



Elgin
Community
College

Radiography Program

2020-2021

Student Handbook

*Elgin Community College
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*These requirements are specific to the radiography program
and are a supplement to the ECC college catalog.*

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Introduction

Introduction

Elgin Community College and its clinical affiliates, your instructors, clinical staff, radiologists and fellow students welcome you to the Radiography Program. We hope that your time spent here will exceed your expectations. We are interested in your professional growth in your chosen field of study - Radiologic Technology. You will find your instructors willing and anxious to help you, however your success will be in direct proportion to the effort YOU put forth.

This manual has been prepared to inform you of guidelines and procedures affecting you as a radiography student at Elgin Community College and its clinical affiliates. The guidelines and procedures stated in this manual are intended to supplement those that are stated in the Elgin Community College Online Catalog. Keep this manual to refer to as necessary. Any changes in established guidelines and procedures will be given to you as written memos and you may add them to this manual.

Accreditation

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the JRCERT accreditation Standards for an Accredited Educational Program in Radiologic Sciences. The JRCERT is the only agency recognized by the United States Department of Education for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Accreditation of an educational program provides students, as graduates, assurance that the program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the national professional organization, the American Society of Radiologic Technology, it also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences.

Accreditation of educational programs assures patients that students who perform procedures have appropriate supervision during the educational process. It also assures them that graduates will have met the minimum level of competency as defined nationally by the profession.

Through the process of programmatic accreditation, educators are assured that their educational programs are keeping pace with the profession and with standards developed through national consensus.

Program Mission

Elgin Community College's radiography program is a JRCERT-accredited associate degree program which provides accessible and relevant education in accordance with the highest professional standards. The Program, in partnership with its clinical partners, will graduate competent radiographers that practice excellent patient-centered care to diverse populations within the community.

Program Goals and Expected Outcomes

1. The Program will graduate competent radiographers

Expected Outcomes:

Graduates will produce quality radiographs

Graduates will practice effective radiation safety for the patient, him or herself and others

Graduates will demonstrate overall competence in clinical practice

2. The student (graduate) will demonstrate proficiency in problem-solving and critical thinking skills

Expected Outcomes:

Graduates will demonstrate proficiency in problem-solving and critical thinking skills by modifying procedures to accommodate patient condition and other variables

Graduates will demonstrate proficiency in problem-solving and critical thinking skills by adapting exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.

Graduates will demonstrate proficiency in problem-solving and critical thinking skills by evaluating radiographic images for appropriate positioning and image quality and make appropriate adjustments to obtain a diagnostic radiograph.

3. The student (graduate) will practice effective communication skills in the clinical setting.

Expected Outcomes:

Graduates will practice effective communication skills in the clinical setting by demonstrating effective oral and written communication skills.

4. The student (graduate) will conduct him or herself in a professional manner.

Expected Outcomes:

Graduate(s) will conduct him or herself in a professional manner by demonstrating professional values and behavior in clinical practice.

Graduate(s) will conduct him or herself in a professional manner by demonstrating professional growth through participation in lifelong learning.

5. The student (graduate) will provide excellent patient care for a diverse population of patients.

Graduate(s) will demonstrate increased understanding of the importance of cultural competence in clinical practice.

Graduate(s) will demonstrate increased awareness of the impact of current trends and changes in healthcare affecting global population.

6. The Program will provide the healthcare community with qualified radiographers.

Expected Outcomes:

A retention rate of 75% or higher

The 5-year average employment rate of graduates within one year of graduation will be 75% or greater. A positive outcome is defined as employment in the field for those graduates who declare they are actively seeking employment in the field or pursuing continued education in the field.

First time pass rates of the cohort of graduates on the ARRT credentialing exam will be consistent with or above the national passing rates each year of the exam, with a minimum pass rate of 75%.

Mean scores of cohort of graduates on the ARRT credentialing exam will be consistent with or above the national mean scores each year.

The mean score on the employers' satisfaction survey of the graduates' preparation for employment will be 3.0 (meets expectations) or higher on a 5.0 (exceeds expectations) point scale.

Philosophy

Our role as educators in Radiography is to prepare students to serve the total needs of the patient during clinical practice. To meet the patient's needs, the total person is educated; therefore, we strive to enrich the student's mind while instilling in our students, the ethics and values of the profession. This is necessary for him/her to reach professional maturity, since a professional life is an extension of one's personal life.

The cognitive objectives are achieved best through a strong academic background; good affective behavior is effectively learned by integrating classroom instruction with the exemplary attitudes and ethical behavior of the clinical staff and instructors. The psychomotor skills, which are the most distinguishing characteristics of a skilled radiographer, are best learned through varied and sufficient clinical practice. This natural learning experience incorporates every aspect of technology needed to develop expertise. Clinical practice by students may not be used as a substitute for qualified radiographers performing examinations. Clinical practice properly used as a learning experience requires professional staff to supervise the student through the following phases: (1) Explanation, (2) Demonstration, (3) Participation/Practice and (4) Evaluation.

The clinical facilities and the Radiography Program must be smoothly blended if the program is to furnish an excellent laboratory for learning radiography. The clinical staff must feel a responsibility for teaching students, for it is from the radiographic room that a skilled radiographer emerges. When the Program and the clinical facilities work together to reach high goals, both may reach and maintain them.

We are committed to professionalism and discipline. We are flexible when it proves progressive but retain proven principles and practices that produce highly skilled professional radiographers. We are committed to providing the highest level of radiography education and strive to give our best efforts for the patient's and the student's benefit. In return, we expect all students give his/her best effort by demonstrating interest, motivation, and a willingness to work hard. We believe our graduates will serve as the best gauge of the worth of our philosophy.

Essential Requirements of a Radiographer

The Radiography Program has established minimum essential requirements (separate from academic standards for admission) which every student must meet, with or without reasonable accommodations, in order to participate fully in all aspects of training.

Essential Functions:

1. Perform Radiologic examinations including:
 - A. Obtaining and documenting patient history
 - B. Explaining procedure to patient and addressing patient concerns
 - C. Positioning patient properly using immobilization or support devices as necessary
 - D. Producing radiographic images using accepted technique and applying radiation safety principles.
 - E. Assessing patient condition
 - F. Reporting any unusual occurrences or changes in patient condition to appropriate staff
2. Clean and maintain equipment and room
3. Assist in maintenance of room supplies
4. Prepare and administer contrast agents and other chemical mixtures
5. Implement emergency procedures and administer first aid including CPR.
6. Use hospital/medical imaging department information systems to complete required tracking and archiving of images.

Minimum Qualifications Necessary to Perform Essential Functions of a Radiographer:

Physical Requirements: The position of Radiographer has been given a strength rating of Light Work by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects in activities or conditions existing two-thirds of the work shift.) Included in the physical requirements are the positioning and moving of patients manually and by stretcher or wheelchair. When performing these functions with large patients, strength necessary may exceed the DOT rating. Position also includes intermittent sitting, standing, walking, frequent reaching, occasional twisting and bending, and exposure to fumes and radiation. Both hands are used for power grip, speed and precision work. Use of both feet is required.

Data Conception: Requires the ability to gather, collate or classify information about data, people or things. Reporting and/or carrying out a prescribed action in relation to the information are frequently involved.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Manual Dexterity/Motor Coordination: Requires the ability to use body members to start, stop, and control and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or material as the work progresses. Controlling involves observing gauges, dials, etc. and turning switches and other devices. Must have good eye/hand/foot coordination.

Interpersonal Communication: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an

extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Physical Communication: Requires the ability to speak and/or hear (express self by spoken words and perceive sounds by ear.)

Reasoning Development: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Language Development: Requires the ability to read and understand complex information from scientific and/or technical journals, papers, and verbal instruction etc. Requires the ability to communicate the same types of complex information and data through speech and in writing in English using proper format, punctuation, spelling, grammar and using all parts of speech.

Numerical Ability: Requires the ability to determine time, weight and to perform practical applications of fractions, percentages, ratio and proportion as well as basic addition, subtraction, multiplication, and division operations.

Form/Spatial Ability: Requires the ability to inspect dimensions of items and to visually read information and data.

Personal Temperament: Requires the ability to deal effectively with stress produced by work and guest interaction situations that may be of critical or emergency situation.

Graduates are expected to be qualified to enter the field of radiography. It is therefore the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Students with disabilities must contact the Learning Skills Center to arrange for support services. If a student does not inform the college of a disability, ECC is not required to make any exceptions to any standard procedure.

Students with Disabilities

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements. The laws state a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures. To request accommodations, contact the Student Disabilities Services office to schedule an intake appointment and submit documentation. If you have questions, please call Pietrina Probst at 847-214-7417, email pprobst@elgin.edu or visit the office located in Building B, Room 125.



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SECTION 1

Calendar

Program Calendar:

The Radiography Program consists of two academic years (6 semesters), beginning in the summer term of the first-year year. Students attend classes and laboratory experiences at the College in combination with clinical experiences at a variety of clinical locations. The program concludes at the end of the spring semester of the second year.

Each semester students complete a combination of didactic and clinical education. Didactic education includes classroom courses and laboratories. Clinical education is spent in the clinical settings observing, assisting and performing patient procedures. Together, didactic and clinical education prepares students for success as practicing radiologic science professionals.

Semester	# Weeks Didactic(Clinical)	Clinical Hours	Total Credits
Summer Session	10 (0)	0	9*
Fall Session	17(16)	255	14*
Spring Session	17(16)	255	12*
Summer Session	10(10)	100	11*>
Fall Session	17(16)	425	12*
Spring Session	17(16)	425	14*>
Total	88(74)	1460	72*

*includes general education courses required for the AAS in Radiography. Student who have completed any of those courses previously would have a reduced course load.

Student Schedules:

Class schedules and clinical schedules are distributed to students at the beginning of each semester of the program. Attendance policies are outlined in Section 4 of the Student Handbook.

Holidays:

The following legal holidays are observed, and no regular didactic or clinical instruction is scheduled on these days: Labor Day, Thanksgiving (2 days), Martin Luther King Day, President's Day, Memorial Day, and Independence Day. Holidays that fall during a scheduled break period are part of that break.

Breaks:

Breaks include Thanksgiving recess, Holiday Recess, Spring Recess.

Radiography Program Calendar
2020-2021
For Classes of 2021 & 2021

SUMMER TERM – 2020

Date	Event
Monday, May 25, 2020	Memorial Day Holiday
Monday, June 1, 2020	Summer Session Begins
Saturday, July 4, 2020	4th of July Holiday – Campus closed
June 29, 2020	Midterm – Summer Session
Thursday, August 6, 2020	Summer Session Ends

FALL SEMESTER - 2020

Date	Event
Monday, August 24, 2020	Fall Session begins
Monday, September 7, 2020	Labor Day Holiday - Campus closed
October 12, 2020	Midterm – Fall Session
November 26-27, 2020	Thanksgiving Recess
Thursday, December 17, 2020	Fall Session Ends
Wednesday, December 23, 2020– Sunday January 3, 2021	Holiday Recess

SPRING SEMESTER - 2021

Date	Event
Monday, January 18, 2021	Martin Luther King, Jr. Holiday-Campus closed
Tuesday, January 19, 2021	Spring semester begins
February 1, 2021	Deadline to File for May Graduation
Monday, February 15, 2021	President's Day Holiday – Campus closed
March 22 – March 28, 2021	Spring Recess
March 8, 2021	Midterm – Spring Session
TBA	Radiography Program Awards Dinner
Thursday, May 20, 2021	Spring Session Ends
Saturday, May 22, 2021	Graduation!!!!!!

SUMMER – 2021

Date	Event
Monday, May 31, 2021	Memorial Day Holiday-Campus closed
Monday, June 7, 2021	Summer Term Begins
Saturday, July 4, 2021	July 4th Holiday – Campus closed
Thursday, August 6, 2021	Summer Session Ends



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SECTION 2

Curriculum

Associates in Applied Science – Radiography Curriculum Display

Summer Term

(10 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 101	Introduction to Radiography	1.0	(0,3)
RAD 102	Methods of Patient Care	2.0	(1,3)
PSY 218	Developmental Psychology	3.0	(3,0)
ENG 101	English Composition I	3.0	(3,0)
		9.0	

Fall Semester

(17 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 103	Radiographic Imaging I	3.0	(2,2)
RAD 104	Radiographic Procedures I	4.0	(3,3)
RAD 124	Radiography Clinical Practicum I	3.0	(0,15)
BIO 246	Human Anatomy & Physiology II	4.0	(3,2)
		14.0	

Spring Semester

(17 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 105	Radiographic Imaging II	3.0	(2,2)
RAD 106	Radiographic Procedures II	4.0	(3,3)
RAD 107	Radiologic Physics	2.0	(1,3)
RAD 134	Radiography Clinical Practicum II	3.0	(0,15)
		12.0	

Summer Term

(10 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 208	Radiographic Procedures III	2.0	(1,3)
RAD 209	Radiobiology and Radiation Protection	2.0	(1,2)
RAD 230	Medical Ethics and Law	2.0	(2,0)
RAD 242	Radiography Clinical Practicum III	2.0	(0,10)
Lib Ed Elective (HUM 216)	Ethics recommended	3.0	(3,0)
		11.0	

Fall Semester
(17 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 211	Radiographic Imaging III	2.0	(1,2)
RAD 212	Radiographic Pathology	2.0	(2,0)
RAD 256	Radiography Clinical Practicum IV	5.0	(0,25)
SPH 215	Intercultural Communication	3.0	(3,0)
		12.0	

Spring Semester
(17 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 220	Pharmacology	2.0	(2,0)
HPE 270	Global Context of Healthcare	2.0	(2,0)
RAD 240	Career Development	1.0	(0,2)
RAD 266	Radiography Clinical Practicum V	5.0	(0,25)
RAD 261	Image Evaluation	1.0	(0,2)
ENG 102	English Composition II	3.0	(3,0)
		14.0	
TOTAL		72.0	

Required General Education Courses (19 Credits)

Class Name	Class Title	Credit	Lec/Lab
ENG 101	English Composition I	3.0	(3,0)
ENG 102	English Composition II	3.0	(3,0)
BIO 246	Human Anatomy and Physiology II	4.0	(3,2)
CMS 215	Intercultural Communication	3.0	(3,0)
PSY 218	Developmental Psychology	3.0	(3,0)
(HUM 216) Liberal education elective)	Ethics	3.0	(3,0)

Required Program Courses (54 credits)

Class Name	Class Title	Credit	Lec/Lab
RAD 101	Introduction to Radiography	1.0	(0,3)
RAD 102	Methods of Patient Care	2.0	(1,3)
RAD 103	Radiographic Imaging I	2.0	(2,2)
RAD 104	Radiographic Procedures I	4.0	(3,3)
RAD 124	Radiographic Clinical Practicum I	3.0	(0,15)
RAD 105	Radiographic Imaging II	2.0	(2,2)
RAD 106	Radiographic Procedures II	4.0	(3,3)
RAD 107	Radiologic Physics	2.0	(1,3)
RAD 134	Radiographic Clinical Practicum II	3.0	(0,15)
RAD 242	Radiographic Clinical Practicum III	2.0	(0,10)
RAD 208	Radiographic Procedures III	2.0	(1,3)

Class Name	Class Title	Credit	Lec/Lab
RAD 209	Radiobiology and Radiation Protection	2.0	(1,2)
RAD 230	Medical Ethics and Law	2.0	(2,0)
RAD 256	Radiographic Clinical Practicum IV	5.0	(0,25)
RAD 240	Career Development	1.0	(0,3)
RAD 220	Pharmacology	2.0	(2,0)
RAD 266	Radiographic Clinical Practicum V	5.0	(0,25)
RAD 261	Image Evaluation	1.0	(0,2)
HPE 270	Global Context of Healthcare	2.0	(2,0)

Required Program Support Courses (Prerequisites)

Class Name	Class Title	Credit	Lec/Lab
BIO 110 <>	Principles of Biology	4.0	(3,2)
HPE 112 <>	Medical Vocabulary	3.0	(3,0)
PSY 100 <>	Introduction to Psychology	3.0	(3,0)
Any College-level Math course (MTH 102 preferred) <>	General Education Statistics	3.0	(3,0)
BIO 245 **	Hunan Anatomy and Physiology I	4.0	(3,2)

<> Must be completed prior to the December 15th application deadline

** Must be completed PRIOR to starting the program in Summer term

Other recommended courses:

Class Name	Class Title	Credit	Lec/Lab
BIO 113	Molecular and Cellular Biology	4.0	(3,2)
BIO 265	General Microbiology	4.0	(3,2)
CHM 101	Preparatory Chemistry	5.0	(4,2)
CHM 112	Elements of Chemistry: General	5.0	(4,2)
CLT 101	Phlebotomy	3.0	(3,0)
CLT 120	Clinical Lab Technology Practicum	1.5	(0, 1.5)
CIS 110	Introduction to Computers	3.0	(3,0)
Any EMT courses			
Any MTH courses	Must be numbered 100 and above	3.0	(3,0)
PHY 101	General Physics	5.0	(3,4)
PHY 102	General Physics	5.0	(3,4)
SPN 231	Spanish for Medical Personnel I		
SPN 232	Spanish for Medical Personnel II		

Radiography Program Course Descriptions

RAD 101. Introduction to Radiography (1) (0,3)

