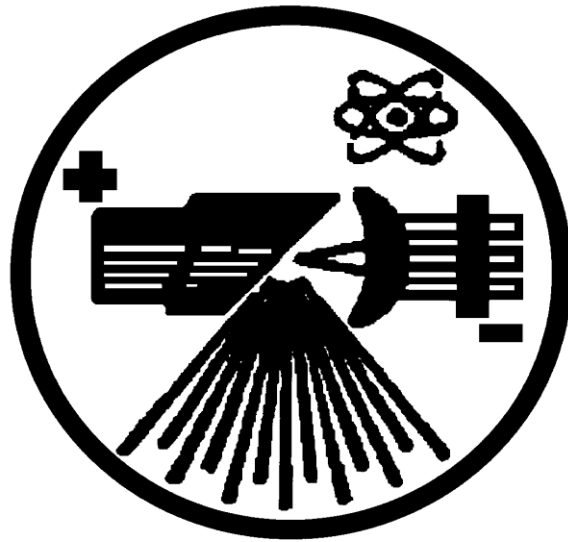


Jones College
Radiography Program



2021 – 2023

Student Manual

STUDENT MANUAL 2021 - 2023

INTRODUCTION

Welcome to the Jones County Junior College Radiographer Program. We sincerely hope that you will find this educational experience both rewarding and challenging.

OUR MISSION AND GOALS

PROGRAM MISSION AND GOALS

The mission of the 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.

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.

Program Goals for Student Learning and Program Effectiveness

1. Students will be clinically competent.
Student Learning Outcomes:
 - Students will apply positioning skills
 - Students will practice radiation protection
 - Students will provide adequate patient care
 - Students will demonstrate competence in the operation of imaging equipment for manipulation and processing of the image.
2. Students will communicate effectively.
Student Learning Outcomes:
 - Students will use effective presentation skills
 - Students will use written communication skills
 - Students will demonstrate effective patient communication skills
3. Students will use critical thinking and problem-solving skills.
Student Learning Outcomes:
 - Students will modify procedure protocol for non-routine examinations
 - Students will evaluate images for diagnostic quality
4. Students will demonstrate professional growth and development.
Student Learning Outcomes:
 - Students will understand the importance of professional organizations
 - Students will demonstrate professional behaviors

- Students will respond to ethical situations
5. The program will graduate entry-level technologists.
 - Student Learning Outcomes:
 - Graduates of the program will pass the ARRT examination on the 1st attempt
 - Graduates who pursue employment will be gainfully employed within six months post-graduation
 - Students enrolling will complete the program
 - Graduates will be satisfied with their education
 - Graduates will perform satisfactorily for employers

PURPOSE OF THE RADIOGRAPHER STUDENT MANUAL

This manual has been prepared to guide you the student through the two year radiography program. In addition to this manual, you are also encouraged to access the JCJC College Catalog and College Student Handbook by visiting <http://www.jcjc.edu/catalog> and <http://www.jcjc.edu/studentpolicies/docs/studenthandbook> respectively. These resources will provide essential information on program administration, rules and guidelines, various procedures, educational expectations, and other educational material. By using these resources you will be well informed and have immediate reference to the policies, procedures, and expectations of the college, program and clinical education centers.

You will be informed of your rights, appeal mechanisms, requirements for continuance, completion, and/or graduation from the program, as well as other types of general information.

Various forms and methods of monitoring the progress of the student will be introduced. Each will be identified and its purpose discussed.

Throughout this manual, Jones County Junior College, the Radiographer Program, and the clinical education centers, will be referred to frequently. In an effort to simplify reading of this manual, each has been and will hereafter be referred to as follows:

Jones County Junior College	" college "
The Radiographer Program	" program or school "
Covington County Hospital Forrest General Hospital Magee General Hospital South Central Orthopedic Clinic South Central Regional Medical Center Wayne General Hospital	" clinical education centers"

- Reading and familiarization of this manual, the college catalog, and the college student handbook is required. You will be required to sign a statement acknowledging the content of these documents on the first day of school.

ADMINISTRATION/SCHOOL INFORMATION

The Radiographer Program has been in operation since 1965. On January 1, 1993, South Central Regional Medical Center relinquished sponsorship to Jones County Junior College. The ultimate goals and objectives have been, and will remain, to provide a sound didactic and clinical education, assist the student in preparation of the Registry, and provide the Radiologic Technology profession with qualified entry level radiographers.

The program is accredited by:

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

Jones County Junior College assumes responsibility for the Radiographer Program and has six clinical affiliates, Covington County Hospital, Forrest General Hospital, Magee General Hospital, South Central Orthopedic Clinic, South Central Regional Medical Center, and Wayne General Hospital. Presently the radiographer program is a 24 month program leading to an Associate of Applied Science Degree. The college also offers a program for the radiographer student which allows the student to obtain additional academic courses in preparation of an Associate of Arts or Baccalaureate Degree (Refer to Health Occupations Professions, which may be located in the college catalog).

The American Registry of Radiologic Technologists is the certification body for Radiography. Graduates of the program are encouraged to make application to sit for 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 prior to entering the Radiography Program).

FINANCIAL INFORMATION

TUITION/FEES

Information on tuition and other fees can be found on the college website at <http://www.jcjc.edu/businessoffice>. Questions regarding fees should be directed to the college business office.

ADDITIONAL COST: (AS STATED IN THE PROGRAM APPLICATION)

In addition to tuition and general fees, the student should also expect additional cost during the two year program. Examples of some additional cost are indicated below:

Books/Ebooks (Available at the bookstore)	1,550.00
C.P.R. Certification (\$20.00 per yr)	40.00

Criminal Background Check/Finger Printing	100.00*
Developmental Test	75.00*
Electronic Device (Laptop, e-reader, etc)	600.00
Hepatitis B Vaccination (3 @ \$50 ea.)	150.00
I.D. Patches for Student Uniforms(minimum 4 @ \$5 ea)	20.00
Liability Insurance (\$20.00 yr)	40.00*
Optional educational seminars/workshops	500.00
Organizational member fees	180.00
Radiographic Identification Markers	20.00
Shoes	100.00
Substance Use Testing	60.00*
T.B. Skin test	40.00
Uniforms (minimum of 3) (Include one lab coat minimum)	200.00
Varicella Titer IGG	180.00
Estimated total	3855.00

This list does not include tuition, lab fees, technology fees, etc.... that are listed online at <http://www.icjc.edu/tuition/> and is not meant to be totally inclusive. It is offered simply to give the student an idea of related costs. In addition, these costs are estimations and actual costs may vary.

* Expenses covered by Laboratory fees

Other cost such as transportation, living expenses, etc... are also the responsibility of the student.

