

## INTRODUCTION

Radiologic Technology offers a challenging career with excellent opportunities for advancement. The profession is in need of both qualified entry level technologists and advanced level specialists.

Jones County Junior College welcomes your interest in radiography. We hope that you will find this brochure both helpful and informative. It is designed to serve as a guide through the application process and to yield a general understanding of the radiographer program. The brochure will provide basic information about the school, the application procedure, student selection, school policies; as well as other useful information. It is not the intent of this brochure to create a property interest in a job for any applicant, student, or employee, nor to become a contract of employment. Jones County Junior College reserves the right to make program changes as deemed necessary.

Applications to the Radiography Program are accepted through March 1<sup>st</sup> each year. All application requirements must be completed at the time of application. Application information and supporting materials, and documents must be submitted as a complete packet. Partial packets will be returned to the applicant. **Only complete applications submitted on or before March 1<sup>st</sup> will be considered.** If you have any questions or need further information, please contact the Radiography Program Office.

## SPONSORSHIP

Jones County Junior College assumes responsibility for the Radiographer Program. The program currently has five clinical affiliates. The affiliates are Forrest General Hospital, Laurel Bone and Joint Clinic, Magee General Hospital, South Central Regional Medical Center, and Wayne General Hospital. The radiographer program is a 24 month educational track leading to an Associate of Applied Science Degree. The college also offers academic courses which can apply toward a baccalaureate degree in radiologic technology. The program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRC/ERT)  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Telephone: 312-704-5300

The school maintains this accreditation through compliance with the "Standards for an Accredited Educational Program in Radiologic Sciences". The accreditation process and compliance with the "Standards" offer both a means of providing public assurance that a program meets accreditation standards and a stimulus to programmatic improvement.

The American Registry of Radiologic Technologists is the certification body for graduates of the Jones County Junior College Radiographer Program. Graduates of the program are qualified to take the American Registry of Radiologic Technologist's examination. Upon successful completion of the Registry examination, the graduate earns the title of Registered Technologist, Radiography, R.T. (R). (Eligibility for examination requires that the candidate be of good moral character. Candidates with past misdemeanor or felony convictions are advised to contact the A.R.R.T. to determine eligibility)

## NON - DISCRIMINATION STATEMENT

**Jones County Junior College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:**

**ADA/ Section 504**  
**Jacquelyne Barnett, ADA/Section 504 Coordinator**  
**Jones County Junior College**  
**900 South Court Street**  
**Ellisville, MS 39437**  
**601-477-4028**

**Title X**  
**Mr. John Carter, Assistant to the President**  
**Jones County Junior College**  
**900 South Court Street**  
**Ellisville, MS 39437**  
**601-477-4161**

## **DISABILITY NOTICE**

Jones County Junior College students who wish to obtain educational accommodations due to qualifying disabilities should contact Jacquelyne Barnett, ADA/504 Coordinator, Office 117, Hutcheson-Hubbard Administration Building, 601-477-4028. Documentation of disability may be required. Grievance procedures related to this area are available in this office.

### **OUR MISSION AND GOALS**

The mission of the Jones County Junior College Radiography Program is to provide a competency-based educational program which provides methods of instruction based on student acquisition of academic knowledge, clinical thinking and problem-solving skills, and occupational specific skills. The program will focus on meeting the needs of the Radiologic Technology and other medical professions. Faculty efforts will prepare students with skills, knowledge, and confidence to enter and progress in the field of Radiography Technology and become an economically independent, productive, and contributing member of society.

**In pursuit of this mission, we have established goals for both the program and our students:**

#### **Our Program Goals are to:**

1. Provide quality instructional and clinical opportunities necessary for preparing the student radiographer for the American Registry of Radiologic Technologists Examination and entry into the field of Radiologic Technology.
2. Obtain the necessary radiographic equipment, computer hardware, and radiographic software needed to prepare the student for entry level employment and advanced opportunities in the rapidly advancing technological aspects of Radiologic Technology, and to meet all requirements of the State Department of Education's Standards and Measures.
3. Provide qualified instructional faculty who maintain current knowledge of the technological and educational trends in Radiography.