Prerequisite: Acceptance into the Radiography Program

This course introduces the student to Medical Imaging as it relates to the healthcare industry, and Radiologic technology as a profession. It includes an introduction to the healthcare delivery system, outlines the structure of the health system and roles of various departments and health professionals. Other topics include the history of the profession, an introduction to the various professional organizations, quality customer service, an introduction to medical ethics and law with an emphasis on confidentiality and HIPAA regulations and basic radiation safety. (1.2) Summer

RAD 102, Methods of Patient Care (2) (1,3)

Prerequisite: Acceptance into the Radiography Program

This course provides the student with the basic concepts of patient care, including consideration for the physical, developmental and psychological needs of the patient and family. The course covers routine and emergency patient care procedures including basic EKG, infection control, patient assessment, patient education, venipuncture and contrast injection, introduction to pharmacology, and interacting with the terminally ill. The course includes clinical demonstration of patient care skills. (1.2) Summer

RAD 103, Radiographic Imaging I (3) (2,2)

Prerequisite: Grade of C or better in RAD 101 and RAD 102

This course is the first in a series of three radiographic imaging courses. It provides the student with an understanding of the components, principles and operation of various medical imaging systems. Factors that impact image acquisition, processing, display, archiving and retrieval are discussed. This course includes demonstrations and laboratory activities to reinforce concepts. (1.2) Fall

RAD 104, Radiographic Procedures I (4) (3,3)

Prerequisite: Grade of C or better in RAD 101 and RAD 102, and must be concurrently enrolled in BIO 246 or its equivalent from another accredited institution within the past 5 years

This course provides instruction in radiographic positions and procedures, including demonstrations, and presentation of radiographic images of the human body. The student learns the routine examinations and selected non-routine radiographic examinations of selected parts of the body. The curriculum integrates the Radiographic Procedures I course and the Radiography Clinical Practicum I course to promote student's clinical competence in all assigned rotations as well as a thorough knowledge of related anatomy and positioning theory and concepts. It also integrates clinical applications of radiation protection and technique selection. This course includes laboratory experiences, which provide students opportunity for simulated practice. (1.2) Fall

RAD 124, Radiography Clinical Practicum I, (3) (0,15)

Prerequisite: Grade of C or better in RAD 101 and RAD 102

This course is the first in a series of five clinical courses. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations which reinforce concepts that are introduced in the Procedures I and Methods of Patient Care courses. Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 255 hours of clinical

experience under direct/indirect supervision of a radiographer as appropriate. The student will begin documenting competency in radiographic and patient care procedures. (1.2) Fall

RAD 124, Radiography Clinical Practicum I, (3) (0,15)

Prerequisite: Grade of C or better in RAD 101 and RAD 102

This course is the first in a series of five clinical courses. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations which reinforce concepts that are introduced in the Procedures I and Methods of Patient Care courses. Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 255 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will begin documenting competency in radiographic and patient care procedures. (1.2) Fall

RAD 105, Radiographic Imaging II (3) (2,2)

Prerequisite: Grade of C or better in RAD 103

This course is a continuation of Radiographic Imaging I and builds on the fundamental concepts presented in that course. It is designed to develop the student's understanding of the properties of a radiographic image and the factors that control and influence image quality. Concepts of technical factor selection are covered with an emphasis on their impact on image quality and patient exposure. This course includes demonstrations and laboratory activities to reinforce concepts and enhance student learning. Problem solving and critical thinking skills will be emphasized in technique formulation and exposure calculations. (1.2) Spring

RAD 106, Radiographic Procedures II, (4) (3,3)

Prerequisite: Grade of C or better in RAD 103, RAD 104, RAD 124 and BIO 246

This course is a continuation of Radiographic Procedures I, and provides instruction in radiographic positions and procedures, including demonstrations, and presentation of radiographic images of the human body. The student learns all routine and selected non-routine procedures of the body. The course includes laboratory experience, which provide students opportunity for simulated practice and is integrated with the Radiography Clinical Practicum II course. Following completion of Procedures II, the student is able to perform all routine radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. (1.2) Spring

RAD 107, Radiologic Physics (2) (1,3)

Prerequisite: Grade of C or better in RAD 103, RAD 104, and RAD 124

Recommended: CHM 101 or CHM 112

This course reviews the concepts of atomic structure and electromagnetism, and study of radiation -- its nature, production and medical applications. Covered topics include the electromagnetic spectrum, radioactivity and half-life, x-ray production and characteristics, the effects of technique selection on beam quality and quantity, the interaction of radiation with matter, and the circuitry and design of radiographic equipment. The course emphasizes clinical applications of physics concepts in the safe operation of high voltage radiographic equipment. (1.2) Spring

RAD 134, Radiography Clinical Practicum II, (3) (0,15)

Prerequisite: Grade of C or better in RAD 103, RAD 104 and RAD 124

This course is a continuation of Radiography Clinical Practicum I. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations which reinforce concepts that are introduced in Procedures I and II. Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 255 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in a variety of procedures. (1.2) Spring

RAD 208, Radiographic Procedures III, (2) (1,3)

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107 and RAD 134

This course covers the advanced radiographic, fluoroscopic and invasive procedures, emphasizing patient care, procedural protocol, and equipment and accessories used. The course includes laboratory experience, which provide students opportunity for simulated practice and is integrated with the Radiography Clinical Practicum III course. Following completion of Procedures III, the student is able to perform all routine and special radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. (1.2) Summer

RAD 209, Radiobiology & Radiation Protection, (2)

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134

Recommended: CHM 101 or CHM 112

The radiation biology segment of this course provides an overview of the principles of the interaction of radiation with living systems. The course presents the effects of irradiation of biological molecules and organisms, and the factors affecting biological response. Covered topics include early and late effects of radiation exposure, epidemiological studies of radiation effects, and the acute radiation syndromes. The radiation protection segment of this course provides the student with an overview of the principles and practices of radiation protection. The course emphasizes the responsibility of the radiologic sciences professional in providing radiation protection to the patient, personnel and the public. (1.2) Summer

RAD 211, Radiographic Imaging III. (2) (1,2)

Prerequisite: Grade of C or better in RAD 105

This course covers the concept of continuous quality improvement in the healthcare environment and the impact of legislation and accreditation standards on quality management programs. Also included are quality control and quality assurance procedures for a variety of imaging equipment and processes. Other imaging topics including PACS and image intensified and flat-panel fluoroscopic equipment are also covered. (1.2) Fall

RAD 212, Radiographic Pathology, (2) (2,0)

Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208, and RAD 242

This course presents a body system approach to the demonstration of human diseases through medical imaging. The course emphasizes adaptations of routine positioning and radiographic technique to best demonstrate pathology and maximize diagnostic quality. Covered topics include patient care considerations relative to disease processes. Discussions include which imaging method or modality will best demonstrate each pathological condition. The course includes review of

radiographs and films from Computed Tomography, Ultrasound, Magnetic Resonance, Mammography, Special Procedures and Nuclear Medicine. Systems covered include the respiratory, skeletal, gastrointestinal, urinary, cardiovascular, nervous, hematopoietic system, endocrine, reproductive, and miscellaneous disorders. (1.2) Fall

RAD 220, Pharmacology, (2) (2,0)

Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256

Recommended: CHM 101 or CHM 112

This course explores the role of the radiographer in the administration of contrast media and related medications. Covered topics include the radiographer scope of practice, legal implications, pharmacology overview, drug measurements and dose calculations, contrast media, preventive care and emergency response to contrast media reactions, imaging pharmaceutical compatibility, select drug administration techniques, and documentation requirements. (1.2) Spring

RAD 230, Medical Ethics and Law (2) (2,0)

Grade of C or better in RAD 212, RAD 211, and RAD 256

This course provides the student with an understanding of the parameters of professional practice and the legal and ethical responsibilities of the radiologic sciences professional. Covered topics include elements of ethical behavior, ethical issues and dilemmas in health care, interacting with the terminally ill patient, the scope of practice of radiologic sciences professionals, sources of law, elements of malpractice, employment issues, and litigation. The course emphasizes the student's ability to apply concepts of ethics and law in the development of professional attributes. Course requirements include leading class discussions of issues and case studies. (1.2) Summer

RAD 240, Career Development, (1) (0,2)

Prerequisite: RAD 212, RAD 211, RAD 256

This course provides the student an opportunity to conduct a self-assessment and review of each of the content areas of the ARRT examination to prepare for certification. Activities assist the student in organizing review efforts, and emphasizes the synthesis of information from across the curriculum through developmental testing and simulated registry examinations. This course also prepares the students for their professional roles and employment by mastering skills of career planning, resume and portfolio development, interviewing skills, in addition to the creation of a professional development plan. (1.2) Spring

RAD 242, Radiography Clinical Practicum III, (2) (0, 10)

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107 and RAD 134

This course is a continuation of Radiography Clinical Practicum II. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations that reinforce concepts that are introduced in Procedures I-III. Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 170 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in a variety of procedures. (1.2) Summer

RAD 256, Radiography Clinical Practicum IV, (5) (0,25)

Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208 and RAD 242

This course is a continuation of Radiography Clinical Practicum III. Opportunities are provided for the continued development of clinical competency and professional development. Emphasis is placed on application of concepts in the actual performance of procedures for both speed and accuracy. Students will complete 425 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in a variety of procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments. (1.2) Fall

RAD 266, Radiography Clinical Practicum V, (5) (0,25)

Prerequisite: Grade of C or better in RAD 212, RAD 211 and RAD 256

This course is a continuation of Radiography Clinical Practicum IV and provides opportunity for final student learning outcomes assessment. Clinical requirements include successful completion of final clinical competencies in all major areas of radiography including critical thinking and problem solving. Successful completion of final competencies is a program graduation requirement. Emphasis in this course is on continued professional development and proficient and independent performance of all radiographic procedures, with opportunity for continued exploration of selected advanced imaging modalities. (1.2) Spring

HPE 270, Global Context of Healthcare, (2) (2,0)

Prerequisite: (1) CLT 220 or DEA 123 or FSS 215 or HWM 150 or HST 131 or HSG 201 or SUB 201 or MAS 243 or RAD 256 or NUR 242 or SGT 111

(2) or concurrent enrollment in CLT 220 or DEA 123 or FSS 215 or HWM 150 or HST 131 or HSG 201 or SUB 201 or MAS 243 or RAD 256 or NUR 242 or SGT 111 (3) or consent of instructor

This course provides a wide-ranging overview of healthcare systems. It combines historical perspective with analysis of current trends as it charts the evolution of modern health care, providing a complete examination of its organization and delivery while offering critical insight into the issues that the health systems face today. Important legislative, political, economic, organizational, and professional influences that transformed healthcare in the United States from a relatively simple professional service to the huge, complex, corporation-dominated industry will be explored and compared with countries with more demographically homogeneous populations. This course also examines issues of public health and U.S. spending on prevention efforts as compared with other countries as it recaps and summarizes selected topics in a future-oriented context. It outlines ongoing changes and tentatively forecasts future developments in institutional components and processes healthcare systems throughout the World. (1.2) Fall, Spring

RAD 261, Image Evaluation, (1) (0,2)

Prerequisite: Grade C or better in RAD 256

This course provides an opportunity for students to apply a systematic approach for evaluating radiographic images to determine diagnostic quality. Students will develop a high degree of radiographic problem-solving ability by correlating technical and positioning procedures with image analysis guidelines for common projections, non-routine situations or when suboptimal images are obtained. (1.2) Spring

RADIOGRAPHY PROGRAM TEXTBOOK LIST

YEAR 1

SUMMER

**All textbooks should be the latest edition

COURSE	AUTHOR	TITLE
RAD 102	Adler	Introduction to Radiologic Sciences and Patient Care
RAD 101	Adler	Introduction to Radiologic Sciences and Patient Care
	Frank	Merrill's Atlas of Radiographic Positioning and Procedures Volumes 1-3
	Frank	Merrill's Atlas of Radiographic Positioning and Procedures Workbook
	Carroll	Radiography in the Digital Age
	Carroll	Student Workbook for Radiography in the Digital Age

FALL

COURSE	AUTHOR	TITLE
RAD 103	Carroll	Radiography in the Digital Age
	Carroll	Student Workbook for Radiography in the Digital Age
	Frank	Merrill's Atlas of Radiographic Positioning and Procedures Volumes 1-3
RAD 104	Frank	Merrill's Atlas of Radiographic Positioning and Procedures Workbook
	Frank	Merrill's Pocket Guide
RAD 124		

SPRING

COURSE	AUTHOR	TITLE
RAD 105		Same as RAD 103
RAD 106		Same as RAD 104
RAD 107		Same as RAD 103/105
RAD 134	Frank	Same as RAD 124

YEAR 2

SUMMER

COURSE	AUTHOR	TITLE
RAD 208	Drafke<> Frank	Trauma and Mobile Radiography Same as RAD 104 and 106
RAD 209	Statkiewicz Statkiewicz	Radiation Protection in Medical Radiography Workbook for Radiation Protection in Medical Radiography
RAD 230	Towsley-Cook	Ethical and Legal Issues for Imaging Professionals
RAD 242	Frank	Same as RAD 124 & 134

FALL

COURSE	AUTHOR	TITLE
RAD 211	Papp	Quality Management in the Imaging Sciences
RAD 212	Kowalczyk	Radiographic Pathology for Technologists
RAD 256	Frank	Same as RAD 124, 134, 242

SPRING

COURSE	AUTHOR	TITLE
RAD 220	Jensen	Pharmacology and Drug Administration for Imaging Technologists
RAD 240	Callaway Saia<>	Mosby's Comprehensive Review of Radiography Lange's Q&A for Radiography Examination
RAD 261	---	---
HPE 270	Sultz <>	Health Care USA Understanding its Organization and Delivery
RAD 266	Frank	Same as RAD 124, 134, 242, 256

All textbooks are required unless otherwise indicated

Most textbooks are bundled by the publisher (Elsevier) to provide the student a discounted rate to include eBooks and multiple electronic student learning resources.

< > means that the textbook has a different publisher and therefore is sold outside the Elsevier bundles.

2020-21 Program Expenses

Preadmission Expenses		Summer	Fall	Spring	Totals
PSB HOA Testing fee					20.00
CPR Training					50.00
Physical Exam					48.00
Titers/Immunizations*					
	MMR injection				99.00
	OR MMR Screen				
	Rubella				25.00
	Rubeola				25.00
	Mumps				25.00
	Varicella injection (2X injections)				140.00
	OR Varicella titer				25.00
	Tdap				50.00
	Hepatitis B vaccine (booster only)				70.00
	OR Hepatitis B titer				40.00
	TB test* (1 a year)				40.00
	Flu shot (1 a year)				29.99
Finger printing/Background check*					117.50
10 Panel Drug Test*					
	CASTLEBRANCH FEE (also covers medical document management & record review)				117.50
Your Preadmission Subtotal (approximate depending on immune status - could be less)					804.49
Program Expenses					
Registration Fee	1st year	\$6	\$6	\$6	18.00
	2nd year	\$6	\$6	\$6	18.00
Tuition	1st year	\$396	\$1,320	\$1,584	3,300.00
		(based on "in district resident" (\$132/crhr- Does not include gen'l ed req.			
	2nd year	\$1,056	\$1,188	\$1,452	3,696.00
		See catalog for out-of-district			
Lab Fees	1st year	\$88	\$352	\$264	704.00
	2nd year	\$176	\$176	\$264	616.00
Textbooks	1st year	\$400	\$350	\$487	1,237.00
		prices are approximate and are subject to change w/o notice			
	2nd year	\$250	\$75	\$233	558.00
		Does not include gen'l education textbooks			
Supplies	1st year	\$54			53.98
		Lead Markers (@ \$26.99/set)			
Uniforms	1st year	\$300			300.00
		(3 sets + lab coat + shoes)			
Graduation fee	2nd year			\$15	15.00
ARRT Certification Exam Fee	2nd year			\$200	200.00
Subtotal					10,715.98
Your TOTAL (includes preadmission expenses)					11,520.47

The student is responsible for transportation between clinical sites and ECC campus activities and all expenses associated with this travel.

This expense sheet does not include the cost of purchasing a health insurance policy

An attempt is made to inform the student in advance so this will not be burdensome.

Cost of any of the above is an estimate and subject to change without notice.

Medical Imaging Student (Tops White Logo, Pants blank, Lab Coat)

Item Number	Description	Size (circle)	Price	Color	Qty	Total
4700	Women's V-neck scrub top	XS , S , M , L , XL	\$21.99	Royal Blue		
4700	Women's V-neck scrub top	2X , 3X	\$23.99	Royal Blue		
4700	Women's V-neck scrub top	4X, 5X	\$23.99	Royal Blue		
4200	Women's Athletic Scrub pant	XS , S , M , L , XL	\$15.99	Royal Blue		
4200	Women's Athletic Scrub pant	2X , 3X	\$17.99	Royal Blue		
4200	Women's Athletic Scrub pant	4X, 5X	\$17.99	Royal Blue		
4350	Women's Warm Up Jacket	XS , S , M , L , XL	\$22.99	Royal Blue		
4350	Women's Warm Up Jacket	2X , 3X	\$24.99	Royal Blue		
4350	Women's Warm Up Jacket	4X, 5X	\$24.99	Royal Blue		
1446	Long Lab Coat	XS , S , M , L , XL	\$25.99	White		
1446	Long Lab Coat	2X , 3X	\$27.99	White		
1446	Long Lab Coat	4X, 5X	\$27.99	White		
4777	Men's V-neck scrub top	XS , S , M , L , XL	\$19.99	Royal Blue		
4777	Men's V-neck scrub top	2X , 3X	\$21.99	Royal Blue		
4777	Men's V-neck scrub top	4X, 5X	\$21.99	Royal Blue		
4100	Unisex scrub pant	XS , S , M , L , XL	\$14.99	Royal Blue		
4100	Unisex scrub pant	2X , 3X	\$16.99	Royal Blue		
4100	Unisex scrub pant	4X, 5X	\$16.99	Royal Blue		
310707	Lead Marker Set		\$26.99			
	*Initials: First_____Middle_____Last_____					

**Uniforms must be ordered through the ECC bookstore office to ensure the correct, color, style and stitching to identify the student as an ECC Radiography Student. Samples are available for sizing.