FUNDRAISING

Student travel and participation in club activities are funded through fundraising activities. All students of the program are required to participate in any fundraising activities conducted to fund class and/or club activities regardless of their individual participation in the class or club activity. All students will be responsible for minimum donations as established by the class or club sponsors. Funds in excess of the actual trip cost will be divided among the students participating in the trip or activity for meals and expenses. The amount dispersed will be determined according to the actual percentage the student raised and limited to a maximum of \$30.00 per day.

FINANCIAL AID

Various means of financial assistance are available to the students of the program. The Director of Financial Assistance has been designated to provide this information to the student. Students interested in financial aid or who have questions concerning such assistance should refer to the college catalog, student handbook, or contact the Financial Aid Office.

There are two dedicated radiography scholarships available to students of the program. In addition there are multiple career and technical scholarships which are available as well. Scholarships are awarded based on criteria established for that particular scholarship. Students interested in a scholarship must make application for scholarship assistance each year by the established deadline.

CLINICAL EDUCATION AFFILIATION AGREEMENT

The college has a clinical affiliation agreement with each clinical affiliate. The agreements outline the responsibilities of the college, the clinical education centers, and you the student. A copy of each agreement is included on the Orientation USB. Each site agreement may have specific requirements or responsibilities, of which the student must be aware. Students are required to read each clinical affiliate agreement and sign a statement acknowledging and accepting the conditions of the agreements. If you have questions regarding any of the agreements, please clear them up before signing your agreement. **Please note that student violation of clinical site policies could result in the student being denied access to the site for clinical training. If a student is denied access to a clinical site, the student will be dismissed from the program due to the periodic rotational scheduling of all students to all clinical sites.**

RESOURCES

Jones County Junior College, the Radiographer Program, and the clinical education centers have various physical resources, materials, and personnel for the didactic and clinical education of the student radiographer. These resources and materials are identified in the program master plan and JRCERT Self Study and will be made available to the student or interested parties upon request.

STUDENT SUCCESS CENTER (Campus Library and Media Center)

Students of the radiographer program also have access to student counselors who can assist with general advisement or assisting the student in obtaining other forms of counseling on or off campus. The student success center also houses the campus library and media center. More information on available services may be obtained by visiting the student success center. Policies and information about the library and media center can be found in the college student handbook.

STUDENT BENEFITS/INFORMATION

Students of the Radiographer Program will be entitled to all the privileges and benefits afforded all students of the college. A review of this manual, the college catalog, and student handbook will cover this information. **An exception to this policy involves weekends and vacations.** Students may be assigned to clinical on Saturdays. When a student is scheduled for a Saturday rotation, they are given another day off in return. Also, since **there are no provisions for vacation** days while in the program, students must plan vacations during official college breaks.

ADVISOR GUIDANCE/COUNSELING

The instructors of the Radiographer Program serve as the primary advisors or counselors of the radiographer student.

Although we try to maintain an open door policy with our students and will meet with them at any time, sometimes they are reluctant to come forward with questions or problems. To make students feel more comfortable, we schedule periodic counseling sessions. During these sessions, we make an attempt to be sure or determine that the student is satisfied and maintaining a good outlook and attitude. The student is encouraged to discuss any subject or ask any question that

he/she may be concerned about.

Additional advisement and guidance opportunities are available to the student on campus. Information on these opportunities may be obtained by visiting the Student Success Center or found in the college student handbook.

HEALTH INFORMATION

The health and safety of students, faculty, and patients are of utmost importance. The health and safety is safeguarded through documented policies, procedures and education.

School Nurse

The college does have a clinic on campus. The clinic is operated by South Central Regional Medical Center and staffed by a nurse practitioner. Patients at the clinic are billed for services.

No free health services are offered at the college clinic or clinical education centers as part of program participation or enrollment.

Health Liability

As a health occupations student, the student is not considered an employee of the college or clinical affiliates. Therefore, the student is personally and financially responsible for his/her health and safety during class, lab, and clinical assignment. Additionally, it is recommended that all students maintain a personal health insurance policy throughout program enrollment.

Transmission of communicable diseases

Education:

Students and faculty are offered education regarding transmission of communicable diseases to include Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the risk of occupational exposure in the clinical setting, Universal Precautions, work practice controls, engineering controls, and the exposure control plan of each clinical affiliate.

Precautions:

Students and faculty will be required to undergo the full series of the Hepatitis B vaccine or sign a declination statement refusing the vaccine. The vaccination must be received or the declination statement signed prior to any potential exposure to blood borne pathogens at either of the clinical affiliate sites. Students and faculty will also be required to have the tuberculin skin test annually.

Post-exposure:

In the event a student, faculty, or patient is exposed to a communicable disease, the students or faculty involved must report the exposure immediately. The exposure should be reported to the appropriate clinical personnel, according to clinical affiliate policy. Clinical affiliate personnel will document the incident, and perform courtesy baseline testing. Responsibility for any follow up or further testing of students or faculty will be

the responsibility of that individual.

JRC/ERT STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES

Accredited programs in Radiologic Technology follow requirements for which they are held accountable. The document outlining these requirements is the "Standards". As already mentioned, accreditation is awarded by the Joint Review Committee on Education in Radiologic Technology. This accreditation is based on the programs compliance with the "Standards". The student should familiarize himself/herself with these "Standards". A copy of the standards document has been included on the Orientation USB provided.

Allegations of non-compliance of the JRCERT Standards Policy

In the event the program receives complaints or other allegations of non-compliance with the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences, the following guidelines will be observed:

1. Any complaint or allegation made concerning the "Standards" will be investigated. If not submitted in writing, written documentation explaining the complaint or allegation will be requested.
2. The Dean for Career and Technical Education and all program faculty will be notified of the complaint or allegation immediately.
3. The Program director will contact the Executive Director of the JRCERT for guidance with addressing the complaint.
4. Program faculty will begin an investigation on any complaint or allegation immediately.
5. A response to the complaint or allegation will be prepared for review by the Dean for Career and Technical Education and Craft/Advisory committee within ten (10) working days after receipt and a meeting will be requested as soon as possible.
6. Once a decision is made regarding the validity of the claim, the Program Director will notify the initiating party(s) and/or the JRCERT of the decision and proposed action, if any, within five (5) working days.
7. If the complaint or allegation is accurate, steps will be initiated to correct the area of deficiency as soon as possible.

PROGRAM/CLINICAL POLICIES

Jones County Junior College, the Radiographer Program, and the clinical education centers are dedicated to providing quality patient care and a well-rounded, quality didactic and clinical

education for our students. Just as the college, program, and the clinical education centers have responsibilities to the student, the student has responsibilities to the college, program, clinical education centers, and personnel. So that you, the student, will know what is expected of you, our policies and requirements will be outlined in the following pages.

Statement of Non – Discrimination

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Brenay Weems, ADA Coordinator, Student Affairs, phone 601-477-2673; email ADACoordinator@jcc.edu and (Title IX) Ashley Holifield, Title IX Coordinator, Hutcheson-Hubbard Administration Building, phone 601-477-4899; email ashley.holifield@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.