#### **Our Student Outcome Goals are as follows:**

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem solving skills
4. Students will demonstrate professional growth and development.
5. The program will graduate entry-level technologists.

Carrying out this mission requires teamwork and dedication not only from the college, program, and clinical education centers, but also from you the student. As a student radiographer, your role will be to dedicate yourself to increasing your knowledge of patient care and radiography as you prepare to become a health care professional.

### **APPLICATION REQUIREMENTS**

The applicant must:

1. Meet all general admission requirements. (See the College Affairs Section)
2. Submit a completed radiography program application.
3. Be at least 18 years of age.
4. Have a minimum composite score of 17 on the American College Test (ACT)
5. Have a minimum G.P.A. of 2.5
6. Have completed each prerequisite course, with at least a C average, prior to program application.
7. Be able to perform the following functions:
  - Reach and manipulate equipment at a height of six feet.
  - Lift or move objects weighing a minimum of fifty (50) pounds.
  - Stand for lengthy periods (approximately 6 hours a day).

- Walk long distances in reasonable time (approximately 1/4 mile in 5 minutes).
  - Display good manual dexterity.
8. Complete and submit the first page of the medical examination as part of the application procedure.

### APPLICATION PROCEDURE

Applications will be accepted through **March 1st** each year. **Only complete application packets will be considered.**

On or before **March 1st**:

1. Submit the complete application packet to include:
  1. The applicant information form
  2. A.C.T. scores
  3. College transcript(s)
  4. Report of Medical Examination (1<sup>st</sup> page only)
  5. Reference forms (2), (Preferably one personal and one employer)
  - Application packets will be accepted at any time through March 1<sup>st</sup> for the upcoming class.
  - The application materials must be submitted as a complete packet. No individual forms or incomplete information will be accepted. **The application packet must include: the application form, the information form, two reference forms, the report of medical examination, and all transcripts including A.C.T. results.**
  - Only completed application packets properly submitted on or before March 1<sup>st</sup> will be considered.

### APPLICATION FOR ADVANCED STANDING, TRANSFER OF CREDIT OR READMISSION

Application for advanced standing, transfer of credit, or readmission may be submitted at any time. Applicants, who wish to apply for advanced standing, transfer of credit, or readmission into the program must submit a written request, meet all application requirements, and complete the application process. The request, application, and all required materials should be submitted to the Radiography Program Director. Applications for advanced standing, transfer of credit, or readmission are considered based on available clinical positions, grades, course work, and references. Completed applications are presented to the Dean of Career and Technical Education and the Academic Dean for consideration. The applicant is then notified of the decision.

**Applicants applying for advance standing or readmission into the Radiography Program must:**

1. Meet all general admission requirements of the college (See the College Affairs Section)
2. Submit a completed radiography application including a written explanation describing the reason and type of admission being requested.
3. Be at least 18 years of age.
4. Have a composite score of 17, or equivalent on the A.C.T.
5. Have a minimum G.P.A. of 2.5.
6. Have course work equivalent to the level for which he/she is making application.
7. Submit official college transcripts from all colleges attended.
8. Submit midterm grades if applicable.
9. Submit a reference from the previous Radiography Program attended.
10. Be able to perform the following functions:
  - Reach and manipulate equipment at a height of six feet.
  - Lift or move objects weighing a minimum of fifty (50) pounds.
  - Stand for lengthy periods (approximately 6 hours a day).
  - Walk long distances in reasonable time (approximately 1/4 mile in 5 minutes).
  - Display good manual dexterity.
11. Undergo a physical examination and submit an acceptable report of medical examination..
12. Provide evidence of a criminal background check or submit to finger printing for a background check.

## STUDENT SELECTION

The Radiographer Program is currently accredited for fourteen first year students.

Each application is screened to insure that the applicant meets all minimum requirements. Thirty six applicants will be selected to interview for the program. Selection of the applicants for interview will be based on academic achievement and employment history. Applicants selected for interview will be notified of the date, time, and location of the admission interview by mail.