Elgin
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SECTION 3

Resources & Services

Academic Services

Renner Learning Resources Center

ECC's library on the main campus maintains reference books, periodicals and audio-visual aids related to radiography and are available for student use. The hours of operation are Monday through Thursday from 7:45 a.m. to 10 p.m. and Fridays from 8a.m. to 4p.m. The library is closed Fridays and Saturdays from June through August.

The Program also maintains a reference library in the faculty's offices.

Computer Resources

Students have access to computers, located in the Radiography classroom and laboratory (A 124) and in A119. Computer-assisted instructional (CAI) modules are assigned to supplement the curriculum in many of the courses.

Copy Services

Students who wish to make copies of printed materials while on campus should purchase a copy card from one of the card dispensers. A copier is available for student use in the HBT building.

Tutoring / Remedial Instruction

Tutoring is available in the Learning Centers (Building C 230) by calling 847-214-7256 or you can click on the link above. Hours of operation are Monday through Thursday 9a.m. through 8 p.m. and Friday 9am-2pm. and Saturday 9 a.m. to 1 p.m. The Center is closed Fridays in June through August.

Tutoring and remedial instruction in the radiation sciences is available to all radiography students on an individual basis, as needed by requesting assistance of the program faculty. Instructors may initiate remedial instruction when deemed to be in the best interest of the student.

Retention

Health Professions Advisor & Retention Specialist

Sarah Buzzelli

B120-Student Success Center

P: 847-214-7286

sbuzzelli@elgin.edu

Office Hours

Monday: 7:30-4:30 (drop-in hours 7:30-8:30 and 12-1:30)
Tuesday: 7:30-4:30 (drop-in hours 7:30-8:30 and 12-1:30)
Wednesday: 10:00-7:00 (drop-in hours 12-1:30 and 4:30-7)
Thursday: 7:30-4:30 (drop-in hours 7:30-8:30 and 12-1:30)
Friday: 8:00-4:00 (drop-in hours 12-1)

Advising and Student Wellness

[The Advising Center](#) (B Building) provides advising and counseling services for all ECC students. See the College Catalog for additional information on the services provided.

[Wellness Services](#) provides services about psychosocial issues that impact academic performance.

Radiography Program faculty provide students with a written progress report at midterm and at the end of each semester. Program faculty may schedule a private conference with students if deemed necessary. Students should seek assistance from any of the instructors as needed.

Health Insurance

Students enrolled in the Radiography Program are covered by accident insurance that covers student injuries that occur during participation in on-campus activities and during the clinical experience. This plan does not provide any other coverage. It is mandatory that students maintain adequate health insurance during enrollment. Students' medical insurance coverage serves as the primary coverage and the college's accident insurance serves as the student's secondary coverage for injuries that occur on ECC campus or on site at any of the clinical affiliates.

Health Services

At this time, there are no health services on ECC Campus. In case of injury, while on ECC campus, please review information on Emergency Response included in the College Catalog.

Career Planning and Graduate Placement

Sessions on resume writing and interviewing skills are conducted for second-year students as part of the Career Development course during the last semester of the second year.

Job postings are typically communicated to students and graduates via email from your instructors.

Information regarding application to educational programs in the advanced modalities is also available from your instructors. In addition, a copy of the AMA Health Professions Education Directory is maintained in the college library and is available for student use.

Students are advised of educational and employment-planning options during regularly scheduled counseling sessions with the Program Director and as a part of the assigned activities during the Career Development course.

Students are encouraged to request letters of reference from instructors, clinical supervisors and RT's. Official copies of transcripts will be forwarded by the Records Department upon completion of a written request.

See [College Catalog](#) for additional information regarding [Resources and Services](#) available to Elgin Community College students.



Elgin
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SECTION 4

Program Policies & Procedures

Admission Steps

All radiography candidates must complete the following steps prior to applying for admission to the radiography program by the December 15th deadline (If December 15 falls on a weekend, packets are due on the Friday before that date. Late applications will be considered for the next year.):

1. Attend a Radiography Information Session (see schedule on the web)
2. Submit a completed ECC application for admission online (if not enrolled)
3. Submit a completed Health Professions application online
4. Submit outside college transcript(s) & request evaluation for Radiography
5. Take the PSB Health Occupations Aptitude preadmission test (\$20 fee)
6. Complete ALL prerequisites by end of Fall semester of the December 15th deadline (BIO 110, MTH 102, HPE 112 and PSY 100 with a grade of "C" or higher (as shown on college transcript).
7. Note: BIO 245 MUST be completed PRIOR to starting the program in the summer term.

Admission Process

- n The Admission Process is outlined on the ECC website.
- n All information MUST be turned in by the December 15th deadline in order to be considered as a candidate!
- n Notification of acceptance goes out via email sometime between mid-January and late February. Alternate/Nonacceptance notifications are sent in early March. It is the applicant's responsibility to ensure that the contact information in the student record is up-to-date and correct. (Notifications will be sent to the email address indicated on the Health Professions Application.)
- n Candidates will be asked to confirm status via email. Failure to send confirmation by the stated deadline will result in forfeiture of the position. It is the applicant's responsibility to check emails on a regular basis in order to confirm acceptance by the deadline stated in the acceptance notification.
- n New Student Orientation will be scheduled in March and is mandatory for all candidates (accepted students and alternates) in order to continue with the enrollment process. A "no show" will result in forfeiture of the position in the program. Any consideration of an "emergency" absence is at the discretion of the program director.

Once ACCEPTED and after attending orientation, students must:

- n Purchase uniforms and supplies
- n Submit pre-clinical medical forms showing evidence of required immunization (titers) and proof of health/fitness,
- n Submit to criminal background checks and drug testing
- n Provide proof of health insurance coverage and
- n Provide proof of CPR certification prior to starting the program.
- n Register for classes (Classes begin in June)

*alternates are not required to complete any of the above unless/until notified that a seat has been awarded.

Alternate Status

Enrollment in the Radiography Program is restricted due to the limited clinical resources that are required to operate a quality, accredited educational program. It is at the program director's discretion to accept a number of alternates in addition to those accepted into the program.

Alternate status means that if a student that has been accepted into the program is unable to begin the program in the summer for any reason, the next alternate on the list will be contacted to fill that position. In the event that an enrolled student withdraws from classes during the summer term, is unable to progress on to the fall semester courses or an additional clinical position becomes available, it would be too late for an alternate to step in to fill that position.

Attendance Policy

One of the goals supporting the mission of the Radiography Program is to graduate technologists who will conduct him or herself in a professional manner by demonstrating professional values and behavior in clinical practice. Employers of our graduates value dependability, reliability and a strong work ethic. As such, the Program faculty expect students to strive to achieve these qualities in order to ensure employability in the profession after graduation.

Students must be familiar with and comply with all policies and procedures of Elgin Community College, the Radiography Program, and its affiliating Medical Imaging Departments and clinics. Failure to comply with these policies would make the student subject to Disciplinary Procedures, as outlined in this Handbook.

Class Attendance Policy

The student is responsible for all class work missed due to absence, and must complete all make up assignments within the due date at the discretion of the instructor(s).

At the instructor's discretion, points may be deducted for work turned in after the due date. Instructors may include attendance as a portion of the academic course grade (see specific course syllabi).

The privilege of making up quizzes and tests due to absence is at the discretion of the instructor.

Student Schedule

Student clinical and didactic schedules do not exceed forty hours per week. Regular and prompt attendance is expected.

A copy of the Class Schedule document for first and second-years of the radiography curriculum can be found in the Appendix of this Handbook.

The Master Plan of Clinical Education (Section 5 – Clinical Education) outlines the types of clinical assignments by semester.

The student schedule includes alternating days of clinical rotations and classes. Clinical Schedules are distributed well in advance of the beginning of each clinical semester to assist the student in planning.

Schedules are also available on D2L and E*Value for the current semester clinical course.

Clinical assignments:

- Shift times for clinical assignments will vary, including various day rotations. A limited number of second shift (evening) rotations are assigned during the second-year.
- The supervising technologist or preceptor schedules student breaks (including lunch breaks), depending on department workload. A student must have the approval of

the designated clinical instructor to leave the assigned clinical area (this includes coming in or leaving early/late.)

- The student is allowed a 30-minute lunch break unless otherwise notified.

Time and Attendance System

Students are expected to clock in and out at the assigned clinical site using the E*Value electronic system. IP addresses of clinical site computers are monitored. A clock in/out entry from an unauthorized IP address will result in disciplinary action. If a student records (or fails to record) clinical time and was not in the facility of the clinical assignment, the student will be subject to disciplinary action. If a student forgets to clock in or clock out, the clinical coordinator must be notified immediately via email or text message.

Any time record cheating will result in automatic clinical probation for all students involved. A second incident will result in immediate dismissal.

Clinical Attendance Policy

For clinical absences: The student must place TWO phone calls/text messages/emails when absent. One to either the Program Director or Clinical Coordinator at the College AND the other to the Clinical Instructor (or designate) at the clinical site OR leave a message on voice mail at each facility.

ECC (847-214-7691 PD) OR (847-214-7976 CC) or via cell phones (voice messages and/or text messages are acceptable)

Clinical Instructor at the assigned clinical site (see Clinical instructor contact information sheet available in the Handbook, on D2L and in E*Value)

The student must notify program faculty at least 15 minutes prior to the scheduled clinical or class time.

The student must call in on each successive day she / he is absent.

When a student fails to follow the Clinical Attendance Policy by providing proper notification, the absence is unexcused, and must be made up as double the number of hours of actual absence.

Each student is allowed two days of clinical absence in each semester. These days do NOT have to be made up; however, faculty reserve the right to reschedule the student into the area missed if it is deemed a unique or limited assignment. Any absences over the two days per semester will result in a reduction of the clinical grade and will be made up at the discretion of the Clinical Coordinator. Make up days are scheduled at the discretion of the program faculty in order to assure availability of appropriate supervision.

Make up clinical time is not to exceed 40 hours per week unless the student signs a waiver. Due to supervision issues, student clinical make-up time may be scheduled during the break or (for graduating second-years) after graduation. Depending on the assignment missed, make up time MAY be made up on 2nd shift at the discretion of the clinical instructor and program officials.

A student with an unauthorized absence (over the 2 days allowed) from the assigned clinical area may be required to make up the lost time at double time, as assigned by program faculty. Violation of any of the provisions of the attendance policy will result in reduction in the clinical grade. For repeated offenses, the student may also be subject to disciplinary action, up to and including dismissal from the program.

Habitual absenteeism (resulting in more than 24 hours of clinical make up time) impacts the ability of the student to demonstrate clinical progress and demonstrate professional growth.

The consequences of habitual absenteeism is Clinical probation. Clinical Probation negatively impacts the clinical grade.

Continued unauthorized absences may also result in dismissal from the program.

Clinical Tardiness Policy

A student is considered tardy if she/he is more than seven (7) minutes late for scheduled clinical assignments.

- Three incidents of tardiness for clinical assignments will result in a 1-point grade reduction.
- The fourth incident will result in clinical probation. (Please see the "Clinical Grading Policy" Section 6)

Snow Day Policy

If the college is closed, students are not required to attend practicum; however, any missed days deemed a unique or limited assignment may be re-assigned. Site visits will not occur when campus is closed.

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students may also call the college at 847-697-1000 or log on to the college website. It is recommended that students register for ECC's emergency alert system. Students, faculty and staff receive text messages if there is a campus emergency or cancellation of classes due to inclement weather.

1. Log on to emergency.elgin.edu
2. Enter your name, cell number & email address
3. Click to register

Overtime

Although it may be necessary at times for a student to stay later than his or her assigned time if involved in a case where it would not be in the patient's best interest for the student to leave in order to assure continuity of quality of patient care, it is not the program's policy to allow the accrual of "overtime". Due to strict supervision guidelines, program officials prefer that students maintain hours consistent with those reflected in the student clinical schedule in order to assure adequate supervision of students. In extenuating circumstances, early arrival or staying over the scheduled time will require special permission from the clinical instructor on site.

Excused Absences

Aside from the two allowed absences per semester, jury duty and funeral leave are the only other excused absences.

Funeral leave is only excused for members of the immediate family. Immediate family is considered: spouse, children, mother, father, brother, sister, grandparents, in-laws.

Documentation must be provided for either type of leave for those days to be excused.

Emergency Leave

Due to emergency or special circumstances, a student may have up to three days of leave. The student must submit a written request to the program faculty or obtain approval from program officials.

The student must make up missed clinical time and/or class assignments during the emergency leave.

Leave of Absence/Temporary Disability Policy

Purpose: This policy is to accommodate the student who is temporarily unable to maintain required attendance in the program, due to unforeseen circumstances beyond his/her control. A student may not use a leave of absence to avoid dismissal from the Program for disciplinary reasons.

Any student absence in excess of two weeks requires that the student request a Leave of Absence, in writing, to the Program Director.

The Program Director must approve all requests for Leave of Absence. All information concerning student leave of absence is confidential.

Student Leave of Absence for medical or personal reasons may not exceed one year.

The "Student Pregnancy Policy" outlines Student Leave of Absence due to pregnancy (see Section 4).

When a Leave of Absence is granted, a written LEAVE OF ABSENCE AGREEMENT is prepared. The student signs this agreement, and receives a copy. The agreement will outline the terms of the student's leave; including the requirements, the student must meet to stay eligible for return to the program.

A student granted a leave must complete all clinical and didactic requirements of the program within one year of the original graduation date, or be subject to dismissal from the program.

Ineligibility: Denial of approval of leave of absence results when the student has:

- Failed to maintain the required clinical or didactic grade point averages.
- Accumulated make-up clinical hours in excess of 40 hours.
- Been placed on probation.

Any student who fails to meet the requirements of the Leave of Absence Agreement and/or the Attendance Policy will be subject to dismissal. The student may not re-enter the program at a later date.

Examples of a valid leave of absences request may include but are not limited to military deployment; surgery; injury resulting in a temporary disability; family death or illness requiring a temporary leave of absence).

Student Withdrawal

A student who wishes to withdraw from the Program must submit his/her resignation in writing to the Program Director and/or the Dean of Health Professions. The Program Director meets with the student.

A student who withdraws must return all program/clinical site property (including ID badges, dosimeters etc.); meet any outstanding debts to the College by the end of the two-week notice period.

The student is responsible for applying for any refunds that may be due (see College catalog).

Radiation Protection Policy

One of the goals in support of the Radiography Program's mission is for its students to practice effective radiation safety for the patient, him or herself and others. As such, the Program faculty advocate strict adherence to the principle of ALARA, that all radiation exposures be kept "As Low As Reasonably Achievable" and students must comply with the Program's Radiation Protection Policy. Infractions of radiation protection policy and procedures place both students and patients at risk and will result in disciplinary procedures including clinical probation, and for more serious infractions, dismissal.

Radiation Dosimeters

Each student receives a radiation dosimeter to monitor radiation exposure.

The student must wear the dosimeter at all times while in the clinical area AND during laboratory experience when exposures are made. The proper location of the dosimeter is on the collar, facing forward, on the outside of the protective lead apron when one is worn. Badges worn to monitor pregnancy will be worn at waist level under the lead apron (if worn). The student must report lost or damaged badges, or any exposure to the badge that may not reflect the student's exposure.

Students are responsible for exchanging dosimeters in a timely manner. Failure to do so may result in a reduction in the student's clinical grade. Lost badges will result in a \$54 charge to the student for each occurrence so that a new badge can be ordered.

Radiation Dosimetry Reports

Reports of student radiation exposure are available for review quarterly or upon request. Students should initial the report by his/her reading to document his/her review.

The Program Director monitors these reports. Students may address questions about the report to either the Program Director or the Clinical Coordinator.

A student who receives a reading of 125 mRem or greater during a quarter will be required to meet with the Program Director to determine the cause.

Student dosimetry reports are part of the permanent student record. Students are often responsible for forwarding a personal record of their cumulative radiation exposure to an employer upon graduation. The Program Director will forward the student's dosimetry record to employers upon written request of the student, at no charge.

Radiation Protection Guidelines

The following guidelines are set forth to protect the student from excessive radiation exposure. Failure to follow the guidelines will result in disciplinary action including clinical probation, and for repeated offenses, dismissal.

Radiation exposure to any human requires a physician's order; therefore, no student will perform radiologic procedures without the consent of a physician.