Disability Clause

Jones County Junior College students who wish to obtain educational accommodations due to qualifying disabilities should contact Brenay Weems, ADA/504 Coordinator, Center for the Humanities, 601-477-2673. Documentation of disability may be required. Grievance procedures related to this area are available in this office.

Without verification of disability and proper documentation no student can be given special exception or consideration.

Non-discrimination in the Clinical Environment

No student will be allowed to participate in mammography, special procedures when hysterosalpingography is being performed, sonography when breast, trans-vaginal, or trans-rectal procedures are being conducted, or any other areas which might exempt either a male or female student from participation due to clinical affiliate policy. In the event the clinical site does not prohibit any student from participating in the aforementioned examinations, students of the program will be allowed to participate at that particular clinical site.

Radiation Monitoring and Exposure Limits

During the first semester of the program, prior to the beginning of clinical rotations and laboratory exercises, students are instructed on appropriate radiation safety practices. Through this instruction students are educated on radiation safety practices, such as to never stand in the primary beam, not to hold image receptors during any radiographic procedure, not to hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care, and to wear a personal radiation monitoring device at all times during labs or clinical assignments.

Students are required to wear a radiation monitor at all times when in the lab and clinical environment. Exposure records are reported monthly. Students and faculty are required to review their exposure monthly and acknowledge this review by initialing the report beside their name.

Upon graduation, a copy of the student's last exposure report is provided to them and a copy is placed in their permanent student file.

Each monthly report is reviewed by the program director and the clinical coordinator. The annual allowable effective dose equivalent limits for students of the program are as follows:

Whole body	.5 rem (.005 Sv)
Tissue and Organs	
Lens of the eye	1.5 rem (.015 Sv)
Skin, Hands, Feet	5 rem (.05 Sv)

These dose limits are the same as that allowed for the minor occupational radiation worker by NRC: CFR 10 20.1207, which is 1/10th the annual dose allowed by NRC: CFR 10 20.1201 for the adult occupation radiation worker.

As a precautionary measure, if a student exceeds 1/10th of their annual allowable dose limit in any one month, he/she will be counseled on the importance of radiation safety and the risk of excessive radiation exposure

If at any time, a student's radiation exposure exceeds the annual allowable effective dose equivalent, he/she will be:

- Questioned in an effort to determine the cause of the excessive exposure
- Counseled on the hazards of radiation.
- Offered a choice of being placed in a non-radiation area or taking a leave of absence from clinical rotation until such time that he/she may safely return to a radiation environment.
 - Competencies missed due to an interruption in clinical rotation must be completed to qualify for program completion and graduation.

Liability Insurance

All students of the program are covered by liability insurance provided by Health Providers Service Organization. The coverage is 2,000,000 per incident or 5,000,000 aggregate. The coverage is in force any time the student is providing patient care and medical imaging procedures as student radiographer. The policy is not in force and **does not** cover the individual when functioning in any other role than that of student.

Dress Code

Students of the radiographer program will be expected to maintain a professional appearance at all times. The student will be required to report for class or clinical assignments neat, clean, and properly dressed. Dress should be moderate, no extreme fashions or colors. Acceptable appearance and attire are outlined below. Any student reporting to clinical improperly dressed will be sent home to correct the breach of the dress code. The clinical instructor will not count **any time** the student has been there that day (even if it is after lunch before the breach is discovered). Any time missed in adhering to the dress code will be made up just like an absence.

Hair/Nails/Skin

Hair should be clean, neat and moderate in style and length. Extreme fashions should be avoided. Examples include: Unnatural colors, wet look, large hair accessories, extremely teased, curled or crimped, etc. Hair beyond shoulder/collar length must be worn up. Facial hair must be neatly groomed and no more than ½ inch in length.

Nails should be clean. No nail polish, clear or colors, is allowed at any of our clinical affiliate sites. No jewelry should be worn on the finger/fingernails that could cause personal or patient injury, nor present unsanitary conditions. No false nails are allowed at any clinical site.

Tattoos or other markings of the skin **will not** be visible while in clinical.

Jewelry and Accessories

We discourage wearing jewelry, except for a simple wrist watch. Jewelry is subject to be lost or stolen and can also harbor and serve to transfer disease. **No jewelry will be allowed in any piercing of the skin other than the ear lobe. Ear jewelry shall consist of “Studs Only”.**

Perfume/Cologne

No perfume and cologne will be used while attending a clinical site. A mild or light deodorant is recommended and acceptable.

Identification Badges

ID badges must be worn at the clinical sites at all times. ID badges will be worn on the collar. The picture side of the badge will be demonstrated at all times. No accessory items such as pins, stick-ons, etc., will be attached to the badge. No extreme fashion on the badge holder. This device should be basic, simple clip type holder. Students arriving at a clinical site without his/her ID badge will have the choice of purchasing a replacement badge or going home to get one. The student will receive a tardy and be required to make up any time lost in obtaining the ID badge.

Uniforms

Uniforms will be required anytime the student is assigned to any of the clinical affiliates. The uniform will consist of **galaxy blue** for the freshman year and **ceil blue** for the sophomore year. **Galaxy/ceil blue** scrub pants, a **white or galaxy/ceil blue** scrub top, and a white lab coat are required as part of your uniform. The scrub top and lab coat will display a student radiographer patch. The patch will be **SEWN** just above the left shirt pocket on the scrubs and on the left sleeve, approximately 2 inches down from the shoulder on the lab coat.

White hosiery (support recommended) or socks will be worn at all times.

If a student elects to wear a shirt under the scrubs, the shirt must be **neutral** and **solid in color**. (ex. black, white, gray)

Shoes should be a comfortable working style. No extreme fashions, such as heels of 3" or more, sandals, or boots will be allowed. White black, or grey nursing or tennis shoes may be worn. Combination colors (such as grey/white or blue/white) must be approved by Ms. Barron. If you have questions about a particular pair, please check with Ms. Barron before you purchase them.

It is recommended that each student have five sets of scrubs and two lab coats. However, a minimum of three sets of scrubs and one lab coat are required. **If You Have Any Questions About Any Part of The Dress Code, Please Clear it up Before Purchasing Anything.**

- **Students must also conform to any dress or grooming requirements of the clinical affiliates. Students deemed improperly dressed or groomed by a clinical site will be subject to the rules described above for breach of the dress code.**
- Students may wear casual clothing to all scheduled classes at the college, but should remember that they are representatives of the program. Therefore, students of the program will be neat and clean at all times.

Criminal Background Check and Fingerprinting

The program and clinical sites, as required by law, require criminal background checks for all students of the program. The background check is to insure the student has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult. Conviction or pleading guilty or nolo contendere to any of the above felony charges may disqualify the student from participation in the program.

