	> 34	
Semester 3 for an 41	Competencies	> 22 Competencies
	=> 32	
Semester 3 for an 31	Competencies	=> 20 Competencies
	< 32	
Semester 3 for an 0	Competencies	< 20 Competencies

	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
	> 48		=> 20
Semester 4 for an 51	Competencies	> 36 Competencies	Competencies
	> 46		=> 18
Semester 4 for an 41	Competencies	> 34 Competencies	Competencies
	=> 44		=> 16
Semester 4 for an 31	Competencies	=> 32 Competencies	Competencies
	< 44		< 16
Semester 4 for an 0	Competencies	< 32 Competencies	Competencies

	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
	> 60		=> 40
Semester 5 for an 51	Competencies	> 48 Competencies	Competencies
	> 58		=> 36
Semester 5 for an 41	Competencies	> 46 Competencies	Competencies
	=> 56		=> 32
Semester 5 for an 31	Competencies	=> 44 Competencies	Competencies
	< 56		< 32
Semester 5 for an 0	Competencies	< 44 Competencies	Competencies

	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
	> 72		> 60
Semester 6 for an 51	Competencies	> 60 Competencies	Competencies
	> 70		> 56
Semester 6 for an 41	Competencies	> 58 Competencies	Competencies
	=> 68		=> 52
Semester 6 for an 31	Competencies	=> 56 Competencies	Competencies
	< 68		< 52
Semester 6 for an 0	Competencies	< 56 Competencies	Competencies

EXAMPLES:

<p>The Totals Must Meet Both First and Second Column Requirements. Example Col 1 = 24 Col 2 = 10 41 points received, because did not meet Col 2 requirements.</p>	<p>Example: If total from 1 column is a 51pts, and the total from another column is 31pts, then you will receive only 31pts</p>	<p>Example: If total from Column 1 is 31pts, and Column 2 is an 51pts, Column 3 is an 41pts, then you will receive 31pts.</p>
---	--	--

If you receive an F in any semester, you may not continue in the program.

Simulations may be done on elective exams with approval from you Clinical Instructor. Miscellaneous may be used if approved by Clinical Coordinator, and does not fall under any other category. The miscellaneous procedure must be able to be performed up to three times, so that it may be accomplished for a terminal competency.

ARRT Clinical/Documentation Requirements

As part of their educational program, candidates must demonstrate competence in the clinical activities identified. Demonstration of clinical competence means that the program director or designee has observed the candidate performing the procedure, and that the candidate performed the procedure independently, consistently, and effectively. Candidates must demonstrate competence in the areas listed below.

- Six mandatory general patient care activities.
- Thirty-one mandatory imaging procedures.
- Fifteen elective imaging procedures to be selected from a list of 35 procedures.
- One elective imaging procedure from the head section.
- Two elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Barium Enema.

APPENDIX XXIX

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
25 Texas Administrative Code 289.231
Program Policy**

I have read and understand the 25 Texas Administrative Code 289.231 Program Policy.

I agree to keep the Paris Junior College Program Coordinator/Clinical Coordinator promptly informed, in writing, of activities/employment other than those of a student in which exposure to ionizing radiation is part of that activity/employment. I will wear the proper film badge in each capacity of ionizing radiation exposure (student or employee).

Student Signature

Date

PARIS JUNIOR COLLEGE RADIOLOGY TECHNOLOGY PROGRAM

STUDENT DECLARED PREGNANCY FORM

According to the 25 TEXAS ADMINISTRATIVE CODE 289.202, pp 202-15, the **dose to an embryo/fetus** during the entire gestation period shall not exceed **500 millirem** due to occupation exposure of a **declared female/student** at any facility. A student **may declare her pregnancy in writing** to assure protection of the embryo/fetus due to the mother's occupational radiation exposure. A fetal dose badge should be worn at the declared pregnant student's abdomen to monitor the embryo/fetal dose. The declared pregnant student's collar badge may be used for this purpose (in the first few weeks, the dose received to the declared pregnant student's collar badge is assigned to the embryo/fetus). **A fetal badge will be acquired as soon as possible for the declared pregnant student.**

It is the responsibility of the declared pregnant student to maximize her effort to **avoid radiation exposure and to keep her dose AS LOW AS REASONABLY ACHIEVABLE (ALARA)**. Those students who declare their pregnancy will have their dose and the dose to the fetal badge **reviewed and documented monthly** by the Program Coordinator. Every attempt will be made to keep the monthly dose to the minimum reading, but **less than 50 millirem/month** for the gestation period. Please note that the pregnant student must declare herself "**NOT PREGNANT**" AFTER DELIVERY.