No student will ever be exposed to DIRECT radiation of the beam. The practice of students holding patients is not allowed under any circumstances.

Students are prohibited from making radiographic exposure using portable equipment unless wearing a lead apron and maintaining at least six-foot distance from the x-ray tube whenever possible.

Lead aprons must be worn during fluoroscopic assignment or any time it is necessary to remain in a room during an exposure

Thyroid shields, lead gloves and lead glasses should also be worn whenever possible while working in fluoroscopy areas.

Dosimetry badges will be worn at all times while assigned to the clinical area and on ECC campus while in the energized lab making exposures.

Non-technical staff (other healthcare workers) or patient's family members assisting/holding the patient during the radiographic exposure must be supplied with an apron and gloves at all times.

Pregnancy Guidelines and Procedures

During orientation, each female student must sign a statement of understanding of the program's pregnancy policy to ensure her understanding of the risk and the student's rights. In the event that a student becomes pregnant during her enrollment in the Radiography Program, she has the option to declare or not declare her pregnancy.

Federal regulations require that ECC's Radiography Program ensure that the dose to an embryo/fetus, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rems during the entire pregnancy. A limit of 0.05 rems per month of a declared pregnancy is also enforced. The student can refer to the [Nuclear Regulatory Agency's website](#) for additional information:

The Program, in order to comply with these lower dose limits, has adopted the following policy concerning student pregnancy. The purpose of this policy is to:

- Allow the pregnant student to make an informed decision regarding voluntary declaration of pregnancy.

- Provide for the well-being of the unborn embryo/fetus and reduce the risk of adverse effects.

- Provide for the fair treatment of the pregnant student, and maintain the quality of her clinical education.

Exposure to any level of radiation is assumed to carry with it a certain amount of risk. As a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of the effects increases as the dose increases. At the occupational dose limit for the whole body of 5rem (50mSv) per year, which applies to occupationally exposed individuals, the risk is believed to be very low.

The Nuclear Regulatory Commission (NRC) has reviewed the relevant scientific literature and has concluded that an exposure of 0.5 rem (5mSv) provides an adequate margin of protection for the embryo/fetus. (Reference Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13)

Through proper instruction, strict adherence to safety precautions and through personnel monitoring, it is possible to limit occupational exposure to under 0.5 rem during the period of gestation.

Declaration of pregnancy is at the discretion of the student

To take advantage of the lower exposure limit (0.5 rem) and additional dose monitoring provisions, the pregnant student must declare her pregnancy in writing to the Program Director.

If the pregnant student elects not to declare her pregnancy, normal occupational exposure limits will continue to apply.

Whether or not pregnancy is declared, the pregnant student is advised to consult with her physician and may select one of the following options:

- Continued full-time status: The student must be able to meet the academic requirements and clinical objectives to continue in the program.
 - § Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Manual and attendance policy in the ECC catalog).
 - § Clinical time missed due to pregnancy/maternity leave will be treated as any clinical sick time. (See clinical attendance guidelines and procedures in this Manual).
 - § Due to College policy, if an incomplete grade is given due to illness, temporary disability or any other reason, the student is given 120 calendar days into the next semester in which to complete assignments or the "incomplete" will convert to an "F".
- Withdrawal from clinical rotations with continued participation in didactic instruction: A student may choose to continue in the didactic courses, but to withdraw from the clinical courses.
 - § In this instance, the student must be able to meet the academic requirements to continue in the program.
 - § Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Student Manual and attendance policy in the ECC Catalog)
 - § Due to College policy, if an incomplete grade is given due to illness, temporary disability or other reasons, the student is given 120 calendar days into the next semester in which to complete assignments or the "incomplete" will convert to an "F".
 - § After delivery, the student's continuation of the clinical component of the program will be at the Program Director's discretion based on which clinical semesters that were missed, and the availability of space in the clinical schedule (ie. Student capacity).
- Leave of Absence ("Stopping Out"): Upon learning that she is pregnant, a student may opt to "stop out" of both the didactic and clinical components of the program until after she has delivered.
 - § Because radiography courses are only taught once a year and during the same semester every year, this may mean that the student must sit out for an entire year before the student may re-enter the program and re-enroll in the semester's courses at the point where she withdrew (See Readmission Guidelines and Procedures in this Manual).

Any student who elects not to declare her pregnancy will be considered to be in continued full-time status. Any student who elects to withdraw from the clinical component of the program or to take a leave of absence should refer to the Readmission Guidelines and Procedures in Section 5 of this

Handbook. In addition, once a student has provided a written notice of declaration of pregnancy, the student can withdraw the declaration at any time. As with the declaration of pregnancy, the withdrawal of declaration must also be in writing.

Cell Phone Policy

Students should not bring cell phones onto the floor in the clinical site. You may not carry cell phones with you during clinical duty. Cell phones must be kept in the locker area only and must be silenced so as not to disturb the work environment. In the classroom, cell phones/pagers must be kept out of sight and silenced so as not to disturb the learning environment. Students who must answer a call/page must step out of the classroom/lab to do so or wait until an appropriate break time. (See Social Media Policy in Appendix)

Markers, Badges and Name tags

Photo ID Badge (Clinical site)

Some clinical facilities may require that students wear a photo ID during the clinical practicum. In clinical facilities where this applies, the following applies:

Each student receives a photo identification badge. The student must wear the ID at all times while in the clinical area or when in the hospital.

The ID badge is the official form of identification within the hospital, and is an important security measure.

A security code in the ID badge allows entry into restricted areas (for example, the Emergency Department). Some facilities provide a "prox reader" in place of an ID badge.

The badge is worn facing forward and clearly visible.

The badge must not be obscured with film markers, stickers, or anything else.

The student must immediately report a lost ID badge to the Safety and Security Office of the clinical facility and the Program Director.

The ID badges are property of the Hospital, and must be returned to a Program official upon leaving the program.

Dosimetry badges

See Radiation Protection Policy in this section of the Handbook. Lost badges must be reported to the Program Director. A \$54 fee/occurrence will be charged in order to defray the cost of ordering a replacement badge.

Radiographic Identification Markers

Two sets (Two left (L) and two right (R) lead film markers) must be purchased by each student. The markers identify the images exposed by the student.

The student must have these markers with him/her at all times while in the clinical area or in the radiography lab on campus.

The student must never loan these markers to anyone else as they identify the student's work. Failure to have markers on site may result in the student being sent home which will result in an unexcused absence and may result in a reduction in the student's clinical grade.

Student Health and Safety

The clinical setting is an essential part of the education you receive in the Radiography Program. In order to comply with the affiliation contracts that the Program has with each of its clinical partners, students enrolled in the Program must provide documentation to ensure that s/he has met the conditions set forth in the agreement in order to protect patients. The following statements outline the requirements necessary to attend clinical education prior to enrollment, or in some cases, annually.

A [criminal background check and drug test](#) are mandatory prior to enrollment. These must be conducted by a facility contracted with ECC to perform these procedures. A drug test is also required prior to the summer term of the 2nd year.

Students must have a physical examination prior to enrollment, including documentation of immunization to specified diseases as listed in the Health Professions Health Form.

Students must undergo a two-step Mantoux tuberculin test initially prior to enrollment. Subsequent TB tests must be submitted as required during enrollment (after a possible exposure), but at minimum, additionally at the beginning of the 2nd year. Any TB tests performed after the initial one, does not require the 2-step test. Documentation must be submitted through the Castlebranch portal.

Students are strongly advised to undergo a hepatitis B vaccination, as exposure to blood and body fluids during the course of clinical education is common. Students refusing the vaccination must sign a declination form to release the Program and clinical setting from responsibility.

Annual Flu shots are required. Documentation of compliance is expected.

Pneumonia shots are strongly recommended.

Student Illness or Injury

Student absence due to illness or injury must comply with the Attendance Policy.

Any student who contracts a communicable disease must comply with the appropriate policies of the clinical site where the student is assigned as well as the [Infection Control and Communicable Diseases and/or Life Threatening Illnesses 3.601/4.601](#).

In cases of injuries that occur during regularly scheduled hours on ECC's campus or on the property of a clinical affiliate, the student must complete an incident report in consultation with the clinical supervisor or program faculty.

If a student becomes ill while in the clinical area, the student is to report to the supervising technologist and/or the program faculty.

Student illness or injury that results in an absence in excess of three days requires that the student obtain a physician's clearance to return.

Any temporary or permanent restriction on the student's ability to perform clinical assignments requires a physician's release.

Student Safety and Incident Reports

Students must comply with hospital policies for reporting unusual occurrences. Hospital orientation/student clinical orientation presents information about safety issues, hospital security, and incident reporting.

A student with any concern or problem relative to safety issues should seek assistance from the supervising radiographer or the program faculty.

The student must immediately report any unusual occurrence or incident to the department supervisor and program faculty.

Students should also refer to the **Health Professions Safety Statement** in the Appendix of this Handbook.

Prior to student clinical rotations, students must complete the Magnetic Safety Screening tool.

Refer to the following Administrative Procedures for student safety:

- o [Firearms, Weapons and Concealed Carry Procedure 3.902](#)
- o [Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure 3.403](#)
- o [Emergency Management](#)
- o [ECC Police Department](#)

Infection Control Policy

Standard Precautions prevent the transmission of communicable diseases, and provide for the safety of students, staff and patients. Successful completion of the Methods of Patient Care course serves as documentation of successful completion of these competencies.

[Communicable Disease and/or Life Threatening Illnesses 3.601/4.601](#)

Student Records

During enrollment, the Program's student record includes but is not limited to:

- Clinical and didactic grades
- Attendance records
- Clinical education records
- Records of student conferences
- Health record
- Radiation dosimetry record

After completion of the program (through either graduation or termination), the permanent record includes:

- School transcript (including attendance record)
- Registry result (pass/fail)
- Health record
- Radiation dosimetry record

The College and the Program maintain the confidentiality of student records in compliance with the Family Educational Rights and Privacy Act. A locked file in the office of the Program Director houses all program student records. Information from student records is released ONLY after receipt of a written request from the student. The College mails official transcripts directly to other institutions, upon written request by the student. The College will send unofficial transcripts directly to the student.

Parking and Transportation

Parking On ECC's Main Campus, parking lots A & B provide close access to the radiography classroom and lab.

Any parking fines or traffic citations are the sole responsibility of the student.

Some clinical sites may require students to park in designated parking spaces only. This should be discussed during clinical orientation at each clinical site.

Students reported as parking in unauthorized parking spaces at any clinical site could be restricted from that clinical site permanently if the student fails to abide by facilities parking guidelines.

Smoke Free Campus

ECC is a Smoke-Free Campus. Students must comply with this policy. Smoking is only allowed in personal vehicles with windows rolled up. Many of the Program's clinical affiliates prohibit smoking on all properties (including in personal vehicles). Violation of affiliates' smoking policies may result in permanent restriction from that clinical site.

It is the goal of the Program to ensure that students present themselves professionally, as they represent the Program, the College and the clinical facility. Personal hygiene is an important part of projecting a professional image to patients, families, clinical staff and supervisors.

Students who exhibit a strong odor of cigarette smoke on his/her body which is determined to be offensive to staff and/or patients will be sent home. Time missed will be considered unexcused and will be made up at double-time. Repeat offenses are considered unprofessional behavior and will result in a reduction in the clinical grade, clinical probation, and if it continues, clinical failure resulting in program dismissal.

Drug Free Campus

ECC is a Drug Free Campus. Students accepted into the program must submit to a drug test prior to enrollment and at the beginning of the summer term of the second year. Program officials can request a random drug test be done at any time if a student's behavior becomes problematic and characteristic of drug use. Refer to the following links:

[Drug Free Campus 3.401](#)

[Student Substance Abuse Procedure](#)

Student Handbook

Each student will be given access to an electronic copy of the Student Handbook during orientation (available in D2L and in E*Value). Students are expected to familiarize themselves with its contents and abide by all policies and procedures. Faculty reserve the right to include questions regarding the contents on quizzes or tests in any RAD prefix courses. Students are required to print, sign off and submit the signature page of the Handbook.

Academic Policies

Academic Standards

The Radiography Program is unique in that it provides a comprehensive education in a healthcare profession-Radiologic Technology. The desired outcomes of the Program include graduating a competent radiographer who can successfully pass that national certification examination and become employed as a valuable addition to the clinical staff in the facilities of our healthcare community. The Radiography Program is academically challenging and requires of its students, motivation, self-discipline and a genuine desire to succeed. As such, some of the academic guidelines are stricter than any other programs offered at Elgin Community College. Please be advised of the following guidelines:

Attendance is important and essential to your success! If you must be absent, you must notify your instructors. This includes all RAD classes as well as your clinical assignments. It is the student's responsibility to call text or email the instructor prior to the expected time for reporting to class or clinical assignment in the event of an absence.

If a test is missed, it must be made up within 1 week after the originally scheduled testing day. Being allowed to make up a scheduled test is a privilege, which may be withdrawn if the privilege is abused. The student is limited to two make-up tests per class per semester without extenuating circumstances at the discretion of the instructor.

Tests will always be announced; however pop quizzes may be unannounced. Any student missing an unannounced quiz may not be allowed to make it up and will receive a grade of zero. Unannounced quizzes are normally averaged together in a semester to count as one test grade.

Except in exceptional circumstances, days missed in excess of 10% of the number of class meetings will result in an unsatisfactory grade, which will result in dismissal from the program. If it is necessary to miss a day of class, it is the student's responsibility to get the notes and material missed from his/her classmates.

A syllabus with course outline, objectives, and instructor lecture notes for each course will be available in D2L. It is the student's responsibility to log on to D2L and check emails regularly. Students are encouraged to either regularly check the elgin.edu email address OR forward those messages to the student's personal email account.

All homework and reading assignments are listed in the course syllabus. It is the student's responsibility to refer to these syllabi for his/her assignments.

If "extra help" is needed with a RAD course, the student should approach the instructor prior to the day of a test. Study a little bit each day. Waiting until the night before a test to study (ie "cramming") is not a good idea and does not result in long-term retention of information. Each instructor has his or her office hours posted on the office door as well as in the course syllabus. Students can refer to the schedule to determine the availability of the instructor during designated office hours.

Grading Policies:

Academic Course Grades:

For each didactic course, a course syllabus outlines the method of student evaluation and grading. Instructors may include any or all of the following in calculating and weighting the course grade: homework assignments, quizzes, unit examinations, final examinations, class participation, written papers, presentations, group projects, laboratories and attendance. The Unit Objectives and/or course calendar included in the course syllabus outline required assignments and learning objectives for each segment of a course.

Clinical Course Grades:

Section 5 of the Student Handbook, "Clinical Education Plan" describes the clinical grading policy. The following grading scale will be the one used for didactic and clinical performance:

A = 93 – 100; B =86 – 92; C=80 – 85; D=70 – 79; Below 70=F

A student MUST maintain a MINIMUM of an 80% (C) average in all RAD courses in order to remain in the program. This includes both didactic and clinical courses. Any grade below a "C" in any RAD course will result in withdrawal from the program, since all sequential courses are prerequisite to the courses in the following term.

In addition, all required and support courses (ie. General education courses) require a minimum grade of "C".

A G.P.A. of 2.0 MUST be maintained to remain in the program.

In the event of a failed RAD course (below a C), the student may request to "stop out" and, with the program director's approval, re-enter the program the following year at the point at which the student stopped. Re-entry is contingent upon the status of the student capacity at the time of intended re-entry. (See Withdrawal and Re-entry Policy in this Section.)

A student may re-enter the program only once.

Acceptance and continuation in this program are contingent upon acceptance by the clinical facilities for practicum training. If a student does not appear to be in good physical and/or mental health, as evidenced by his or her performance or behavior in the clinical practicum, faculty can request a physical examination and a written report from a physician.

Retention and Promotion

The Radiography Program faculty are committed to your success! If you are struggling, let us know! We can help! The Health Professions Division is fortunate in that we have a Retention Specialist who can also provide support and assistance to students! ECC's *Spartan Alert* is a system in place to promote retention and student success. See "Retention" in Section 3 of this Handbook.

Progress Reports:

Remember, students must maintain a minimum 80% average in all RAD courses to remain in the program. Students receive a progress report for each course for which they are enrolled at midterm and at the end of each semester (or at other times as needed!). The Program Director or faculty member meets with students individually as needed and may include the Health Professions Retention Specialist to provide support. All students are provided with regular feedback concerning academic and clinical progress and professional development including identification of student strengths and

areas for improvement. Coaching may occur at any time deemed necessary by the faculty, or upon the request of the student. Instructors periodically calculate a course grade for monitoring student progress.

Failure of a RAD Course

Unfortunately, a failed course will result in dismissal. A failed course may be repeated once. If the course is failed, withdrawn from or incomplete the second time, the student will not be allowed to continue in the program and will not be allowed to re-enter again. When a student fails the third course with a RAD prefix, the student will be required to leave the program and will not be allowed to re-enter.