Substance Use Policy

The use of illegal substances as well as the abuse of legal substances has been identified as a major area of concern in our society. Many employers require pre-employment and random substance testing at their places of employment. As a result of the need for a drug-free workplace and learning environment Jones County Junior College (JCJC) adheres to a Substance Testing Policy for students for the following at any time upon request, individuals seeking admission or students enrolled in any Jones County Junior College designated education program are subject to entrance, random, periodic, and/or probable-cause substance testing. Students entering the program are provided a copy of the substance use policy and required to sign an acknowledgement of the policy. Students testing positive for substances as described may be subject to dismissal from the program.

GUIDELINES FOR SAFETY AND CONDUCT

Students will be required to review the safety rules of the college (See the student handbook) and the safety manuals in the radiology departments of each clinical education center. Students will be required to observe the rules and procedures of the college and clinical education centers at all times. In addition to the rules and procedures introduced in this manual, the college handbook, student handbook, clinical affiliate safety manuals, a brief list follows. Please remember that it would be impossible to compile a complete list which would cover all rules and procedures. The intent of these rules and procedures is to provide guidance for the student. Items which occur and are not specifically listed or covered in the rules and procedures of the program, college, and clinical education centers will be considered on an individual basis. **The college, program, and clinical sites reserve the right to make changes in any policy or procedure as deemed appropriate at any time.** Any changes in policies or procedures will be provided to the student in writing prior to implementation.

Safety in Laboratory and Clinical Assignments

General Safety

- Obey all college, program, and clinical affiliate policies and procedures.
- Familiarize yourself with any hazardous equipment or materials in the area.
- Review available safety instructions and material safety data sheets on hazardous equipment or chemicals in the lab or clinical area.
- Know the location of fire alarms and extinguishers.
- Familiarize yourself with the method of reporting possible fires.
- Visually inspect your area for safety and cleanliness at the beginning and throughout your assignment.
- Check equipment for electrical hazards or fluid leaks.
- Clear the area of any debris or clutter producing an unsafe environment
- Dry up or report any fluid spills after identifying the substance and taking proper protective precautions.
- Report any safety hazards observed immediately.

Radiation Safety

- Never energize radiographic equipment without a qualified practitioner in the area.
- Keep all radiography room doors closed during procedures.
- Never expose anyone to radiation without a physician's order.
- Never expose another student or radiographer to radiation.
- Never hold image receptors during any radiographic procedure.
- Provide the maximum patient shielding practical when possible.
- Use optimum exposure techniques
- Use the maximum collimation practical.
- Always ask female patients about possible pregnancy.
- Never stand in the primary beam.
- Do not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Never enter the room when an exposure is being made
- Remain as far from the source of radiation as possible
- Always wear appropriate protective apparel when in the radiation area.
- Wear a personnel radiation monitoring at all times during labs or clinical assignments.

Patient Safety

- Always check identification arm bands on patients.
- Utilize proper transfer techniques when transporting patients and seek assistance if

required. Never risk injury to the patient or yourself if the patient's condition is questionable.

- Never leave patients unattended.
- Never remove a splint unless ordered by a physician.
- Do not move patients with a possible neck or back injury. The patient will not be moved until a cross table lateral spine is done and cleared by a physician.

General Conduct and Behavior

- Park in designated areas only.
- Do not bring Weapons of any type onto any campus.
- Do not eat or drink in the clinical area at any clinical affiliate site.
- Do not chew gum while on clinical assignment.
- Smoke in designated areas only. Several of our clinical sites have been designated as no smoking campuses. Smoking at these sites is strictly prohibited
- Remain in your assigned area.
- Notify the clinical instructor before leaving your assigned area.
- Always demonstrate the utmost respect to instructors, physicians, clinical instructors, radiographers, other medical personnel, and fellow students.
- Never confront or demonstrate rude behavior to instructors, physicians, clinical instructors, radiographers, other medical personnel, and fellow students.
- Do not alter or falsify any information. i.e....time records, patient records, procedure orders, reports, or notes, etc.....

Classroom/Laboratory COVID-19 Guidelines

The program will follow any guidelines set forth by the college, MS Department of Health and the Center for Disease Control. For laboratory assignments, students will be divided into small groups (6-8 students per group). All program students and faculty will wear face coverings when indoors and in close contact with others. All parties will also maintain a distance of 3-6 feet from others in observance of the social distancing recommendation. When unable to maintain 3-6 feet distance, program students and faculty will wear an N-95 mask.

Student Conduct and Discipline

The code of conduct, misconduct, college standards, disciplinary actions and records, procedure for complaints and grievances, conduct of hearings, dismissal procedures, and other conduct or disciplinary procedures can be found in the college student handbook, this student manual, and the clinical affiliate manuals/employee handbooks. Please note that in addition to the college and program conduct rules, students are also subject to the conduct rules of the clinical education centers. Students charged with violations or acts of misconduct as described in the college student handbook, this student manual, or the

clinical affiliate manuals/employee handbooks will be referred to the Dean of Student Affairs and/or the Student Affairs Committee for a hearing.

- Note: In manuals or handbooks of the clinical sites, anywhere the term employee is used, it will be interpreted as “student”, and the student will be bound to all policies and procedures accordingly. Additionally, students dismissed from, and not allowed to return to, any clinical site would be dismissed from the program due to the rotational scheduling of student clinical assignments.

DUE PROCESS POLICY FOR STUDENT GRIEVANCES OR COMPLAINTS

The program insures the right of due process to all students. Students shall have the right to file for the resolution of any grievance or complaint. Students lodging a grievance or complaint will be granted a hearing with program faculty and the Dean of Career and Technical Education.

In the event a student files a grievance or complaint, the following guidelines will be observed.

1. The student must file any grievance within seven calendar days of an alleged incident. General complaints may be lodged by the student at any time. The grievance or complaint must be submitted in writing. The student may file the grievance or complaint with any program faculty, clinical instructor, or college dean.
2. Upon receiving a written copy of a student grievance or complaint, the program director will call a special hearing with the Dean of Career and Technical Education and program faculty within seven days. Once the meeting time and date is established, the student will be notified of the date and time in writing.
3. The dean will preside over the hearing. At the hearing, the student will be allowed to present any evidence or testimony on his/her behalf relating to the grievance or complaint. The student may also bring pertinent witnesses for testimony and be represented by a third party if desired.
4. After the grievance or complaint has been heard, and all parties have presented their evidence and testimony; the program director, dean, and faculty will recess to discuss possible solutions to the grievance or complaint. The dean will then reconvene the hearing the same day and present any decisions or solutions relating to the grievance or complaint to the student and/or the student’s representative.
5. In the event the student does not feel the decision or solutions presented by the dean resolve the grievance or complaint, he/she may file an appeal with the Jones County Junior College Student Affairs Committee. Any appeal relating to the grievance or complaint must be submitted to the student affairs committee within seven days of the original hearing. Once the appeal has been filed with the student affairs committee, all information relating to the grievance or complaint and the hearing will be relinquished to the committee.