The Admissions Committee will select fourteen applicants to become students of the radiographer program. In addition to the fourteen applicants selected, the committee will also select three alternates. In the event that an applicant cannot accept their position, an alternate will be notified and offered the position.

Selection criteria are based on academic records such as G.P.A., A.C.T. scores, completed college course work, work experience, and a personal interview by the Admissions Committee. Selection criteria in each category are weighted as follows:

Academic	50%
Work Experience	10%
Interview	40%

All applicants will be notified of the interview results by mail.

## ADMISSION TO THE PROGRAM

The newly selected student will attend an orientation meeting. The date, time, and location of this meeting will be announced in the acceptance letter

Prior to beginning the program, the student must:

1. Undergo a physical examination and submit an acceptable report of medical examination.
2. begin hepatitis vaccinations or sign a declination form.
3. have the Tuberculin Skin Test and Varicella Titer IGG and submit results to the Program Director.
4. complete twenty four hours of orientation at Forrest General Hospital and South Central Regional Medical Center before the first day of class.
5. obtain American Heart C.P.R. certification
6. submit to finger printing resulting in a clear criminal background check. This will be scheduled by the program after student acceptance into the program.

**(All related charges for these services are the responsibility of the student)**

## PREGNANCY POLICY

Female radiography students who become pregnant while in the Radiography Program have the option to inform program officials of her pregnancy. If she chooses to voluntarily inform program officials of the pregnancy, it must be in writing and indicate the expected date of confinement (delivery). In the absence of written disclosure, the student cannot be considered pregnant. The student may un-declare the pregnancy at any time by submitting written notice of declination of pregnancy to the Program Director.

The female radiography student is responsible for adherence to this policy and any results of exposure to radiation during the pregnancy.

If the student elects not to inform program officials of her pregnancy, she should adhere to the A.L.A.R.A. concept, keeping radiation exposure as low as reasonably achievable. According to the Nuclear Regulatory Commission (N.R.C.), radiation exposure for the undeclared pregnant woman is the same as the normal occupational limits for the adult worker, 5 rems per year. However the undeclared pregnant radiography student should be aware that the N.R.C. indicates that the pregnant woman should not exceed 0.5 rems during the entire gestational period.

If the student chooses to disclose her pregnancy, she has the option of continuing the program without modification or interruption, modifying clinical assignments to reduce the risk of radiation exposure, taking a leave of absence from clinical assignments, and/or taking leave of absence from the program. The student should use all available resources in making an informed decision.

If the student opts to continue the program without modification or interruption she should adhere to the A.L.A.R.A. concept, keeping radiation exposure as low as reasonably achievable. The maximum allowable exposure for the declared pregnant radiography student is 0.5 rems during the entire gestational period. She should wear two radiation exposure badges, one on the collar and one at the waist, and routinely monitor radiation badge reports. All student radiation monitor badges are provided by the college.

If the student opts to modify clinical assignments, the following recommendations are offered.

**Pregnant personnel in Radiology:**

- 1) should not enter a radiation therapy suite during the treatment of a patient.
- 2) should not perform fluoroscopic procedures, mobile radiography, or surgical radiography.
- 3) should remain behind the control panel during any radiographic exposure.
- 4) should wear two radiation exposure badges, one on the collar and one at the waist, and routinely monitor radiation badge reports. The maximum allowable exposure for the declared pregnant radiography student is 0.5 rems during the entire gestational period. All student radiation monitor badges are provided by the college.
- 5) should use extreme care and avoid all radiation exposure possible

If the student opts to take a leave of absence from clinical assignments, she will be allowed to return upon completion of the pregnancy and complete her clinical education.

If the student opts to take a leave of absence from the program, she will be allowed to return upon completion of the pregnancy and continue the program.

The pregnant radiography student who opts to modify clinical assignments, take leave of absence from clinical assignments, or take leave of absence from the program should note that all program requirements, including clinical competencies, must be achieved in order to qualify for program completion/graduation.