Procedure: First Failure

1. Conference between faculty and student - Instructor and student will discuss with the student the reason for failure. Examples:
 - Test taking
 - Lack of knowledge – general or specific
 - Clinical probation contract - initiated, in progress
 - Personal - i.e. extreme commitment (work, family, illness, financial)
 - Course requirements
2. Plan for improvement contract. Examples:
 - Counseling
 - Tutoring
 - Personal, what will they change i.e., work schedule, home
 - Repeat class: for example, A & P
 - Special program of self-study - computer simulation
 - Other

Procedure: Second Failure

1. The student will be notified of the policy regarding three failures. The student will be required to sign and return this notice to the office before they go on to next class.
2. Steps 1, 2, and 3 for first failure are repeated.

Withdrawal & Re-entry Policy

Students must follow the college withdrawal policy. Refer to the [College Catalog](#) for this policy. Radiography students shall inform the individual instructor and/or the Program Director of withdrawal from a RAD course and the Program Director/Dean of Health Professions of withdrawal from the program and complete the forms for withdrawal. Students who wish to re-enter must submit his/her intent in writing to the program director. Placement in the course is determined on a space available basis. The program director will notify the student in writing as soon as it is determined that a seat will be available for the semester of re-entry.

Readmission Policy

First Semester

First semester re-admission is based on a ranking process for the 16 spaces.

All students who either fail or withdraw from a first-semester RAD course must reapply, be re-screened and re-ranked based on the admission requirements to re-enter the program.

All Other Semesters

Students who have been accepted and enrolled in the Radiography Program at Elgin Community College within the past year and who wish to be considered for readmission into the Radiography Program must:

Submit a letter/email of intent to the Program Director for readmission to the Radiography Program.

Meet all admissions requirements for entry into the Radiography Program for the academic year in which reinstatement is requested.

Meet the following additional requirements prior to the first day of classes:

- Submit evidence of a satisfactory physical examination taken within the year preceding the requested term of re-entry, this will require updated PPD test.
- Submit documentation of current CPR certification.
- Submit to another drug test
- Complete re-orientation procedures for all clinical education sites as they may require.

Students who are readmitted are required to register for all of the co-requisite courses during the term of re-entry in addition to the course(s) to be repeated. The student must achieve a grade of "C" or higher in all courses to continue in the program. The higher grade of each of the repeated courses will be recorded in the student record. Failure to do so will result in the student's withdrawal from the program. The following additional criteria will apply to students repeating a clinical course during the term of re-entry:

All competency examinations on the student's master list that had been attained in the previous year require reexamination in order to be retained. Re-examination will be conducted during the re-entry term in order to monitor and ensure student progress. Any procedure that cannot be re-examined during the re-entry term will be removed from the original master list of competencies.

If the student fails to pass the recheck competency examination, it will be removed from the student's Master List of competencies. The student must complete two additional practices for remediation before attempting to challenge the competency exam again. When the student successfully passes the competency exam, it will be reinstated on the student's Master List.

The student will be required to meet all course requirements of the course(s) to be repeated.

Final Decisions for Readmission into the Radiography Program

The decision to grant readmission into the Radiography Program will depend upon:

There being space available in the requested re-entry radiography course.

The completion by the student of all criteria for readmission into the Radiography Program. A cumulative GPA of 2.00 for all RAD courses is required. Students will be readmitted on a first come, first served basis according to the date all criteria for readmission are met.

All students who meet the criteria for consideration for readmission into the Radiography program will be notified of the status of their request as soon as space becomes available. Any student requesting readmission into the second term of the first year will be considered on a space available basis after any alternate positions have been filled.

Students who are not granted readmission in a specific term as requested and who wish to continue to be considered for readmission must reapply and meet all criteria for consideration for readmission into the Radiography program.

Transfer Guidelines and Procedures for Transfer Students

The Radiography Program does not accept transfer students.

Professional Development

Students are expected to participate in professional development activities while in the Radiography program. Examples of professional development activities include:

Becoming a member of the ASRT (American Society of Radiologic Technologists). Applications can be downloaded from the organizations' website (click on the link above)/ Participating in the National Radiologic Technology Week celebration on campus in November.

Mentoring first year students and helping with recruitment activities.

Participating in college activities that promote the program.

Attending the RSNA conference in November of the 2nd year.

Attending continuing education activities recommended by faculty

Graduation Requirements:

ECC's Radiography Program is a competency-based program, completed in 24 months. A radiography student is eligible for graduation only after meeting the following criteria:

Candidates for graduation must complete a formal "Notice of Intent to Graduate" during the semester in which they will intend to complete graduation requirements. For Radiography students "on track", this will be before February 1st.

Successful completion by attaining a minimum 80% grade of all required didactic and clinical courses.

Completion of all required clinical education requirements, including

- o Clinical rotation objectives
- o Clinical competency evaluations
- o Final competencies

Completion of any make-up clinical hours.

Payment of all tuition, graduation and other fees and/or fines.

Return of any hospital ID badges, radiographic markers and/or film badges.

General Disciplinary Policy

While enrolled in the Radiography Program, all students must conduct themselves professionally. Students must abide by the [American Registry of Radiologic Technologists' Code of Ethics](#), and comply with the policies and procedures of Elgin Community College and the clinical affiliates of the Program.

Any student who does not comply with policies and standards is subject to disciplinary action. The Program Director and the Clinical Coordinator determine the type and severity of disciplinary action employed.

The Radiography program officials are responsible for all decisions regarding student dismissal.

Students who have grievances regarding the Radiography program should discuss them first with the faculty member or clinical instructor involved. A problem that is not resolved at this level should then be brought to the Program Director's attention. If a problem is not resolved informally at this level, the student should follow [Student Appeal and Complaint Procedure 4.408](#) or the [Student Grade Appeal Procedure 4.403](#) (also outlined in the [College Catalog](#)).

Coaching/ "Notice"/Clinical Probation

Coaching is an immediate remedy, utilized by the faculty or staff to correct a student's conduct, performance, or attendance.

All coaching sessions are confidential and conducted in a positive and constructive manner. The student receives goals and solutions for the problem(s) that prompted the coaching session.

Documentation of each coaching session becomes a part of the confidential file.

If, after coaching, the problem(s) is (are) not corrected, the student will be subject to additional discipline (ie clinical probation), the severity of which will depend on the student's violation(s). Students can be placed on clinical probation for a period ranging from one to four months. After clinical probation has been assigned, the student must correct misconduct, poor attitude, and/or failure to demonstrate adequate progress.

When a student is placed on clinical probation, the Program Director or Clinical Coordinator has a coaching session with the student, and documents the student's probation. The program official discusses the reason for the probation and the length time provided to correct the problem. The student is provided with goals that must be accomplished by the end of the probation period. The student and the program official sign the written probation notice. The student receives a copy of the probation document, with the original placed in the student's confidential file. Five (5) points are automatically deducted from the final clinical grade when a student is placed on clinical probation.

At the end of the probation period, the student has a second coaching session with the program official.

- If the student has met his/her goals, the probation period ends.
- If the student has failed to meet these goals, dismissal from the program can result.

Examples of instances that will result in notice are not limited to the following:

- Unprofessional behavior
- Excessive absenteeism/tardiness
- Failure to follow school or program policy
- Failure to demonstrate clinical progress

Health Professions Dismissal Policy

By signing the signature page of this Handbook, the student agrees to abide by the policies, procedures and regulations of the College and the Program. Students are responsible for maintaining appropriate standards of conduct as described in this Student Handbook and the Student Code of Conduct 4.402 found in the ECC College Catalog. Students are expected to comply with Radiography Program regulations and meet professional standards as outlined in the American Registry of Radiologic Technologists' Code of Ethics,

A written warning will be issued for infractions of program regulations or professional standards.

A copy of the written warning will be kept on file in the Dean of Health Professions office. Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the Radiography program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Radiography program permanently without a written warning.

In the event that a clinical site requests removal of a student from participation in clinical education at that facility, the student may be dismissed from the program (at the Program Director's discretion).

If a student appeals a clinical grade, clinical probation, or clinical dismissal, the ECC's Interim Suspension Policy (Complaint Procedure 4.401) shall be enforced. Once the appeal has been resolved, the outcome of the appeal will determine if the student can return to clinic.

Students who have been permanently dismissed from the Radiography program will not be allowed enrollment in any of the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy
4. Academic or clinical failure
5. Abusive treatment of classmates, patients or visitors.
6. Discrimination against anyone associated with the hospital because of race, color, national origin, gender, handicap, creed, or disabilities.
7. Willful damage of college or hospital property.
8. Threatening, intimidating, harassing or coercing other persons.
9. Unauthorized possession of any weapon on hospital or college premises.
10. Being under the influence of drugs, narcotics, or intoxicants on hospital or college property.
11. Insubordination or refusal to perform assigned duties.
12. Disorderly conduct or fighting on hospital premises.
13. Malicious gossip or derogatory attacks concerning anyone associated with the clinical facilities or College.
14. Unauthorized disclosure of hospital acquired confidential information (ie HIPAA violations), including information regarding physicians, fellow students and employees.
15. Accumulation of three reprimands
16. Excessive absenteeism

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
2. If warranted, the program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from the Radiography program will not be permitted to attend any further Radiography classes/clinical assignments. Dependent on the timing of the dismissal, the student may receive a failing grade in the Radiography course(s) in which they are enrolled.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Appeal for Complaint Procedure 4.408 or Appeal of Student Grades 4.403 procedure as outlined in the ECC College Catalog.

Complaint Resolution Procedures

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiography Program. This accreditation is important because it indicates that the program is committed to academic excellence, health care quality and patient and professional safety. JRCERT accreditation demonstrates that a program adheres to the national educational standards that have been accepted by the profession. The Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) are available upon request in the Program Director's office. Students who have concerns regarding the program's compliance with the STANDARDS should follow the procedures outlined in the program's Due Process/Student Appeals Policy. If the student does not feel that the Program and the College have satisfactorily addressed the complaint, the student may contact the JRCERT with the concern. The JRCERT can be contacted at:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300
Email: mail@jrcert.org

Student Rights and Responsibilities

Students have the right to institutional policies and procedures safeguarding the freedom to learn.

Students are responsible for knowledge and application of the policies and procedures.

Students have the right to admission without discrimination on basis of race, creed, national origin, gender, marital status or handicap.

Students have the responsibility to accept others without discrimination based on race, creed, national origin, gender, marital status or handicaps.

Students have the right to take reasonable exception to the data or view offered in any course of study and to reserve judgment.

Students are responsible for knowing material offered in any course of study.

Students have the right to orderly procedures of academic evaluation without prejudice.

Students are responsible for maintaining standards of academic performance for each course.

Students have the right to confidentiality by all Program/College employees.

Students have the responsibility to respect the confidentiality of others.

Students have the right to a carefully considered policy regarding the information that is part of the student's permanent educational and financial record and the conditions of records disclosure.

Students are responsible for maintaining confidentiality of their records.

Students have the right to discuss appropriate issues and to express opinions.

Students are responsible for maintaining positive public relations for Elgin Community College and the Radiography Program and its clinical affiliates.

Students have the right to printed institution clarification of standards of behavior that are considered essential in appropriate situations.

Students are responsible to know these policies for disciplinary action may result from violations of these policies.

Students have the right to adequate safety precautions within the hospital and its facilities.

Students are responsible for practicing safety measures within the College and its clinical affiliates.

Students have the right to participate with faculty in periodic review of the grading system.

Students are responsible for seeking clarification or assistance from faculty regarding academic status.



Elgin
Community
College

SECTION 5

Clinical Education Plan

Clinical Education

The process of becoming a radiographer is a complex one involving a combination of mastery of curricular content (cognitive), of patient care and technical skills (psychomotor) and the development of professional behaviors and attitudes (affective). To facilitate this adjustment, the student radiographer must develop an awareness of the expectations of the educational program. This section of the STUDENT HANDBOOK is dedicated towards the goal of providing guidelines and standards for accepted behavior and providing incentive for the student radiographer to develop into a mature, responsible, competent radiographer.

Affiliated Clinical Education Centers which offer the necessary clinical education for the Radiography Program include: The Imaging Departments of Amita St Joseph Hospital (Elgin), Advocate Sherman Hospital (Elgin), Advocate Outpatient Center-Algonquin, Fox Valley Orthopedic Institute(Geneva and Elgin), Northwestern Medicine Physician Care - McHenry County Orthopaedics (Crystal Lake), MercyHealth Woodstock (Woodstock), MercyHealth McHenry (McHenry), Northwestern Medicine McHenry Hospital, Huntley Hospital, Crystal Lake Medical Arts and Woodstock Hospital and Shriner's Children's Hospital (Chicago). During the two years of education, the program provides approximately 1460 hours of clinical education. It includes routine fluoroscopic, portable, surgical and emergency radiographic procedures and is scheduled during weekdays on first and evening shifts during both years. The student will rotate through all diagnostic areas of the departments on a regular schedule. In addition, in the second year, the student will be assigned in the advanced modalities including CT, Ultrasound, Nuclear Medicine, and MR Imaging, Bone Densitometry, Mammography (optional) Angiography and Cardiac Catheterization Laboratory and Radiation Therapy departments. In compliance with accreditation standards, the classroom work at Elgin Community College along with the clinical education comprise approximately no more than 40 hours each week.

Certification

Graduates of the associate of applied science degree Radiography program are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Graduates who successfully pass the ARRT examination may use the initials RT(R) behind his/her name and are eligible for employment in all but a few states without additional licensing examination requirements. In Illinois, graduates are also eligible for accreditation (licensure) by the Illinois Emergency Management Agency – Division of Nuclear Safety.

Ethics Requirements

There are legal limitations for national certification with the American Registry of Radiologic Technologists (ARRT) for graduates with prior convictions or disciplinary action. Applicants for examination for the ARRT certification examination must declare any felony or misdemeanor convictions. Individuals with convictions or charges resulting in any of the following must also be reported and may prevent the applicant from being able to pursue certification in the field:

Other considerations:

Loose conversations with personnel or students in front of patients or in their hearing, distance is distracting and insensitive. Sound carries within the department and what you say may be misinterpreted with serious results! Refrain from use of foul language while in clinical areas!

Speak in a moderate tone of voice to patients and fellow workers.

Giggling or loud outbursts of laughter should not be displayed anywhere near patient care areas as it could be interpreted as irresponsible by patients and/or their families.

When communicating on the telephone:

Promptly identify the department and yourself on incoming and outgoing calls.

Personal phone calls are not permitted during working hours unless absolutely necessary.

Cell phones should be used only when absolutely necessary and should be maintained in the locker area in silenced/vibrate mode. If you are with a patient, the patient is your priority!

Always practice good telephone courtesy by:

- Answer promptly (by the third ring) with a "smile" in your voice. Delayed answering irritates your caller.
- Take messages accurately -keep paper and pencil by the phone. After writing down the message, read it back to the caller – this is healthcare! Accuracy is important!
- Transfer properly, understand your telephone equipment and transfer the call to the right person or office the first time.
- Explain delays. Waiting seconds seems like an eternity to the person on the other end of the phone line.
- Eliminate slang.
- Terminate your call with a polite "Goodbye"--hang up gently.
- Remember, there is no unimportant telephone call. You are the voice of the hospital or clinic's business.

Bulletin Boards and Announcements

All radiography clinical courses are web-enhanced using the D2L platform. Course information can be found in D2L and/or E*Value. Messages of interest and calendar changes are also posted in D2L and/or E*Value. Student clinical schedules are posted in D2L and E*Value for each clinical course and a copy is maintained by each clinical instructor on site. Online bulletin board messages/calendars through D2L and E*Value should be checked regularly for updates and deadline notifications. It is the student's responsibility to check for updates. Changes in clinical schedules or updates will be communicated via email.

Lockers

If lockers are assigned at the clinical site, you are required to supply a lock for your locker.

Do not leave valuables in an unlocked locker.

Clinical education facilities and ECC will not be responsible for lost or missing articles.

There are lockers available in close proximity to the radiography classroom. See the Program Director if you wish to be assigned a locker on campus.

Smoking

All clinical affiliates are "Smoke-Free" institutions; therefore, smoking is not permitted during clinical hours (This includes personal vehicles).

On ECC campus, smoking is allowed only inside your parked vehicle with all windows rolled up.

Dress Code

Uniforms for male and female students are ordered/purchased from the ECC Bookstore by each student prior to the designated deadline date. These include:

For Women: (1) Royal blue scrub pants, (2) Royal blue scrub shirts, (3) Royal blue warm up jacket (4) white lab coat (5) Solid white socks, (6) White soft-soled shoes or white leather athletic style shoes are permitted (there shall be minimal color on the athletic shoes).

For Men: (1) Royal blue scrub pants, (2) Royal blue scrub shirts, (3) solid white socks, (4) white lab coat (5) White soft-soled shoes or white leather athletic style shoes are permitted (there shall be minimal color on the athletic shoes).

All scrub uniforms must be purchased through the ECC Bookstore to ensure that they have the necessary ECC logo and "Medical Imaging Student" stitched on the left chest area. Photo id name badges must be worn at all times.

Each student should have at least three (3) full uniforms to begin with. Additional uniforms may be purchased for the second year when clinical rotations will include three full days.

Depending on the clinical site, surgical scrub suits are required when assigned to the operating room and are normally furnished by the hospital. These uniforms are not to be taken from the hospital and are to be worn only when scheduled to work in the operating room. On weeks scheduled in the O.R., student uniforms must be worn to and from the clinical assignment. Some clinical sites require that the long white lab coat be worn over hospital scrubs when leaving the operating room environment to protect the scrubs from cross-contamination. OR scrubs are to be worn ONLY during weeks assigned to OR, or in the case of accidental contamination of the student uniform.