- (Please refer to the Jones County Junior College Student Handbook for the college's due process and conduct of hearing policies)

STUDENT EMPLOYMENT

Student employment while enrolled in the program is left to the discretion of the student. If the student elects to seek employment, employment must not interfere or conflict with scheduled didactic or clinical assignments. In addition, if the student is employed by a clinical affiliate, the student may not work as an employee or receive compensation while on scheduled clinical assignment.

THE RADIOGRAPHER CURRICULUM/EDUCATION

Preparation for entry into the field of Radiologic Technology requires class work as well as clinical experience. The curriculum will be discussed in four divisions: general information, didactic classes, clinical training and experience, and graduation requirements. The student will be introduced to methods of radiographic exposure, patient care (including CPR), law and ethics, and radiation protection for the patient, as well as himself/herself. Upon documentation of satisfactory progress in this introductory class, the student will receive clinical instruction and be allowed to participate in the clinical setting as he/she continues to increase his/her knowledge of Radiologic Technology.

Right of Privacy

The college and program conform to the Family Education and Privacy Act of 1974 to insure the privacy of the students' records. Refer to "Access to Student's Records" in the college student handbook for a more detailed explanation of access to student's records. The program firmly adheres to these policies regarding access to student records.

Courses

Courses offered by the program are consistent with the Mississippi Department of Education Radiography Curriculum. The course contents are also consistent with the Curriculum Guide published by the American Society of Radiologic Technology. Course descriptions and outlines are developed using both these resources.

The Mississippi Department of Education Model Curriculum and A.S.R.T. Curriculum Guide are both available to the student for review upon request.

Course syllabi are provided for each course. Each course syllabi includes the instructor name, course description, objectives, required text, assignments, attendance policy, grading system, evaluation methods and expected outcome. Course syllabi are made available to the student at the beginning of each semester.

DIDACTIC EDUCATION

Academic Requirements

The student is required to achieve a final average of 75% in **EACH** didactic course of the radiographer

curriculum. If the student fails to document the required 75% average in ANY didactic course of the radiographer curriculum, a recommendation will be made to the Dean that the student be dismissed from the program.

Grading System (Technical)

Unless otherwise stated on an individual course outline, the grading scale for each course is as follows:

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

Students must achieve a final average of 75% in each didactic course to continue/complete the program.

Quality point information or other additional information relating to the grading system can be found in the college student handbook.

Grades are derived from testing and evaluation procedures designed to assess the students cognitive, psychomotor, and affective domains.

Testing and evaluation methods include:

Standardized Test

Instructor Test and Quizzes including:

- True/False items
- Matching items
- Fill in/Complete items
- Listing items
- Discussion items
- Multiple choice items

Assignments

Research Projects/Presentations

Lab Competency Examinations

Clinical Competency Examinations

Terminal Competency Examinations

Personnel Growth & Development Assessments

Class Work

Students will be subjected to a variety of instructional methods. Each course outline will list the methods which will be utilized for that particular course. A summation of the methods utilized is listed below.

1. Lecture
2. Audio/Visuals
3. Demonstration/Illustrations
4. Student participation
 - a. Question and answer session
 - b. Demonstrations
 - c. Oral presentations
 - d. Student instruction sessions
5. Reading assignments
6. Games and puzzles
7. Lab assignments
8. Research papers
9. Reading assignments with the Radiologists
10. Test and evaluations

Required Text:

Ethical and Legal Issues for Imaging Professionals, Townsley-Cook
Digital Radiography and PACS, Christi Carter
Comprehensive Radiographic Pathology, Eisenberg & Johnson
Comprehensive Review of Radiography, Calloway
Introduction to Radiography and Patient Care, Adler and Carlton
Medical Terminology – A short course, Chabner
Merrill's Atlas of Radiographic Positioning and Procedures, Long
Radiation Protection in Medical Radiography, Statkiewicz-Sherer
Radiographic Imaging and Exposure, Fauber
Radiologic Science for Technologists, Stewart Bushong
Radiography Procedure and Competency Manual, Anita Biedrzycki

- Most text used in the program will be purchased as a bundle. If purchased in a bundle, it may include one or more of the following items: the text books, e-books (if available),

workbook, and access codes for online learning programs. *Students considering the purchase of used text should check with instructors before purchasing as some text will be outdated and online access codes are non-transferable.*

Textbooks and materials on this list are subject to change. Any changes will be communicated to the student prior to the semester it will be used.

Each student will need a portable electronic device such as a laptop computer or other electronic interactive device for use with e-books, online modules, and computer testing.

Class Rules, Policies, and Requirements

1. Each sophomore student will be required to write a technical paper which is turned in to a panel of judges appointed by the Mississippi Society of Radiologic Technologist (M.S.R.T.) The paper must meet all requirements specified in the M.S.R.T. Manuscript rules. If the paper places 6th or above, the student will present the paper as a slide lecture in the finals at the M.S.R.T. conference.
2. Each sophomore student will be required to participate in a group (as assigned by program faculty) to submit an entry in the Mississippi Society of Radiologic Technologist (M.S.R.T.) student exhibit competition.
3. Academic absentee and tardy policies are outlined in the college student handbook. Students of the program will be held to the college academic absentee policy. Students late 10 minutes or more, will not be allowed into any radiography class, unless the tardy is due to extenuating circumstances and prior arrangements are made.
4. All absences must be reported to the students assigned area prior to his/her scheduled 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.
(See the clinical education section of this manual for the clinical absentee policy)
5. Students missing an announced examination will receive a zero "0" on the examination unless the instructor deems the absence to be of a justifiable nature.
6. Any assignment (class-work, homework, papers, presentation, etc.) will be expected on the assigned date. Failure to submit assignments as assigned will result in a zero being recorded for the assignment.
7. All students of the program must score a passing grade on at least one simulated registry examination in order to be signed off by the Program Director/Designated Program Official to sit for the American registry of Radiologic Technologist's examination.
8. Behavior which disrupts class will not be tolerated. Students displaying disruptive behavior in class will be dismissed and referred to the Dean of Students.

CELL PHONE AND ELECTRONIC DEVICE PROCEDURE

CLASS

Cell phones are prohibited in the classroom, with the exception of devices being used to access eBooks or other instructional material assigned by the instructor. Cell phones, as well as all other recording devices, may not be used for audio or visual recording without prior expressed consent of the instructor. Cell phones not being used for approved instructional purposes must be out of sight and in the **OFF** position. Smart watches must be used for time telling purposes only in the classroom setting. This device should be set on airplane mode or another setting conducive to learning. Any student failing to adhere to this policy may be asked to leave the classroom and receive an unexcused absence.

CLINICAL - Students **will not** take cell phones, smart watches, or any form of personal electronic device into the patient imaging areas or work areas at any of the clinical sites unless for the express purpose to have a competency evaluation completed electronically, and with the full knowledge and consent of the clinical instructor and staff technologist. Cell phones, smart watches, or other electronic communication devices used improperly or in special care areas could possibly interfere with patient electronic monitors or devices, as well as other medical electronic devices at the medical facility. Cell phones, smart watches, and electronic devices utilized for personal use in the medical environment also distract from patient care, which could produce an unsafe environment.