### **ORIENTATION MEETING**

The Jones County Junior College Student Handbook and the Radiographer Program Student Manual will be issued at the orientation meeting. The manuals will be discussed and various forms will be signed. Information contained in these manuals fully describes the responsibilities of the college, the radiographer program, the clinical affiliates, and the student. A thorough reading and familiarization of the manuals will be required of the student. The student will also be required to sign a statement acknowledging the content of the manuals. All forms requiring the student's signature must be turned in before class the first day.

**Any questions or concerns of the student, parent, guardian, or spouse should be addressed by program officials before signing any of the forms.**

## CLINICAL AFFILIATE ORIENTATION

All students selected into the Radiography Program will be required to do twenty four (24) clock hours on site orientation at Forrest General Hospital and South Central Regional Medical Center before entering the program. These visits will be scheduled in six hour blocks. Each student will be scheduled for one day rotation ( 7:00 am - 1:00p.m.) and one evening rotation (4:00 - 10:00 pm) at each clinical site. The student will be given an authorization form which will have to be completed by the clinical instructor/radiographer on duty at the clinical site.

## STUDENT INFORMATION

### Financial Information

Information on tuition and fees can be found in the Jones County Junior College Catalog. In addition to tuition and general fees, the student should also expect additional cost during the two year program. The additional costs are currently estimated to be approximately \$2000.00 during the two year program. Examples of those additional cost may include: Lab Fees , C.P.R. Certification, T.B. Skin test, Hepatitis B Vaccinations, Varicella Titer IGG, uniforms (Minimum of three scrub sets and one lab coat), shoes, books and other educational supplies, optional educational seminars/workshops, liability insurance, school student I.D. patches, organizational member fees, C.P.R. Certification, and background check and/or finger printing.

**This list is not meant to be totally inclusive and also does not include other cost such as transportation, living expenses, etc... Which are also the responsibilities of the student. It is offered simply to give the student an idea of related cost. In addition, these costs are estimations and actual cost may vary.**

### Program Absentee/Tardy Policy

Students of the radiography program must adhere to the following absentee and tardy policies. These are program policies which differ slightly from those found in the college catalog or student handbook.

Regular class attendance is a requisite if students are to succeed in their classes. All students are expected to attend class meetings regularly and promptly. Since there are times when a student must be absent from classes, the program requires that **ALL** absences be reported to the students assigned area prior to his/her expected arrival. Failure to comply with the proper reporting of an absence will result in a deduction of **five (5) points per** occurrence from the semester average of each class affected. Students are responsible for all work missed regardless of the cause of the absence. Students who miss an announced test will receive a zero on the test unless the instructor and Office of Student Affairs deem the absence to be of a justifiable nature.

When a student's absences total the number of days the class is scheduled to meet per week, a probation letter is mailed from the Student Affairs office. Students will receive only one probation letter per semester. If the number of absences equals three times the number of days the course meets per week-including all types of absences-the student will be dropped from the course, a withdrawal letter mailed, and a grade of "W" will be recorded. Students in on-line or mini session courses will be placed on probation after two absences and will be dropped from the class after three absences.

Students missing less than 10 minutes of class time are charged with a tardy. Three tardies constitute one absence. Students missing more than 10 minutes of class time will receive an absence.

### Clinical Absences: (Please note that this is different from the absentee policy for didactic classes)

- The clinical absentee policy is a no-cut policy. Due to the limited time allowed for clinical experience, clinical absences will be limited to two (2) absences per semester in the freshman fall and spring semesters, and three (3) absences per semester during the sophomore summer, fall, and spring semesters. Absences due to extenuating circumstances such as sever illness of the student or immediate family member, death of immediate family, or funeral leave for immediate family, etc... will not be included in the limited absences described above. The program

will allow make up for absences due to extenuating circumstances such as these. Students with outstanding clinical absences will not be allowed to participate in graduation exercises, receive a diploma, or be signed off for eligibility to sit for the American Registry of Radiologic Technologists examination.