Every student must be attired in full uniform in order to enter the clinical area - NO EXCEPTIONS. If improperly attired, a student may be sent home for the day or allowed to change outfits and return. If the student is sent home for the day, it will be documented as an unexcused absence in the clinical assignment.

Shoes must be athletic or healthcare in style (no clogs/ no crocs). Shoes (and shoestrings) must be washed regularly. Failure to adhere to the dress code policy will result in a reduction of the clinical grade and/or disciplinary action.

Jewelry

Jewelry should be kept to a minimum as it places the patient at risk of injury and it places the student at risk for potential infection. Also, jewelry can get caught on equipment. The following rules apply to jewelry:

- NO hoop earrings
- NO GATED EARRINGS ALLOWED.
- NO FACIAL PIERCINGS
- NO bracelets other than a wristwatch (one with a second hand is recommended)
- NO large rings

Grooming

Nail polish is permitted, but should be well kept (non-peeling). Nails must be short to moderate in length. NO ACRYLIC NAILS ARE PERMITTED DUE TO HOSPITAL INFECTION POLICIES.

Wear make-up in moderation.

NO PERFUMES, COLOGNES OR AFTERSHAVE in the clinical setting.

Students should also be aware of offensive odors such as smoke on clothing. Patients who are not feeling well may be sickened by odors such as perfume or smoke.

Severe hairstyles or colors, ornamental clips, ribbons, or bows in your hair are not acceptable. If clips or hair bands are worn, they must be neutral in color, style, and design. Facial hair should be neat & trim. This is not only an aesthetic issue, it is necessary in order for facemasks and respirators to fit properly.

NO FACIAL TATTOOS ARE ALLOWED IN THE CLINICAL SITES. Any tattoos that are visible must not contain inappropriate language or images that may be offensive to others. At the discretion of program or clinical site officials, a student may be asked to cover a tattoo that may be considered offensive.

ID Badges

The student's hospital ID badge will be worn at all times while on duty. Badges will be worn within 10" of the shoulder with the picture clearly visible.

Employment Guidelines and Procedures

In the event that a radiography student is placed on the payroll to perform related work in the Imaging Department at any of the clinical education centers, the following guidelines shall apply:

Employment of radiography students by the clinical education centers shall be left to the student's discretion and remains independent of the radiography program and its requirements.

A student's employment shall not interfere with class or clinical schedules or the quality of performance in the educational program.

Students shall not be used to substitute regular staff while participating in the clinical education component of the program.

Students participating in the clinical education component of the program should not be supervised by other students employed in the department.

Students shall not wear the program/ECC uniform or student nametag while on duty as a hospital employee. Students shall adhere to the appropriate hospital dress code as determined by that facility.

Students shall not wear the film badge provided by ECC while on duty as a hospital employee. Students should be provided with a separate dosimeter provided by the hospital. The student will be responsible for wearing the correct dosimeter according to their respective role(s).

Time for hospital in-service/orientation required of the employee must not conflict with clinical education assignments. In other words, time missed counts as clinical absence and time exceeding allowed sick time must be made up during the semester break.

Under no circumstances should a student make exposures while working as paid hospital staff without proper licensing.

Student Clinical Supervision Policy

Each student is assigned to a supervising registered radiographer on every clinical assignment.

The student must report to the supervising RT or clinical instructor of the assigned clinical area at the beginning of each clinical shift.

The student must inform the supervising RT or clinical instructor of any scheduled class or clinical activity that will require the student's release from the clinical area.

The student must obtain permission from the supervising RT or the clinical instructor before leaving the assigned clinical area for any other reason. (Please refer to the Attendance Policy, Section 4 of the Student Handbook)

The following student supervision guidelines are based on the JRCERT Standards for an Accredited Educational Program in the Radiologic Sciences (2014).

The ratio of staff to students prior to student competency in a given examination or procedure shall not exceed 1:1.

Direct supervision is required before a student proves competence in a particular exam. Direct supervision is defined as the supervising RT being in the room with the student while the student performs the radiographic procedure.

- ALL students must also have a technologist evaluate the request and the patient's condition before attempting to radiograph a patient.
- The student should never attempt an examination without the supervising technologists' knowledge.
- ALL students must have a technologist approve their images in compliance with the facility's procedure.
- A qualified radiographer must be present during the performance of any repeat of an unsatisfactory image
- Students that fail to comply with the guidelines and procedures above will be reprimanded by being placed on clinical probation.

A student is permitted to perform procedures under indirect supervision ONLY after demonstrating competency in a specific procedure AND after an RT has evaluated the order.

A student may challenge for competency evaluation ONLY after being checked off on a performance test under simulated conditions in the lab and completion of testing in didactic course work covering the procedural material.

It is recommended that a minimum of TWO practices on actual patients be performed prior to challenging an exam for competence. Competency evaluation is at the discretion of the evaluating RT or clinical instructor.

After demonstrating competency, students are allowed to perform examinations under INDIRECT supervision -- meaning that a qualified radiographer is immediately available to assist the student, regardless of the level of student competency.

- The radiographer must be in close proximity (adjacent) to the room in which the examination is being performed.
- This immediate availability applies to all areas where ionizing radiation equipment is in use, including portable radiography, surgical radiography, and the emergency department.
 - § Telephones, beepers and electronic devices do not constitute immediate availability.
- A qualified radiographer reviews the images with the student before approving them.
- Unsatisfactory images shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.
- Any student who performs radiographic examinations without proper supervision is subject to disciplinary procedures and a ten-point deduction in the clinical grade. Repeated infractions will result in dismissal.

Guidelines and Procedures for Students Repeating Unsatisfactory Radiographs (Images)

Unsatisfactory radiographs (images) shall be repeated by students ONLY in the presence of a radiographer. This includes both first and second-year students. Students that fail to comply with the guidelines and procedures will be reprimanded and may be placed on clinical probation. Repeated infractions will result in dismissal.

Clinical Education Plan

The Clinical Education Plan outlines the systems, methods, and instruments used to develop, evaluate, and document student clinical progress. The Plan integrates clinical and didactic education to maximize student achievement of program objectives.

The Clinical Education Plan was designed using the JRCERT Standards for an Accredited Educational Program in the Radiologic Sciences (2014), the ASRT Professional Curriculum for Radiography (2017), and the ASRT Scope of Practice for the Radiographer. The (2017) ARRT Radiography and Clinical Competency Requirements will apply.

The method used for clinical education involves the use of the following methods/instruments:

- Clinical Rotation Objectives, (all clinical courses excluding RAD 266)
- Clinical Laboratory Validations (RAD 124 RAD 134)
- Clinical Competency Evaluations, (Comps) (all clinical courses)
- Clinical Performance Evaluations (all clinical courses)
- Clinical Progress Evaluations (all clinical courses)
- Final Competency Evaluations. (RAD 266 only)
- Comprehensive Clinical Assessment Project (RAD 266 only)

The Clinical Coordinator, clinical instructors and the supervising technologists are responsible for the evaluation of student achievement of clinical objectives. Overall progress and affective behaviors are evaluated on an ongoing basis, and achievement of all program objectives is audited periodically and verified prior to completion of the program.

Clinical Plan Orientation

Student Orientation

- Student orientation to the Clinical Education Plan occurs during RAD 101-Clinical Orientation Unit during the first Summer term.
- A review of the Clinical Education Plan occurs again at the beginning of the second year. Students are oriented to each clinical course at the beginning of each clinical term.

Radiographer Orientation

- All technologists involved in clinical supervision of students receive an orientation packet containing the Clinical Education Plan. The Program encourages the imaging departments of all clinical affiliates to include technologist supervision and evaluation of radiography students in the staff radiographer position descriptions so that the effectiveness of these duties are evaluated during the annual performance review of each staff technologist to ensure a quality of the clinical experience. Clinical instructors and staff have access to the E*Value electronic management system for clinical course information.

Clinical Education Sequencing

The following outlines the step-by-step progression of the student through the Clinical Education Plan. Clinical rotation objectives follow a logical sequence of increasingly complex assignments, and are closely correlated to the didactic curriculum. This allows the student to progress from observation of radiographic examinations, to assisting, and finally to performing examinations under direct, and later, under indirect supervision with increasing independence. The student gains a level of knowledge and competency that allows for successful performance as a radiographer.

1. Didactic Instruction

Classroom lectures and discussions introduce students to the assigned unit of the Procedures courses.

2. Clinical Laboratory Demonstration

The instructor demonstrates and simulates the projections discussed in the classroom. The students practice performing their positioning skills through simulation.

3. Didactic Evaluation

A written test evaluates student cognitive learning relating to the procedures studied.

4. Clinical Laboratory Validations

An instructor evaluates student clinical skills by observing the student simulate the performance of radiographic examinations. The Clinical Laboratory Evaluation does not involve actual exposures. These evaluations constitute a portion of the Procedures course

grade, and successful completion of the Clinical Laboratory Validation is a prerequisite to the performance of the examination for practice on a patient in the clinical setting. These evaluation documents are completed in the E*Value electronic management system.

5. Performance of Patient Examinations under Direct Supervision

Following successful completion of the Clinical Laboratory Validation, the student may perform that examination on patients under the direct supervision of a registered technologist. It is recommended that the student perform a minimum of two practices on an actual patient when possible prior to competency evaluation.

6. Clinical Competency Evaluation

Following successful completion of didactic and clinical instruction, and after having performed a radiographic examination under direct supervision, the student requests a Clinical Competency Evaluation. The student must notify the evaluating technologist his or her intent to be evaluated PRIOR to performance of the exam so that the evaluator can observe the entire process. The Radiography Clinical Coordinator, a clinical instructor or supervising technologist directly observes the student perform a patient exam, and evaluates the student's performance. Successful completion of a Clinical Competency Evaluation by the student is a prerequisite to the performance of that particular examination on patients under indirect supervision. These evaluation documents are completed in the E*Value electronic management system.

7. Performance of Patient Examinations under Indirect Supervision:

Following successful completion of a Clinical Competency Evaluation for a specific radiographic examination, the student may then perform that exam on patients under indirect supervision, in compliance with the Clinical Supervision Policy. Recompentency ("Recomp") Clinical Evaluations

A Clinical instructor or supervising technologist periodically conducts recomp evaluations by observing the student perform a patient exam for the purpose of evaluating student retention and continued clinical proficiency. Students request a recomp evaluation. A specific number of recomp examinations are required for all clinical courses except RAD 124. These evaluation documents are completed in the E*Value electronic management system.

8. Final Competency Evaluations

During the last clinical term of the second year, the student must complete the Final Competency Objectives. The student must perform 25 radiographic examinations on a patient, under the direct supervision of the supervising technologist, a clinical instructor or Clinical Coordinator. The Final Competencies evaluate and document student performance of each exam. The student must notify the technologist or the evaluation prior to performance of the exam so that the she can observe the entire process. The Clinical Coordinator documents the completion of all Final Competencies. Successful completion of Final Competencies is a graduation requirement. These evaluation documents are completed in the E*Value electronic management system.

Student Documentation Requirements

Each student must complete and submit on E*Value documentation of completion of clinical requirements and assessment activities. A portion of the clinical grade depends on the student's timely completion of all required documentation.

Clinical Rotation Objectives and Equipment Competencies

Each semester's weekly clinical rotation has its own unique objectives. The objectives and equipment competencies can be found in E*Value under the appropriate clinical course. Each objective outlines the expectations for each clinical rotation and are unique to each level (clinical course).

At the end of each clinical rotation, the student must access the objectives electronically; complete a self-assessment; and submit the form to the Clinical Coordinator for each clinical assignment during each semester.

The student must meet the objectives for each clinical assignment to demonstrate acceptable clinical progress. A student not satisfactorily meeting objectives during the allotted time may be assigned a remediation activity, scheduled for additional time in the assigned area or may be placed on clinical probation.

The student submits the Clinical Rotation Objectives and Equipment Competencies electronically via the E*Value electronic management system. These sheets are due on the Monday following completion of each rotation.

Clinical Performance Evaluations

A Clinical Performance Evaluation must be completed by a supervising technologist for evaluation of the student's overall clinical and affective performance in each assigned rotation. Each student must have at least one Clinical Performance Evaluation completed for each week of clinical rotation.

The evaluation document should be submitted in the E*Value system by the student to the technologist who supervised him/her for the longest time during the week.

The technologist then completes the evaluation and submits it in the system.

The Clinical Coordinator reviews and releases the evaluations for the student's review weekly in order to provide timely feedback.

Clinical Competency Evaluations

Each student must successfully complete the required number of competency evaluations per semester as outlined in the clinical course syllabus to maintain a satisfactory rate of progress within the clinical component of the program.

Competency evaluations should be recorded whether the attempt is successful or unsuccessful, as this provides important information to faculty regarding the clinical progress of each student.

The student must notify the evaluating technologist of his or her intent to be evaluated prior to performance of the exam so that the evaluator can observe the entire process.

The total number of competencies completed per term constitutes a portion of the clinical grade. Failure to complete the required number of competencies will result in a reduction in the student's clinical course grade and will result in being placed on clinical probation for lack of clinical progress. Completing more competencies than required may result in a point

addition to the clinical grade and the comps will be carried over for credit in the next clinical course.

The student should complete all routine examination comps by the end of the Fall term of the second year, if possible, in order to avoid overlap with Final Competency requirements.

Advanced Modality Assignments

These assignments are student self-study projects, correlated to the clinical rotations in the advanced modalities.

Prior to a Clinical Rotation in CT, MRI, etc., the student must complete a reading assignment and a study guide, which is due the Friday before the Clinical Rotation.

Timely completion of these requirements constitutes a portion of the clinical grade. The Advanced Modality Study Guides comprise a portion of the base clinical grade.

Advanced modality journal, providing the student opportunity to reflect on the experience, also constitutes a portion of the clinical grade.

Final Competency Evaluations

In a competency based clinical education system, each competency evaluation represents the student's competence on a particular exam/procedure at a point in time. "Recomps" represent the student's maintaining competence on studies the student has previously been deemed competent. It is the student's responsibility to maintain competence through regular review and practice throughout enrollment in the Program. The Final Competency Evaluations are assurance that the student has remained competent on a variety of procedures and is prepared to graduate as a competent, independently functioning technologist.

During the Spring term of the second year, the student must be evaluated while performing twenty five (25) examinations on actual patients under the direct observation of the supervising technologist, Clinical Instructor or Clinical Coordinator.

The technologist documents completion of each examination by signing off on the Final Competency. The completed Final Competency Evaluations are completed in the E*Value electronic management system.

The Clinical Coordinator tallies the completion of each exam.

All Final Competency Evaluations must be completed prior to graduation.

Clinical Grade Policy:

Students will receive a clinical grade for each clinical course.

Each student receives a progress report at midterm and at the end of each term.

Clinical Probation

Students must maintain a minimum 80% at the midterm progress report. Any student not meeting at least 50% completion of course requirements at midterm will receive a failing (F) midterm grade and will be placed on Clinical Probation. The Clinical Probation period typically extends through the end of the term and results in a 5-point grade deduction of the final grade. At the end of this probation period, the student must have attained a minimum 80% average and demonstrated improvement in the area of concern after any point deductions.

Any student failing to attain the 80% clinical grade at the end of the term is subject to failure of the clinical course and subsequent dismissal from the program.

A student is allowed only two clinical probationary periods during enrollment. If new circumstances arise that require the need to place the student on probation again, the student will be considered for dismissal from the program. Please refer to the Retention and Promotion Policy (Section 4) of the Student Handbook.

Clinical Grade Calculation:

The student's clinical grade is first calculated as the Base Clinical Grade, expressed as a percentage which varies from semester to semester. Clinical points are added or deducted to/from the base grade obtain the final clinical course grade. Refer to each clinical course syllabus for information regarding the grading for each specific course

Clinical Points**

The following is a list of circumstances that would cause point additions or deductions from the Base Clinical Grade. The list aids students in determining how each event will affect the Clinical Grade, and is not meant to be all-inclusive. Point additions for exemplary performance, or point deductions for inappropriate actions occur at the discretion of program faculty, and on the recommendation of supervisors, technologists or radiologists. Under all circumstances, program policies concerning disciplinary procedures will take priority over the clinical grading system. Repeated violations of program policies result in a reduction in the student's clinical grade. They will also cause the student to be subject to disciplinary procedures, up to and including dismissal from the program.

Clinical Points:	
Number of competencies performed	
3 or more under the required # of competencies	-3
2 under the required # of competencies	-2
1 under the required # of competencies	-1
minimum required # of competencies for the semester	0
3 or more over the required # of competencies	+1
Special Occurrence	+1
Number of clinical days absent	
0 days absent	+1
1 day absent (over the 2 allowed)	-1
2 days absent (over the 2 allowed)	-2

3 days absent (over the 2 allowed)	-3
each subsequent day absent	-1
Number of clinical lates (tardies) tardy = 7 minutes late or greater	-1
First three occurrences (4th results in probation)	-1
Failure to follow Time and Attendance Policy (ie. Failure to call in)	-1/occurrence
Performing examinations without proper supervision	-10
Failure to follow professional appearance (dress code) policy	-1/occurrence
Failure to comply with Radiation Protection Policy (ie failing to wear Pb during mobile/OR radiography,	- 5
Failure to comply with radiation dosimeter policies (ie. untimely exchange of dosimeter badge, failure to wear dosimeter during exposures))	-1/occurrence
Failure to follow standard infection control precautions	- 3/occurrence
Unprofessional language or behavior	- 5
Refusing to do an examination	- 5
Clinical Probation	-5
Documentation of attendance at approved CE activity (per activity)	+1

Glossary of Clinical Education Terms:

ADVANCED MODALITY ASSIGNMENT:

A student self-study project correlated to a clinical rotation in a special modality. Includes a worksheet due before the rotation and a journal entry due after each rotation.