1st Offense: Any student improperly utilizing a cell phone, smart watch, or electronic device in the patient imaging area will be sent home for the day and an unexcused absence will be recorded for the entire day. Any clinical competencies done for the day will be nullified and a grade of zero (0) will be recorded as the competency grade. The student will also receive a zero (0) for that days Personal and Professional Development Assessment.

2nd Offense: In addition to all the criteria for the 1st offense, the student will also be referred to the Jones County Junior College Student Affairs Committee, with a recommendation from the Program Director for immediate dismissal from the program.

In the event of harm: If a violation of the cell phone/electronic device policy causes injury or harm to anyone, in any manner, the student will be referred to the Jones County Junior College Student Affairs Committee, with a recommendation from the Program Director for immediate dismissal from the program.

Exception: Clinical site cell phone/electronic device policy (if applicable) will supersede program policy. Disciplinary action will be carried out as recommended by the clinical site up to, and including dismissal from the program.

STUDENT SCHEDULING

Didactic scheduling, with the exception of the required radiologic technology curriculum, depends on the individual student's needs. Clinical scheduling is outlined in the Clinical Education section of this manual.

CLINICAL EDUCATION

INTRODUCTION

Upon completion of all didactic material relating to a specific body area, the positioning procedures for that area, and documenting an acceptable grade on the comprehensive didactic examination, the student radiographer is instructed in the clinical aspects of radiographic positioning and procedures for that particular area.

Once deemed competent on a procedure, the student may then begin to document participation on the examination. These procedures must cover a wide variety of examinations as listed below. This requirement must lead to demonstrable competency on children and adults in all the categories presented below:

- Head/Neck
- Abdomen/Gastrointestinal/Genitourinary
- Musculoskeletal
- Chest/Breast
- Trauma
- Bedside
- Surgical

COMPETENCY BASED CLINICAL EDUCATION

Student Evaluations and Progression

Student clinical involvement and the level of supervision required are based on student achievement and present level of competency for the procedure being conducted. The required systematic learning process in obtaining competency involves cognitive preparation and successful achievement on written examinations; laboratory instruction, practice, and successful completion of the clinical performance evaluation; conducting the procedure under direct supervision in the clinical setting and successful completion of the clinical competency evaluation; conducting the procedure under indirect supervision; and successfully challenging the terminal competency examination. (See the glossary of terms for the criteria for direct and indirect supervision)

Clinical Performance Evaluation:

After instructions on the positioning of a given part and the completion of all clinical performance objectives, this evaluation is given. This is a practical examination to test the student radiographer's ability to perform an exam on a given procedure in a laboratory environment. Upon successful completion of this evaluation, the student radiographer will be allowed to perform that specific examination in the clinical setting under direct supervision of a qualified radiographer/practitioner. Should the student fail the Performance Evaluation he/she must request an additional attempt. If the student fails the second attempt, the student will be assigned remedial exercises and allowed one additional attempt. The student must request the final attempt of the Performance Evaluation upon the completion of the remedial assignments, and prior to the

end of the current semester. At the time of assignment of remedial exercises, the student will be made aware that if he/she does not successfully perform the Procedure Evaluation on the third attempt or prior to the end of the semester, the existing performance evaluation grades on the procedure will be averaged together and the student will be dismissed from the program.

Clinical Competency Evaluation:

Upon successful completion of the Clinical Performance Evaluation, the student can challenge the Clinical Competency Evaluation at any time. After successfully completing this examination, the student radiographer will be allowed to perform that specific examination under indirect supervision of a qualified radiographer/practitioner. The Clinical Competency Evaluation may be given by a qualified staff radiographer/ practitioner, a clinical instructor, the clinical coordinator, or the program director. However, all Clinical Competency Evaluations will be reviewed and approved by a clinical instructor and the clinical coordinator prior to advancing the student to indirect supervision status. Should the student fail the Clinical Competency Evaluation he/she must request an additional attempt. If the student fails the second attempt, the student will be assigned remedial exercises and allowed one additional attempt. The student must request the third challenge of the Competency Evaluation upon the completion of the remedial assignments, and prior to the end of the current semester. At the time of assignment of remedial exercises, the student will be made aware that if he/she does not successfully perform the Clinical Competency Evaluation on the third attempt or prior to the end of the semester, the existing competency grades on the procedure will be averaged together and the student will be dismissed from the program.

Terminal/recheck Evaluation:

Upon successful completion of the Clinical Competency Evaluation, the student radiographer will be required to successfully challenge a Terminal/Recheck Evaluation. This evaluation will be given after the student has had adequate time for practice and preparation. The Terminal/Recheck Evaluation may be given by a qualified staff radiographer/ practitioner, a clinical instructor, the clinical coordinator, or the program director. However, all Terminal/Recheck Evaluations will be reviewed and approved by a clinical instructor and the clinical coordinator. The student radiographer is also subject to impromptu Terminal/Recheck Evaluations to insure continued competency. Should the student fail a Terminal/Recheck Evaluation, he/she will be allowed one additional attempt. The student will be allowed preparation time and advised that he/she must request the second challenge of the Terminal/Recheck evaluation prior to the end of the semester. The student will be advised that if he/she does not successfully perform the Terminal/Recheck Evaluation on the second attempt, or prior to the end of the semester, the existing grades on the procedure will be averaged together, and the student will be dismissed from the program.

These three evaluations are required for each radiographic procedure the student performs and/or simulates in the laboratory and clinical setting.

A minimum score of 85 % is required on each of the evaluations.

Student Clinical Supervision Policy

Proper student clinical supervision insures optimal patient care and safety. Proper student supervision is also essential in providing the student a quality education and allowing them to

successfully progress through the program. The levels of supervision are described as either direct or indirect, and both are subject to a repeat policy (Direct Supervision, Indirect Supervision, and the Repeat Policies are described in the glossary section on the following pages). The process of student progression and supervision will be strictly enforced. If a student conducts a procedure without insuring the proper level of supervision for their current competency level, he/she will be referred to the Student Affairs Committee with a recommendation for program dismissal. In the event the student was forced or coerced into performing a procedure without the proper level of supervision by a staff radiographer, a formal letter of complaint will be submitted to the imaging department head.

GLOSSARY OF TERMS

COMPETENCY - The ability to function within a realm of limited supervision and assume those duties and responsibilities as set forth in course and clinical objectives.

COMPETENCY EVALUATION - The procedure by which a student's performance and the resulting image is evaluated. The minimum acceptable level of competency is 85%.

RADIOGRAPHIC EXAM - A series of radiographic exposures of an anatomical body part.

SIMULATION - The student shall perform the examination on a live subject (not a patient) and simulate the exposure. A radiograph of the area in question shall be used in the image performance section of the evaluation sheet. The student shall critique the image. The minimum acceptable grade is 85%.