### **Leave of Absence**

The student may be granted a leave of absence for extended illness or extenuating circumstances. These situations, by necessity, must be evaluated individually.

### **Counseling**

Student counseling is available to students of the program as needed. Students are also interviewed individually each semester by program officials.

### **Radiation Records**

The student's radiation exposure will be monitored and recorded monthly throughout the program. Students are required to review and initial each monthly exposure report.

### **Dress Code**

The dress code of the program requires the student to purchase a minimum of three uniforms. The student will be required to report for assignments well groomed; wearing a clean, neat uniform each day. There are also additional requirements concerning hair, jewelry, perfume, cologne, etc.... Applicants having questions concerning the program dress code should contact the Program Director for more detailed information.

### **Conduct**

The student will be required to comply with all rules, policies, and regulations of the college, the program, and the clinical affiliates throughout the program.

## **THE MEDICAL RADIOLOGIC TECHNOLOGY (RADIOGRAPHY) CURRICULUM**

Each freshmen radiography class at Jones County Junior College begins the first summer semester. Students are required to enroll as full time students each semester throughout the two year program.

Students receive approximately forty (40) hours of combined classroom instruction, clinical instruction, and practical experience each week during the two year program. Didactic (classroom) instruction precedes clinical (practical) instruction. The combination of didactic and clinical instruction prepares the student for supervised clinical participation in the Radiology Department.

Didactic and laboratory instruction are offered at Jones County Junior College. Clinical participation and scheduled rotations are offered at the clinical sites. Transportation to and from the clinical sites will be the responsibility of the student.

## Grading System

### Academic Classes

90 - 100	A	Excellent
80 - 89	B	Above Average
75 - 79	C	Satisfactory
70 - 74	C	Unsatisfactory
60 - 69	D	Unsatisfactory
0 - 59	F	Failing

### Clinical/procedure Labs

90 - 100	A	Excellent
85 - 89	B	Satisfactory
80 - 84	B	Unsatisfactory
70 - 79	C	Unsatisfactory
60 - 69	D	Unsatisfactory
0 - 59	F	Failing

Grades are maintained for each individual course. These grades are derived by averaging grades earned from class work, assignments, examinations, and/or clinical laboratory and competency evaluations.

Students are required to maintain the following minimum grade averages to remain in the radiographer program:

75% in **each** didactic course.

85% in **each** clinical education course and on **each** procedure lab or competency evaluation.

## Program Description

Radiographers perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures. They utilize equipment emitting ionizing radiation to produce radiographic images of the internal structures of human anatomy. These radiographic images are utilized by the physician for diagnostic and therapeutic purposes. The radiographer is responsible for all functions in the Radiology Department to insure consistent radiographic images and provide for personal and patient safety from ionizing radiation. In addition to producing diagnostic images and primary patient care, other responsibilities may include administrative and educational functions.

Graduates of the program will be awarded an Associate of Applied Science Degree in Radiologic Technology and are eligible to make application to the American Registry of Radiologic Technologists in order to become a Registered Radiographer.

## Course Descriptions

The pre-requisite and required courses for the radiography program are listed in the curriculum found in the next section. Descriptions for each course may be found in the college catalog in the description of career and technical education courses for medical radiologic technology. The curriculum and courses are consistent with the requirements of the American Registry of Radiologic Technologists, the Mississippi Department of Career and Technical Education Curriculum Framework for Medical Radiologic Technology, and the American Society of Radiologic Technologists Curriculum Guide. All radiography courses (those labeled with the RGT prefix) are only open to students who have applied and been formally selected as students of the radiography program.