CLINICAL COMPETENCY EVALUATION:

Also known as a COMP. The student performs a radiographic examination on a patient under the direct observation of the supervising technologist or the Clinical Instructor. This must be completed successfully before the student can perform this examination under indirect supervision.

CLINICAL ROTATION OBJECTIVES:

A form that lists all of the goals the student is expected to achieve upon the completion of a specific one-week clinical assignment. The student must carry this form with him, and complete sections as each is accomplished. The Clinical Rotation Objectives are submitted to the Clinical Coordinator through E*Value, and are due the Monday following completion of the rotation.

COMPETENCY:

The ability to function with indirect supervision and assume those duties and responsibilities that are set forth in the clinical objectives.

COMPREHENSIVE CLINICAL ASSESSMENT (CCA):

A project that the student completes as part of the clinical course requirements. The Comprehensive Clinical Assessment Project is designed to provide progressive growth and evaluation of a student's clinical progress. It provides a semester-by-semester assessment of written communication, critical thinking, technical skills application and image evaluation skills. This information is also used to assess student-learning outcomes.

DIDACTIC:

A term used when discussing classroom-learning experiences, as opposed to CLINICAL experiences.

DIRECT SUPERVISION:

A registered radiographer is present in the control area with the student during the performance of the examination.

FINAL COMPETENCY EVALUATION:

These are completed by the supervising technologist to document student achievement of final comps prior to graduation.

INDIRECT SUPERVISION:

A registered radiographer is immediately available to assist the student (within line of sight or within a distance to hear the student request assistance). Telephones, beepers and electronic devices are not considered indirect supervision.

LABORATORY:

A work time scheduled for demonstration of clinical procedures by the Radiography Instructor, for return demonstration by the students, and for positioning practice.

OBJECTIVES:

See Clinical Rotation Objectives

PROFICIENCY:

An advancement in knowledge and skills that is acquired through the repeated performance of patient radiographic examinations. Proficiency is being able to perform above the minimum competency level.

SIMULATED CLINICAL EVALUATION:

A positioning test done with the Radiography Instructor, and a non-patient positioning model. No exposures are made. This evaluation is used as a portion of the clinical grade.

VALIDATION:

See Simulated Clinical Evaluation above.

Clinical Competency Requirements

YEAR	TERM	NUMBER OF COMPS REQUIRED	NUMBER OF RECOMPS REQUIRED
FIRST YEAR	SUMMER	0	0
	FALL	5	0
	SPRING	15	5
SECOND YEAR	SUMMER	10	5
	FALL	15	15
	SPRING	8	Final Comps (25)
TOTALS		53	50

*****Refer to the Master List of Clinical Competencies in the Appendix

* During the Spring Session, Final Comps may be attempted on any exam that an initial comp has been achieved.

***A total of 53 (38 required/minimum of 15 elective) competency exams plus the 10 patient-care procedure comps must be completed before graduation.**

***25 Final Comps must be completed before graduation.**

**Elgin Community College
Radiography Program
MASTER PLAN OF CLINICAL EDUCATION**

FIRST YEAR	T/TH (7 HRS/DAY)	FIRST YEAR	T/TH (7 HRS/DAY)
FALL SEMESTER (~17 WKS)	255 CLINICAL HRS/SEMESTER	SPRING SEMESTER (~17 WEEKS)	255 CLINICAL HRS/SEMESTER
RAD 124 (3 CREDITS/15 CONTACT HRS) RADIOGRAPHY CLINICAL PRACTICUM I		RAD 134 (3 CREDITS/15 CONTACT HRS) RADIOGRAPHY CLINICAL PRACTICUM II	
1 FLUORO	2 weeks	1 FLUORO	2 weeks
2 GEN'L RAD / AFTERNOON	2 weeks / 2 weeks	2 GEN'L RAD	2 weeks /2 weeks
3 PORTABLES	2 weeks	3 PORTABLES	2 weeks
4 SURGERY		4 SURGERY	
5 ORTHOPEDICS	4 weeks	5 ORTHOPEDICS	4 weeks
6 CLINIC	4 weeks	6 CLINIC	4 weeks
SECOND YEAR	M/W (7.5 HRS/DAY)	SECOND YEAR	MWF (8 HRS/DAY)
SUMMER TERM (10 WKS)	100 CLINICAL HRS/TERM	FALL SEMESTER (~17 WKS)	425 CLINICAL HOURS/SEMESTER
RAD 242 (2 CREDITS/10 CONTACT HRS)		RAD 256 (5 CREDITS/25 CONTACT HRS)	
1 FLUORO	2 weeks	1 FLUORO	2 weeks
2 GEN'L RAD	2 weeks	2 GEN'L RAD	2 weeks
3 TRAUMA/PM	2 weeks	3 TRAUMA/PM	2 weeks
4 PORTABLES	2 weeks	4 PORTABLES	2 weeks
5 SURGERY		5 SURGERY	
6 ORTHOPEDICS OR 7 CLINIC	2 OR 2	6 ORTHOPEDICS/CLINIC	4 weeks
		7 CLINIC	4 weeks
		8 ADVANCED MODALITIES (CT, MR, US, MAMMOGRAPHY (elective)).	1 DAY EACH
SECOND YEAR	MWF (8 HRS/DAY)	TOTAL PROGRAM CLINICAL HOURS= 1460 HOURS	
SPRING SEMESTER (17 WKS)	425 CLINICAL HOURS/SEMESTER		
RAD 266 (5 CREDITS/25 CONTACT HOURS)			
1 FLUORO	2 weeks		
2 GEN'L RAD	2 weeks		
3 TRAUMA/PM	2 weeks		
4 PORTABLES 5 SURGERY	2 weeks		
6 ORTHOPEDICS/CLINIC	~4 weeks		
7 PEDIATRICS	2 weeks		
7 ADVANCED MODALITIES (NUC MED/BONE DENSITOMETRY), HEART CATH/ANGIO LAB, RAD THERAPY)	1 DAY EACH		

Updated 2/2020



Elgin
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SECTION 6

Educational Outcomes

RADIOGRAPHY PROGRAM EFFECTIVENESS DATA

PROGRAM MISSION

Elgin Community College's radiography program is a JRCERT-accredited associate degree program that provides accessible and relevant education in accordance with the highest professional standards. The Program, in partnership with its clinical partners, will graduate competent radiographers that practice excellent patient-centered care to the diverse populations within the community.

PROGRAM GOALS AND EXPECTED OUTCOMES

The Program will graduate competent radiographers

Expected Outcomes: Students/graduates will produce quality radiographs by:

- Producing quality radiographic images
- Practicing effective radiation safety for the patient, him or herself and others
- Demonstrating overall competence in clinical practice

The student/graduate will develop and practice proficiency in problem-solving and critical thinking skills

Expected Outcomes: Students/graduates will demonstrate proficiency in problem-solving and critical thinking skills by:

- Modifying standard procedures to accommodate patient condition and other variables
- Determining the need and adapting exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
- Evaluating radiographic images for appropriate positioning and image quality and make appropriate adjustments to obtain a diagnostic radiographic image.

The student/graduate will practice effective communication skills in the clinical setting.

Expected Outcomes: Students/graduates will practice effective communication skills in the clinical setting by:

- Demonstrating effective communication skills

The student/graduate will conduct him or herself in a professional manner.

Expected Outcomes: Students/graduates will conduct him or herself in a professional manner by:

- Demonstrating professional values and behavior in clinical practice.
- Demonstrating professional growth through participation in lifelong learning.

The student (graduate) will provide excellent patient care for a diverse population of patients.

Expected Outcomes: Students/graduates will provide excellent patient care for a diverse population of patients by:

- Demonstrating increased understanding of the importance of cultural competence in clinical practice
- Demonstrating increased awareness of the impact of current trends and changes in healthcare affecting global population.

The Program will provide the healthcare community with qualified radiographers.

Expected Outcomes:

A retention rate of 75% or higher

The 5-year average employment rate of graduates within one year of graduation will be 75% or greater. A positive outcome is defined as employment in the field for those graduates who declare they are actively seeking employment in the field or pursuing continued education in the field.

First time pass rates of the cohort of graduates on the ARRT credentialing exam will be consistent with or above the national passing rates each year of the exam, with a minimum pass rate of 75%.

Mean scores of cohort of graduates on the ARRT credentialing exam will be consistent with or above the national mean scores each year.

The mean score on the employers' satisfaction survey of the graduates' preparation for employment will be 3.0 (meets expectations) or higher on a 5.0 (exceeds expectations) point scale.

Radiography Program Outcomes

Credentialing Exam (ARRT) Pass Rate

Cohort	# 1st time examinees	# passing 1st attempt	Pass rate
2015	8	8	100%
2016	13	13	100%
2017	10	10	100%
2018	10	10	100%
2019	15	15	100%
2015-2019	57	57	100%

ARRT Exam pass rate will be consistent with or above the national pass rate each year with the 5-year average pass rate of 75% or higher

Credentialing Exam (ARRT) Mean Scores

Cohort	Mean Score	Nat'l Mean	ECC	State Mean	ECC
2015	92.4	83.7	Exceeds	83.6	Exceeds
2016	91.8	83.3	Exceeds	83.5	Exceeds
2017	90.9	83.6	Exceeds	83.4	Exceeds
2018	88.7	83.6	Exceeds	83.2	Exceeds
2019	89.9				

5-year average ARRT Exam mean score will be consistent with or above the national mean scores each year

Program Completion Rate

Cohort	% of program completers	# students in cohort
2016	87.5%	16 enrolled; 14 graduated (2 academic failures; 1 voluntary withdrawal; 1 re-entry)
2017	62.5%	16 enrolled; 10 graduated (4 voluntary withdrawals; 1-re-entry; 3 academic/clinical failures)
2018	62.5%	16 enrolled; 10 graduated (4 voluntary withdrawals; 1 academic failure; 1 dismissal)
2019	93.75%	16 enrolled; 15 graduated (1 voluntary withdrawal)
2020	87.5%	16 enrolled; 14 to graduate (2 voluntary withdrawals;)
2021	75%	16 enrolled; 12 (3 voluntary withdrawals; 1 clinical failure)
2016-2020	78.75%	5-Year Average 63 graduated of 80 enrolled

5-year Average

Program Completion Rate (PCR) of 75% or higher. The # of students who complete the program within 150% of the stated program length (24 mos/6 semesters)

Job Placement Rate

Cohort	% of program completers	# students in cohort
2015	100%	8; 5 completed graduate survey; 3 continuing education in field; 1 not actively seeking employment; 4 of 4 currently employed within 1 year.
2016	100%	14; 10 completed graduate survey; 5 continuing education in field (4/5 are also currently working in the field); 2 not actively seeking employment; 7 of 7 currently employed within 1 year.
2017	100%	10; 6/10 (60%) are continuing education in the field (2 pursuing BS degrees; 4 are enrolling in one of ECC's AMI Programs); 4/4 currently employed within 1 year
2018	100%	10; 4/10 (40%) are continuing education in the field (1 pursuing BS in Rad Therapy; 3 are enrolled in one of ECC's AMI Programs) ¾ are also currently working in the field); 6/6 are currently employed within 1 year.
2019	93%	15; 9/15(60%) are continuing education in the field (2 ECC CT; 5 ECC Mamm; 1 ECC MR) 14/15(93%) are currently employed (1 year from graduation);
2015-2019	97.1%	5-Year Average 34 of 35 employed

5-year Avg Job Placement Rate (JPR) within 1 year of graduation will be 75% or greater*

*A positive outcome is defined as employment in the field for those graduates who declare they are actively seeking employment in the field or pursuing continued education in the field)

Employer Satisfaction

Cohort	# of responses	Exceeds	Meets	Does Not Meet	Mean Score
2013	10	9	1	0	4.8
2014	4	2	2	0	4.0
2015	1	1	0	0	5.0
2016	7	7	0	0	5.0
2017	4	3	1	0	4.5
2018	4	4	0	0	5.0
2019					

The mean score on the employer's satisfaction survey for graduates' preparation for employment will be 3.0 (meets expectations) or higher on a 5.0 (exceeds expectations) point scale

ACCREDITATION INFORMATION

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiography Program. This accreditation is important because it indicates that the program is committed to academic excellence, health care quality and patient and professional safety. JRCERT accreditation demonstrates that the program adheres to the national educational standards that have been accepted by the profession. Elgin Community College's Radiography Program has a full 8-year accreditation which it received in 2012. In addition, Elgin Community College is accredited by the Higher Learning Commission (HLC). Effectiveness data for the program is available on the JRCERT and Elgin Community College websites. Contact information for the JRCERT:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300
Email: mail@jrcert.org



Elgin
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Appendix

A1 Health Professions Division Statement on Safety

Adopted/Revised February 2014

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

A2-4 LINKS TO ELGIN COMMUNITY COLLEGE PROCEDURES

[ADMINISTRATIVE PROCEDURE 3.406 - Criminal Background Checks and Drug Testing of Health Professions Program Students](#)

[ADMINISTRATIVE PROCEDURE 4.403 – Appeal of Student Grades](#)

[ADMINISTRATIVE PROCEDURE 4.408 – Appeal For Complaint Procedure](#)

A5 ADMINISTRATIVE PROCEDURE 4.402 Student Code of Conduct

References Board of Trustees Policy: EP1

- Subject:** Student Code of Conduct
Adopted: January 20, 1996
Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010, August 21, 2013; April 9, 2015; August 3, 2017; June 4, 2018
Review: This procedure will be reviewed by the Vice President for Teaching, Learning, and Student Development by June 30 of every even-numbered year.

1. Definitions

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks. **[In Health Professions this also includes off-campus instructional sites.]**

College Official includes any person employed by the College, performing assigned administrative or professional duties. **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to elgin.edu.

2. Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

- a. Acts of dishonesty, including but not limited to the following:
 - 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)
[In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]

- 2) Providing false information to any College official, faculty member or office
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
 - 3) Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.
[In Health Professions this also includes clinical or program documents, records, or instruments of identification.]
 - 4) Tampering with the election of any College-recognized student organization.
- b. Intentionally disrupting the orderly processes and operations of the College:
- 1) Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language.
[In Health Professions this also includes off-campus instructional sites.]
 - 2) Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off-campus events.
 - 3) Intentionally interfering with the lawful rights of other persons on campus
[In Health Professions this also includes the rights of other persons at off-campus instructional sites.]
 - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. (See Administrative Procedure 6.202 "Use and Rental of Campus Hallways, Atriums and Grounds" and Administrative Procedure 6.208 "Facilities Usage Regulations")
[In Health Professions this also includes off-campus instructional sites.]
- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. (See Administrative Procedure 6.208 "Facilities Usage Regulations")
[In Health Professions this also includes off-campus instructional sites.]
- e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
- f. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information.
[In Health Professions this also includes off-campus instructional sites.]

- g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
- h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
[In Health Professions this also includes off-campus instructional sites.]
- i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
- k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.
[In Health Professions this also includes off-campus instructional sites.]
- l. Violation of published College policies, administrative procedures, rules or regulations.
[In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]
- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
[In Health Professions this also includes off-campus instructional sites.]
- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
[In Health Professions this also includes off-campus instructional sites.]
- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.
[In Health Professions this also includes off-campus instructional sites.]
- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.
[In Health Professions this also includes off-campus instructional sites.]
- q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.

- r. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.

[In Health Professions this also includes off-campus instructional sites.]

- s. Theft or other abuse of computer time or services, including any violation of the Acceptable Usage Guidelines for Electronic Student Services ,which can be found in all computer labs.
 - 1) Use of computing facilities to view or share pornography or send obscene or abusive messages.

[In Health Professions this also includes off-campus instructional sites.]

- t. Abuse of the Disciplinary Hearing Process, including but not limited to:

- 1) Failure to obey the summons of a judicial hearing committee or College official
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
- 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
- 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
- 4) Request of a disciplinary proceeding knowingly without cause
- 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
- 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
- 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.
- 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
- 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. *Disciplinary Procedures*

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

4. *Appeal*

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using

Administrative Procedure 4.408 (Appeal).