LABORATORY - A separate work area for student practice. All labs will take place at the medical centers until the energized lab is completed on campus.

CLINICAL PARTICIPATION - Theory, lab, and limited hospital practice.

TERMINAL/RECHECK - A competency evaluation of an area previously evaluated to ensure continuing student proficiency and efficiency. The minimum acceptable level of competency is 85%.

DIRECT SUPERVISION - Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographer.

The parameters of direct supervision are:

1. A qualified radiographer reviews the procedure in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is physically present during the conduct of the examination.
4. A qualified radiographer reviews and approves the procedure and/or image.
5. Unsatisfactory radiographs shall be repeated only in the physical presence of a qualified radiographer, regardless of the student's level of competency.

INDIRECT SUPERVISION - Supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

The parameters of indirect supervision are:

1. A qualified radiographer reviews the procedure in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is present in an adjacent area during the conduct of the examination.
4. A qualified radiographer reviews and approves the procedure and/or image.
5. Unsatisfactory radiographs shall be repeated only in the physical presence of a qualified radiographer, regardless of the student's level of competency.

REPEAT POLICY - In order to insure proper patient care and radiation protection, all unsatisfactory radiographs shall be repeated only in the physical presence of a qualified radiographer, regardless of the student's level of competency.

MOBILE AND SURGICAL PROCEDURES- A qualified radiographer must directly supervise students during all surgical and mobile examinations, including mobile fluoroscopy procedures, regardless of the competency level.

REMEDIAL EDUCATION - The portion of the educational program where the student returns to the laboratory for additional instruction, practice and re-evaluation to correct clinical deficiencies.

ABSENTEE/TARDY POLICY

ABSENTEE POLICY

- The absentee policy of the Radiography Program for didactic classes adheres to the college **academic absentee policy** provided in the college student handbook.
- 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 semester, and three (3) absences per semester during the sophomore year. This limit applies whether absences are excused or unexcused. Students exceeding the number of allotted absences **will be withdrawn** from the class.
If a student is withdrawn due to excessive absences and chooses to utilize the appeal process, and is successful, the student will receive a five point deduction off the final average for the affected course upon readmission.
- All absences must be reported to the student's assigned area and the program office prior to his/her scheduled arrival. Absences not reported prior to the scheduled report time will result in a five (5) point deduction from the final clinical average for the current semester, and the student will be required to make up the missed clinical day at program faculty convenience prior to receiving a grade for the clinical class. Each absence not reported will be considered a separate incident. **(Example: A student ends the semester with a 90 average, but has one unexcused absence and one absence not reported. The final grade recorded for this student would be an 80 for the semester)**

- Make up days for clinical absences due to extenuating circumstances must be pre-scheduled with the Clinical Coordinator and Clinical Instructor at the site where the absence occurred. (Extenuating circumstances would be determined by program faculty.) Make up days must be scheduled so that under no circumstances would the student be involved in more than forty (40) hours during one calendar week (Monday-Sunday). Scheduling makeup must be done in writing prior to making up any time. Any time made up without prior approval and scheduling will not be accepted. All time will be scheduled and made up at the site where the absence occurred. Once scheduled, the student will be expected to report as scheduled or an absence will be recorded.
- Each student will be required to clock in for clinical rotations. In the event the time clock is not in working order, the clinical instructor or shift supervisor must sign the student in and out.

NOTE: **Do not clock in for anyone else, nor have anyone clock in for you. This would constitute falsification of records which is grounds for immediate dismissal from the program.**

TARDY POLICY

- Students who are tardy for class or clinical will be required to stay that same day to complete the time missed.
- For every three tardies, the student will receive a five point deduction in the final average for the affected course.
- Off campus activities will follow the applicable absentee or tardy policy for class or clinical time.

PROGRESS MONITOR CHARTS

To indicate student's advancement in their clinical education, a progress monitor sheet is posted in the department. This monitor sheet includes the student's name and a list of examinations the student must become competent in during the two year program. If the block under the student's name beside a specific examination is lined in, the student has passed both the Didactic Examination and the Clinical Performance Evaluation.

If the block under the student's name beside a specific examination is gray in color , the student has passed the Clinical Competency Evaluation.

If the Terminal/Recheck has been successfully challenged the block under a student's name beside a specific examination is completely black.

When the block is lined in, the student may perform that examination under direct supervision only. When the block is gray in color, the student may perform the examination under indirect supervision.

STUDENT CLINICAL SCHEDULING

Clinical schedules are given to the student each semester. In addition, they are also posted in the Radiography Lab and at each clinical education center. Students should report for all assignments promptly and remain in his/her assigned area. Jones County Junior College Radiography reserves the right to modify student clinical schedules as deemed appropriate by program faculty. Clinical scheduling will consist of day, evening, night, and weekend rotations. However, off hour rotations (outside 5am – 7pm) will not exceed more than 25% of the students clinical scheduling.

Clinical Schedule Changes

Once student rotations are scheduled, any changes must be pre-approved. This policy includes the change of an assigned clinical day or time to another day or time, and the swapping or exchanging of rotations between students. All schedule changes request must be made in writing on the “Clinical Schedule Change Request Form”. The form must be preapproved by the Program Director or Clinical Coordinator and the clinical instructor at each site affected by the change.

Rotation Assignments

Students will be assigned to different rooms or areas in the department on a rotational basis for clinical experience. The student radiographer must meet certain objectives during each rotation. The student will be evaluated after each rotation assignment.

In Diagnostic Radiography, the student will rotate through each area. The rotation assignment for each area is divided into one or two-week periods. Following the completion of each rotation, an assessment of the student’s personal and professional growth will be completed. This assessment provides an overall view of the student's development through each rotation assignment.

During the student's sophomore year, he/she has the opportunity to rotate through each modality in the Radiology Department with the exception of: mammography; special procedures when hysterosalpingography is being performed; sonography when breast, trans-vaginal, or trans-rectal procedures are being conducted; or any other areas which might exempt either a male or female student from participation due to clinical affiliate policy. In the event the clinical site does not prohibit any student from participating in the aforementioned examinations, students of the program will be allowed to participate at that particular clinical site. (See the policies noting non-discrimination on page seven. The modality rotations are designed to provide insight and to stimulate student interest in other radiation or imaging careers.

Freshmen Rotations

Freshmen students will report for scheduled didactic classes at the college on Monday, Wednesday, and Friday. Freshmen will be assigned to a clinical education center on one of the following clinical schedules on Tuesday and Thursday each week.

- A) All daytime rotations will consist of assignments in each of the following areas on a rotational basis:
 - 1. Diagnostic/fluoroscopy/tomography
 - 2. Routine/Emergency
 - 3. Mobile radiography
- B) The early evening rotations will consist of floating between diagnostic, emergency, and portable either at Forrest General Hospital, South Central Regional Medical, or Covington County Hospital
- C) The evening rotations will consist of floating between diagnostic, emergency, portable, and

operating room at either Forrest General Hospital or South Central Regional Medical Center.