## Curriculum Sequence

Prerequisites courses for admission to Radiography:

LLS 1312	Orientation .....	2
CSC 1113	Introduction to Computer Concepts.....	3
ENG 1113	English Composition I.....	3
MAT 1313	College Algebra .....	3
	Psychology or Sociology .....	3
		<u>14</u>

## FRESHMAN YEAR

Summer semester	First four weeks	Second Four Weeks
BIO 2514	Anatomy and Physiology I.....4	BIO 2524 Anatomy and Physiology II..... 4
RGT 1213	Fundamentals of Radiography..... <u>3</u>	RGT 1223 Patient Care and Radiography..... <u>3</u>
	7	7
Fall Semester	Spring Semester	
ENG 1123	English Comp II.....3	SPT 1113 Public Speaking..... 3
RGT 1114	Clinical Education I.....4	RGT 1124 Clinical Education II..... 4
RGT 1312	Principles of Rad Protection.....2	RGT 1423 Digital Imaging..... 3
RGT 1413	Imaging Principles..... 3	RGT 1523 Rad. Procedures II..... 3
RGT 1513	Rad. Procedures I..... <u>3</u>	RGT 1613 Physics of Imaging Equipment..... <u>3</u>
	15	16

## SOPHOMORE YEAR

Summer semester ( 8 Weeks )		
RGT 1139	Clinical Education III.....	<u>9</u>
		9
Fall Semester	Spring Semester	
RGT 2133	Ethical and Legal Responsibilities.....3	RGT 2157 Clinical Education V..... 7
RGT 2147	Clinical Education IV.....7	RGT 2542 Radiographic Procedures IV..... 2
RGT 2533	Radiographic Procedures III.....3	RGT 2933 Certification Fund..... 3
RGT 2912	Radiation Biology..... <u>2</u>	RGT 2922 Radiographic Pathology..... 2
	15	Humanities/Fine Arts Elective..... <u>3</u>
		17

## THE HEALTH RELATED PROFESSIONS CURRICULUM

The Health Related Professions curriculum can be found in the Division of Science section of the college catalog. This curriculum is designed to offer the student an educational guide for course selection while applying to, or awaiting entry into, the medical radiologic technology program. This curriculum will also assist the students in selecting courses that will transfer to a four year college toward a baccalaureate degree. Students interested in pursuing a baccalaureate degree are encouraged to contact the four year college of their choice as part of their education planning.

### CERTIFICATION IN RADIOLOGIC TECHNOLOGY

After graduation from the Jones County Junior College Radiographer Program, the graduate will be qualified to sit for the American Registry of Radiologic Technologists (ARRT). Upon passing the registry exam, the graduate will have earned the title of Registered Technologists, Radiography, R.T.(R).

### CAREER/EDUCATIONAL OPTIONS

After completing the radiography program and obtaining certification with the American Registry of Radiologic Technologists, the radiographer may choose to: continue his/her education by advancing into other healthcare or imaging specialties, furthering his/her academic education, or considering other career options.

Educational or advancement opportunities in healthcare or imaging specialties include:

Cardiovascular Interventional Technology	Computed Tomography
Magnetic Resonance Imaging	Mammography
Nuclear Medicine	Radiography Practitioner
Radiation Therapy	Sonography

Other career opportunities might include:

Education	Management
Retail Sales	Travel

### **CONTACT INFORMATION**

We hope that you have found the information in this application packet and brochure helpful in your career choice. If you decide that Radiologic Technology is the choice for you, we welcome your application. If you have any questions or need further information about Radiologic Technology, please contact:

Timothy S. Cochran, M.S., B.S.R.T.(R) or Donna Dykes, M.S., B.S.R.T.(R)  
Jones County Junior College  
Radiographer Program  
Ellisville, MS 39437  
Telephone: (601)-477-4159  
E-mail: [sandy.cochran@jcjc.edu](mailto:sandy.cochran@jcjc.edu) or [donna.dykes@jcjc.edu](mailto:donna.dykes@jcjc.edu)

### **APPLICATION FORMS**

Forms which must be submitted with other supporting information for application to the program include:

1 - Application    1 - Applicant Information    2 - Reference    1 - Medical report

These forms may be printed from our website at: [www.jcjc.edu /Academics/Career and Technical/Medical Radiologic Technology](http://www.jcjc.edu/Academics/Career%20and%20Technical/Medical%20Radiologic%20Technology).