5. *Record of Complaint and/or Appeal*

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

A6 Health Professions Division Statement on Safety

Adopted/Revised February 2014

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

A7 Radiography Program
Recognized Clinical Education Settings/Clinical Instructors

1425 N. Randall Road
Elgin, IL 60123

224-783-8466 Work Area
224-783-8112 ER X-ray
630-730-3662 (Rey)
Email: reyris.dino@advocatehealth.com

600 S. Randall Rd
Algonquin, IL 60102

Email: diane.johnson@advocatehealth.com
Direct line: 224-783-4328

77 N. Airlite Street
Elgin, IL 60123

Work room 847-888-3757
kellie.pautz@amitahealth.org

2000 Lake Avenue
Woodstock, IL 60098

815-337-3792 FAX: 815-337-4298
streichel@mhemail.org

3922 Mercy Dr,
McHenry, IL 60050
815-578-2021

streichel@mhemail.org

420 N. Rt. 31
Crystal Lake, IL 60012

(815) 356-5200
Direct line: (815) 788-2025
Slavalle@centegra.com

2525 Kaneville Road
Geneva, IL 60134
Geneva south x-ray direct line: 630-524-0128
Geneva north x-ray direct line: 630-938-4045

1975 Lin Lor Lane Plaza Suite
Elgin, IL 60123
Elgin x-ray direct line: 630-938-4015

tjensen@fvortho.com
815-501-2511 (Tara's cell)
FAX: 630-584-1733
mholton@fvortho.com
Mary Holton's cell number if needed is: 847-732-4399

4201 W. Medical Center Drive
McHenry, IL 60050
(815) 788-2054

jeanne.butler@nm.org
Phone: 815.788.2054

10400 Haligus Road
Huntley, IL 60142
Phone: 224.654.0790

anders.grau@nm.org
Phone: 815.382.5942 (Anders)

360 Station Drive
Crystal Lake, IL 60014
Phone: 815 356 2394

Email sharis.castellano-habura@nm.org
Phone 815 814 4900 (Sharis)

3701 Doty Road
Woodstock, IL 60098
Phone: 815.206.3481

EMAIL laurie.wilson@nm.org

2211 N. Oak Park Ave
Chicago, IL 60707
Phone: (773) 385-5564

EMAIL tobrien@shrinenet.org

A8 ADMINISTRATIVE PROCEDURE 4.407 ACADEMIC INTEGRITY

References Board of Trustees Policy: G 1

Subject: Academic Integrity

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every odd-numbered year.

I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Failing to do so is considered academic dishonesty. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting same work in multiple courses, and/or misconduct in research. **[In Health Professions this includes the professional code of ethics for each discipline.]** The purpose of academic assignments is to help students learn. The grade received shows students' own understanding and effort. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others' work, this must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. For more information see the ECC website for more information on [ECC's Academic Integrity policy](#).

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](#). Students may also seek assistance from Librarians as well as the Write Place staff.

II. Acts of Academic Dishonesty include, but are not limited to the following:

A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without acknowledgement in their work.
- part or all of a written assignment copied or paraphrased from another person's work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism.
- reusing or modifying a previously submitted work for a present assignment without obtaining prior permission from the instructors involved.

C. Fabrication

Fabrication is the invention or counterfeiting of data and/or research. **[In Health Professions this includes patient data.]**

D. Complicity

Complicity occurs when a student provides assistance in any act that violates the integrity policy. Students are guilty of being accomplices to academic dishonesty if they: **[In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]**

- allow their work to be copied and submitted as the work of another
- prepare work for another student and allow it to be submitted as that student's own work
- keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- purchase work from another source
- fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

E. Multiple Submissions

Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

Misconduct in research occurs when a student violates professional guidelines or standards in research, including college standards and the Student Code of Conduct.

III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below, they must document the violation using the Academic Integrity Violation form. The form must be sent to the student via the ECC student email account, the Academic Dean, and the Dean of Student Services and Development. This enables the Dean of Students to monitor multiple offenses.

[In Health Professions these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.]

Completion of "Writing with Integrity" course through the Write Place
Reduced grade on assignment
Failing the assignment
Reduced final course grade
Failing grade for course

Instructors have the discretion to use the offense as a "teachable moment," which may include a verbal warning or re-doing an assignment when responding to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of receiving the violation form from their instructor. While an appeal is in progress, the student must be allowed to continue actively participating in the class as long as the student is in compliance with the College's Student Code of Conduct Administrative Procedure 4.402.

All students who receive the Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified by mail and email to attend the meeting. The meeting may or may not impose further sanctions at the discretion of the Director. Students will remain restricted from registration until they have met all sanctions. If a student does not attend the meeting with the Director, the case will be immediately referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity procedure recorded with the Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include but is not limited to:

1. Disciplinary warning or probation
2. Participation in non-credit "Writing with Integrity" course
3. Suspension
4. Expulsion

IV. Appeal Process

A student charged with an act of academic dishonesty may appeal the violation charge, but not the sanction. If the appeal is approved, the sanction would change accordingly. Students should continue active participation in the course while appeals are under review. The steps outlined below

shall be followed. All dates will extend from the date of the email the student receives from their instructor with the violation form. If an extension is required, it may be granted by the Vice President.

Step 1: Division Review

The purpose of step 1 is to allow for independent review of the student's appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Violation form from their faculty member.
2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, they will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.
4. If the Dean denies the appeal, the student will be notified of the decision and rationale via ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member are dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning and Student Development within five (5) days of the notification. The appeal must include all necessary documentation.

Step 2: Vice President/Committee Review

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days the Vice President will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision. The Vice President will use a rubric to determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee. The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If for any reason ECCFA is unable to do so, the Vice

President will appoint the committee members by the end of the ten (10) days. The faculty members will elect the chair of the committee.

5. The committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the faculty member). All committee hearings shall be confidential.
6. The committee shall review the evidence and make a written recommendation to the Vice President of Teaching, Learning, and Student Development within three (3) days of the last hearing. The Vice President may accept or modify the Academic Integrity Appeal Advisory Committee's recommendations and may determine additional sanctions or responses, as necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Academic Integrity Appeal Advisory Committee of his or her decision within five (5) days of receiving the Committee's recommendation.
7. If the Academic Integrity Appeal is upheld, the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President of Teaching, Learning, and Student Development will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

A9 Health Professions Dismissal Policy

Developed by HP Program Directors
Adopted/Revised February 2013

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Radiography program regulations and meet professional standards as outlined in the American Registry of Radiologic Technologists code of ethics.

A written warning may be issued for infractions of program regulations or professional standards. A copy of the written warning will be kept on file in the Dean of Health Professions office.

Students who continue to violate program regulations or professional standards in which they have previously been given a warning will be subject to disciplinary action up to and including permanent dismissal from the Radiography program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Radiography program without a written warning.

Students who have been permanently dismissed from the Radiography program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
2. If warranted, the program official will prepare a *Notice of Permanent Dismissal* that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the *Notice of Permanent Dismissal*. A student who is dismissed from the Radiography program will not be permitted to attend any further Radiography classes/clinical and will receive failing grades in the Radiography courses in which they are enrolled.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog.

A10 Social Media Conduct

Developed by HP Program Directors
Adopted/Revised June 2013

In exchange for the educational opportunities provided to me by the clinical agencies, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in complying with these requirements. I agree to uphold all HIPPA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Video/audio recording is only permitted with faculty/staff approval. If not approved, students are prohibited from all forms of video/audio recordings. Video/audio recording is also prohibited from being shared with individuals or any internet social media. Such violation may also result in a delay in completing my degree requirements or in further disciplinary action against me by Elgin Community College

A11 MASTER LIST OF COMPETENCIES

	R	R	R	R	R		R	R	R	R	R
	A	A	A	A	A		A	A	A	A	A
	D	D	D	D	D		D	D	D	D	D
	1	1	2	2	2		1	1	2	2	2
	2	3	4	5	6		2	3	4	5	6
Mandatory (38)	4	4	2	6	6	Elective (15)	4	4	2	6	6
CHEST & THORAX (5)						CHEST & THORAX					
Chest PA/Lat						Chest Lat Decub					
Ped Chest (< 6)						Sternum					
Geriatric Chest~						Soft tissue neck					
Chest (AP Cart or Wheelchair)						UPPER EXT					
Ribs **						Scaphoid					
UPPER EXTREMITY (11)						Shoulder (axillary)*					
Finger/Thumb						Scapula					
Hand						AC/SC joints					
Wrist						Ped Upper Ext < 6					
Forearm						LOWER EXT					
Elbow						Toes					
Humerus						Os Calcis					
Shoulder						Intercondylar fossa					
Trauma Shoulder* (Scapular Y or Transthoracic)						Knee - oblique					
Clavicle						Patella					
Geriatric Upper Ext~						Ped Lower Ext < 6					
Trauma Upper Ext*						SKULL (1)	**At least ONE elective must be from SKULL section				
LOWER EXTREMITY (7)						Skull					
Foot						Sinuses					
Ankle						TMJ's					
Tibia/Fibula						Zygomatic Arch					
Knee AP/Lat						Orbits (mod MRI)					
Geriatric Lower Ext~						Facial Bones					

Trauma Lower Ext*						Nasal Bones					
Femur						Mandible					
SPINE & PELVIS (7)						SPINE & PELVIS					
C Spine (5 views)						Sacrum/Coccyx					
T Spine						Sacroiliac Jts.					
L-S Spine(5 views)						Scoliosis series					
Cross-Table Lateral Spine						ABDOMEN					
Pelvis						IVP					
Hip						Ped Abdomen<6					
Cross-Table Lateral Hip						Abd Decubitus					
ABDOMEN (2)						FLUOROSCOPIC AND MISC PROCEDURES (1) **At least ONE elective must be from FLUORO section					
KUB**						Esophagus					
Abdomen Upright						Speech Esoph					
FLUOROSCOPIC AND MISC PROCEDURES (1)						Small Bowel					
UGI OR Barium Enema						Cystography					
MOBILE/SURGERY/C-ARM PROCEDURES/MISC (5)						ERCP					
Portable Chest						Myelogram					
Portable Abd						Arthrogram					
Portable Ortho						Hysterosalping					
C-Arm Procedure (More Than One Projection)						MOBILE/SURGERY/C-ARM PROCEDURES/MISC					
Surgical C-Arm (Manipulation Around a Sterile Field)						Portable Peds (<6)					
PATIENT CARE PROCEDURES (10)						OR Retrograde					
CPR^						OR Open Reduct.					
Vital Signs - Blood Pressure^						OR Cholang					
Vital Signs - Temperature^						Clinical Competency Requirements					
Vital Signs - Pulse^											

						YEAR	TERM	# COMPS REQ'D	# RECOMP REQ'D
Vital Signs - Respirations^						FIRST YEAR	SUM	0	0
Vital Signs - Pulse Oximetry^							FALL	5	0
Sterile Technique^							SPG	15	5
Venipuncture^						SECOND YEAR	SUM	10	5
Patient Transfer^							FALL	15	15
Care of Pt Med Equip (O2, IV tubing)							SPG	8	Final Comps (25)
						TOTAL		53	50
^With the exception of most Patient Care Procedures, mandatory exams must be done on actual patients.									
*Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.						*A total of 53 (38 required/minimum of 15 elective) competency exams plus the 10 patient care procedures comps must be completed before graduation.			
** denotes supine or prone acceptable						*25 Final Comps must be completed in the 2nd year Spring Semester before graduation.			
*A maximum of 8 mandatory comps can be simulated (determined by program director or clinical coordinator - excludes fluoroscopic or surgical procedures) and only in the final semester.						* During the Spring Semester, Final Comps may be attempted on any exam that an initial comp has been achieved.			
~Physically or Cognitively Impaired as a Result of Aging									

A12 HP BLOODBORNE PATHOGEN EXPOSURE POLICY

Scope: Applies to all students enrolled in ECC Health Professions programs

Policy Statement: In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

Definitions:

Blood: human blood, human blood components, and products made from human blood.

Bloodborne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infectious materials include:

- Amniotic fluid
- Body tissues
- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:

CPR barrier

Face shields/masks/goggles: are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

Gloves: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier

is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.

Gowns/aprons and other protective body clothing: to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure:

Clinical/Lab Practices

1. All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed immediately after use in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.
5. Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated immediately after use according to the manufacturer's intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.
10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.
12. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the student's

uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if, they are torn, punctured, or when their ability to function as a barrier is compromised.
7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.
4. Students must notify their clinical instructor immediately of any exposure or possible exposure.
5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.
6. Follow-up documentation will be submitted to the appropriate ECC Program Director, which includes the route of exposure and the circumstances related to the incident. Refer to attached Exposure/Incident Report Form.

Reporting of Clinical Exposure Incidents

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific "incident report". Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure:

Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.
2. The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.
3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate "incident report" forms.
4. The student, under the direction of the program faculty/director, or clinical staff, will complete the ECC Exposure/Incident Report Form.
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.

Reference: Occupational Safety and Health Administration (OSHA) Standard Number 1910.1030

A13 HP Exposure/Incident Report Form

Working in the health field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

Exposed Individual:		
Name:		
HP Program:		
Phone #	Cell:	Home:
Exposure:		
Exposure Incident:	Date:	Time:
Location of Exposure: (ie. facility & department or unit)	Name of Facility:	Department or Unit:
Type of Exposure: (example: needle stick, mucous membrane, bite, TB etc.)		
Type of Device: (example: manufacturer, safety device, type of needle etc.)		
Body fluid or substance Involved:		
Body part(s) exposed:		
Incident Details:		
Explain in detail what occurred:		
Personal protective equipment used:		
First Aid:		
Was first aid performed?	YES / NO (Circle one)	
	Describe action taken:	
If so, by whom?		
Was Required Testing Performed?	YES / NO (Circle one)	
Faculty:		
Instructor Name:		

Instructor Signature:		
Comments:		
Facility contact to whom incident was reported:		
Student Signature:		Date:
Program Director Signature:		Date:

Submit copy of completed form to both the Program Director and Dean of Health Professions

A14 MAGNETIC RESONANCE (MR) ENVIRONMENT SCREENING FORM

The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic electronic, magnetic, or mechanical implants, devices or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is ALWAYS on.

Date _____

 Last Name First Name MI Age
 Address _____ Phone(H) _____
 City _____ Phone(W) _____
 State _____ Zip Code _____

Circle Y or N as appropriate

1. Have you had prior surgery or an operation (e.g. arthroscopy, endoscopy etc.) of any kind? Y/N
2. Have you had an injury to the eye involving a metallic object (e.g metallic slivers, foreign body)? Y/N
3. Have you ever been injured by a metallic object or foreign body (e.g BB, bullet, shrapnel etc.)? Y/N
If yes, please describe _____
4. Are you pregnant or suspect that you are pregnant? Y/N

WARNING!!!!: Certain implants, devices or objects may be hazardous to you in the MR environment or MR system room. **Do not enter** the MR environment or MR system room if you have any question or concern regarding an implant, device or object.

Implant?		Device/Object
Yes	No	Aneurysm clip(s)
Yes	No	Cardiac Pacemaker
Yes	No	Implanted cardioverter defibrillator (ICD)
Yes	No	Electronic implant or device
Yes	No	Magnetically-activated implant or device
Yes	No	Neurostimulation system
Yes	No	Spinal cord stimulator
Yes	No	Cochlear implant or implanted hearing aid
Yes	No	Insulin or infusion pump
Yes	No	Implanted drug infusion device
Yes	No	Any type of prosthesis or implant
Yes	No	Artificial or prosthetic limb
Yes	No	Any metallic fragment or foreign body
Yes	No	Any external or internal metallic object
Yes	No	Hearing aid
Yes	No	Other implant
Yes	No	Other device

IMPORTANT INSTRUCTIONS!!!!

Remove all metallic objects before entering the MR environment or MR system room including hearing aids, beeper, cell phone, keys, eyeglasses, hairpins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paper slips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel toed boots/shoes and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment.

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. If any of the information you provide on this screening form should change prior to or during enrollment in the ECC MRI program, you must notify the MRI Clinical Coordinator or Program Director immediately to be screened again to ensure you are able to enter in and work in the MR environment. In the event you fail to notify or report changes to this information, you release Elgin Community College and the faculty of all legal responsibility for any injury that occurs as a result. Initials _____.

Signature of Person Completing Form _____ Date____/____/_____

Form Information Reviewed By: _____ Date____/____/_____

Circle one: MRI Technologist Radiologist Other_____

A15 HEALTH PROFESSIONS STUDENT HANDBOOK AGREEMENT

Elgin Community College's Radiography Program Student Handbook provides information regarding the policies and procedures in effect for the Radiography Program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

____ I have received a copy of the Radiography Program Student Handbook.

____ I am aware that it is my responsibility to ask questions about the contents of the Radiography Program Student Handbook and have those questions answered to my satisfaction.

____ I understand that failure to follow any of the policies in the Radiography Program Student Handbook may result in my dismissal from the Radiography Program.

____ I agree to fully participate in the lab portion of the Radiography Program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

____ I agree that while enrolled in the Radiography Program I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a radiographer, but also strive to develop professional behaviors and attitudes.

____ I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the Radiography Program.

Student (signature)

Date

Student (print name)

A16 CONFIDENTIALITY STATEMENT

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Radiography Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Radiography Program Director.

Student (signature)

Date

Student (print name)

A17 PHOTOGRAPHY RELEASE

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Radiography Program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Student (print name)

A18 PERMISSION TO SURVEY FUTURE EMPLOYER

I give permission to survey my future employer as part of the Radiography Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

Student (signature)

Date

Student (print name)

Revised 5/2018

A19 Addendum to 2018-19 Radiography Student Handbook Second Year Elective Mammography Rotations

The Radiography program has revised its policy, effective May 2018, regarding the placement of students in clinical mammography rotations to observe breast imaging.

Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, Programs & Faculty, Program Resources.

I have read and understand the policy.

Student signature

Date