Daytime rotations = 7 am – 5 pm Evening rotations = hours after 5 pm

Sophomore Rotations

Sophomore students will report for scheduled didactic classes at the college on Tuesday and Thursday each week. Sophomores will be assigned one of the following clinical schedules on Monday, Wednesday, Friday, or Saturday. Sophomore students will have limited exposure on evening and weekend rotations as described in this section, not to exceed 25% of the student's clinical assignments.

- A) All daytime rotations on weekdays will consist of assignments to one of the following areas on a rotational basis:
 - 1. Diagnostic/fluoroscopy/tomography
 - 2. Routine/Emergency
 - 3. Surgery
 - 4. Mobile radiography
 - 5. Computed tomography
 - 6. Reading room
- B) The evening rotations will consist of floating between diagnostic, emergency, portable, and operating room at either Forrest General Hospital or South Central Regional Medical Center.
- C) Assigned weekend rotations will be limited to Saturdays only. Students will not be routinely scheduled on Sunday's, but can request makeup days be done on Sunday's. Students will not be assigned clinical on consecutive Saturdays. With the exception of requested makeup days, students are given either the preceding Monday or Friday off to avoid exceeding forty hours academic and clinical involvement in any one week.
- D) Students will simulate mammographic examinations only.
- E) Students will have the option to rotate through each of the following modalities during their final sophomore semester:
 - 1. Ultrasound
 - 2. Nuclear Medicine
 - 3. Magnetic Resonance Imaging
 - 4. Radiation Therapy
 - 5. Cardiovascular Imaging
 - 6. Cath Lab
 - 7. Special Procedures

STUDENT PERSONAL AND PROFESSIONAL GROWTH

The growth/development of the student is monitored by assessments completed by both radiographers and instructors.

The student is required to present the staff radiographer in his/her assigned area a Personal and Professional Development Assessment form at the end each clinical day. The radiographer is asked to assess various aspects of the student's personal and professional growth on a scale of one to four. The assessments are turned in, by the student, to the on-site clinical instructor. Each assessment is reviewed and signed by the student. In addition, each assessment is used to complete a Personal and Professional Development Evaluation at the end of the semester. The Personal and Professional Development Evaluation is completed either by the clinical instructor, clinical coordinator and/or the Program Director based on observation by the instructor and a review of the assessment forms that semester. Any areas rated below average (2 or below) are identified and corrective measures considered.

The student is required to maintain a minimum grade average of 85% on these evaluations. In addition, grades on these evaluations represent 20% - 25% of the student's clinical grade.

The general objectives for clinical rotation and the Personal and Professional Growth Assessment evaluation forms are listed on the following pages.

GENERAL BEHAVIORAL OBJECTIVES FOR CLINICAL ROTATIONS

General behavior objectives depict those characteristics considered to be most valuable in competent professional radiographers. The purpose of the general objectives are to develop professional attitudes and behavior in the student radiographer. These objectives, commensurate with the current level of education, are evaluated throughout the entire clinical education experience. General objectives for professionalism are found in each clinical syllabi.

CLINICAL OBJECTIVES/COMPETENCY

Required program student clinical objectives and competencies are provided to the student each semester via the syllabus for each clinical course. The objectives and competencies sequentially lead to the achievement of all program objectives and competencies necessary for program completion.

GRADUATION REQUIREMENTS

Graduates of the Jones County Junior College Radiographer Program must meet the following requirements. Additional requirements for the Associate of Applied Science Degree are outlined in the college student handbook.

The graduate will:

1. have attended the school for twenty-four (24) months.
2. have complied with all agreements, rules, policies, and guidelines of the Program, College, and the Clinical Education Centers throughout the program.
3. document a minimum grade average of 75% on each didactic course required by the program.
4. document a minimum of 85% proficiency on each clinical procedure required by

the program.

5. document a minimum grade average of 85% on each clinical course required by the program.
6. score a passing grade on at least one simulated registry examination in order to be signed off by the program director/designated program official to sit for the American registry of Radiologic Technologist's examination.
7. have submitted an entry in the Mississippi Society of Radiologic Technologist (M.S.R.T.) student manuscript competition and present the paper at the annual MSRT conference if it placed in the top six.
8. have submitted an entry in the Mississippi Society of Radiologic Technologist (M.S.R.T.) student exhibit competition.
9. attend practice for the program completion ceremony. (Freshmen and sophomore year)
10. attend the program completion ceremony. (Freshmen and sophomore year)
11. provide basic patient care, comfort, and anticipate patient needs. Provide appropriate patient education.
12. practice radiation protection.
13. understand basic x-ray production and interactions.
14. operate medical imaging equipment and accessory devices.
15. position the patient and medical imaging system to perform examinations and procedures.
16. exercise independent judgment and discretion in the technical performance of medical imaging procedures.
17. demonstrate knowledge of human structure, function, and pathology.
18. demonstrate knowledge and skills relating to quality assurance activities. Evaluate the performance of medical imaging systems for technical quality.
19. demonstrate knowledge and skills relating to medical image processing.
20. understand the safe limits of equipment operation. Recognize equipment malfunctions and report them to the proper authority.
21. demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
22. support the profession's "Code of Ethics" and comply with the profession's "Scope of Practice".
23. competently perform a full range of radiologic procedures on children and adults in the following categories:

Head/Neck

Abdominal/Gastrointestinal/Genitourinary

Musculoskeletal

Chest and breast

Trauma

Bedside

Surgical
Geriatrics

RADIOGRAPHER CODE OF ETHICS

The student radiographer and radiographer should always be aware and up to date on their professional code of ethics. Students of the program are required to read and comply with the code of ethics. Students will be required to sign a statement indicating that they have read and will comply with the professional code of ethics. The code of ethics can be accessed as follows:

1. Go to www.asrt.org.
2. Click on Office of Practical Issues
3. Click on Radiologic Technologist's Code of Ethics

Or

1. Go to www.arrt.org.
2. Click on Ethics
3. Click on Standards of Ethics

PRACTICE STANDARDS

The student radiographer and radiographer should always be aware and up to date on the practice standards for their chosen profession. Students of the program are required to familiar with the practice standards for radiography. The practice standards outline the duties and obligations of the radiographer to the patient and profession. Students will be required to sign a statement indicating that they have read and will comply with the duties as described by the practice standards. The practice standards can be accessed as follows:

1. Go to www.asrt.org.
2. Click on Office of Practical Issues
3. Click for a text version by practice in PDF (here)
4. Click Radiography

JRCERT STANDARDS

The student should be aware of the standards for an education program in radiography as set forth by The Joint Review Committee on Education in Radiologic Technology.

1. Go to www.jrcert.org
2. Click on accreditation process
3. Click on Standards for an Accredited Educational Program in Radiologic Sciences