INSTITUTION: _____

STUDENT'S NAME: _____

STUDENT'S SIGNATURE: _____

DATE: _____

ESTIMATED DATE OF CONCEPTION: _____

RADIOLOGY PROGRAM DIRECTOR: _____

DATE: _____

Paris Junior College
Radiology Program Graduate Survey

Name: _____ Date: _____

Graduation Date: _____

1. Date of Certification or Planned Date to take ARRT exam? _____

2. Are you planning further your education? _____
If yes, at what college and when? _____

3. Are you employed in the Radiology Field? Yes or No
If yes, Name of Employer _____
Address _____
Phone _____

Please circle the answer to the following questions according to you opinion:

5 = Strongly Agree 4 = Agree 3 = Sometimes Agree; add comments
2 = Disagree; add comments 1 = Strongly Disagree; add comments

4. The clinical portion of the radiology program prepared me for the entry level profession.
1 2 3 4 5

5. The didactic section of the radiology program prepared me for the entry level profession.
1 2 3 4 5

6. The radiology program prepared me for the ARRT registry examination. 1 2 3 4 5

7. The program director, clinical coordinator, clinical instructors, and staff were available if need for assistance throughout the program. 1 2 3 4 5

8. The staff of the program met my needs as a student, and they treated each student equally.
1 2 3 4 5

9. The staff of the program were competent and prepared for instructions and evaluations.
1 2 3 4 5

10. Program policies and procedures were clearly defined and enforced as needed.
1 2 3 4 5

11. What is your overall satisfaction of the Radiology Program at Paris Junior College?

1 2 3 4 5

12. What do you feel were strengths of the program?

13. What do you feel were weaknesses of the program?

14. If you were allowed to make any changes to the program, what would it be?

(What part would you keep, and what part would you change if any?)

15. Comments about your education:

Thanks for your cooperation in filling out our survey. This will allow us to make the necessary changes to improve the program for future technologist.

Graduate's Signature: _____

EXCESSIVE EXPOSURE REPORT

STUDENT NAME _____

SSN _____

DOB _____

An Excessive Exposure of _____ was noted on dosimetry report

Dated _____.

Cause of Elevated Exposure:

Student Version:

Clinical Instructor Version:

Corrective Steps:

Name: _____

Date: _____

Clinical Site Check-List

_____ **Meet the Director of Radiology**

(Director will explain expectations of students while at their facility)

_____ **Meet Clinical Instructor**

_____ **Meet all Clinical Staff**

_____ **Facilities protocol book**

_____ **Technique Chart**

_____ **Tour facility** (ER, OR, CT, MRI, US, ICU, floors, break room, etc.)

_____ **Process for Procedures** (receiving orders, scheduling, etc.)

_____ **Orientate to all Radiology equipment**

(Portables, Fluoroscopy, OR, CR, DR, Computer Systems, etc.)

_____ **Orientate to facility's health and safety policies and procedures**

(fire, electrical, chemical, code buttons, crash carts, standard precaution supplies, GI supplies, Invasive supplies, Radiation Safety for each Modality at your facility, all department forms, etc.)

_____ **Entry Codes** (Nursery, ER, ICU, CT, MRI, OR, etc.)

_____ **Parking** (where to park as a student)

Signature of Clinical Instructor

*To be completed on 1st day at site

Date

APPENDIX XXXIV

STUDENT VERIFICATION OF POLICIES

I HAVE ACCESS TO A COPY OF THE RADIOLOGY TECHNOLOGY STUDENT HANDBOOK AND I HAVE READ THE FOLLOWING:

- | (Policies located in the Radiology Technology Program Student Handbook) | Initial |
|---|---------|
| 1. Radiology Technology Student Handbook | _____ |
| 2. Student Faculty Agreement
(Appendix I in the Radiology Technology Student Handbook) | _____ |
| 3. Permission to Release Information
(Appendix II in the Radiology Technology Student Handbook) | _____ |
| 4. Safety Protocol
(Appendix IV in the Radiology Technology Student Handbook) | _____ |
| 5. Summary of Standard Precautions
(Appendix V in the Radiology Technology Student Handbook) | _____ |
| 6. Patient Confidentiality Statement
(Appendix VI in the Radiology Technology Student Handbook) | _____ |
| 7. Basic Rights for all Patients
(Appendix VII in the Radiology Technology Student Handbook) | _____ |
| 8. Rights of the Elderly
(Appendix VIII in the Radiology Technology Student Handbook) | _____ |
| 9. Teen’s Bill of Rights
(Appendix IX in the Radiology Technology Student Handbook) | _____ |
| 10. Physical Condition Statement
(Appendix X in the Radiology Technology Student Handbook) | _____ |
| 11. 25 Texas Administrative Code 289.231 Program Policy
(Appendix XXIX in the Radiology Technology Student Handbook) | _____ |
| 12. Pregnancy Policy | _____ |
| 13. US Nuclear Regulatory Commission Guide 8.13 | _____ |

I HAVE READ, UNDERSTAND, can access and agree to follow each of the policies, protocols and/or statements instructions within the Radiology Technology and Paris Junior College student handbooks during my enrollment at Paris Junior College and the Radiology Program.

Student Signature

Date

These arrangements are in effect for the duration of the student’s enrollment in Paris Junior College Radiology Technology Program.