RADIOLOGIC TECHNOLOGY
PROGRAM HANDBOOK
2015-2016

Health Sciences Center
3350 S. Memorial Drive ○ Tulsa, OK  74147 ○ (918) 828-1200
Table of Contents

Tulsa Tech Administration and Program Faculty ............................................................... 4
Important phone numbers ................................................................................................. 5
JRCERT / ARRT contact information ................................................................................ 5
Clinical sites and Clinical Instructors ................................................................................. 6-7

I. The Program of Radiologic Technology

Program Mission ............................................................................................................... 8
Program Goals .................................................................................................................. 8
Program Effectiveness ...................................................................................................... 8
Program History and Accreditation .................................................................................... 9
Program Description .......................................................................................................... 9
Program Philosophy .......................................................................................................... 9
Confidentiality and Patient Rights ..................................................................................... 9
Clinical Affiliations ............................................................................................................. 9-10
Expectations ..................................................................................................................... 10

II School Policies & Requirements

Admissions Policy – STU-1 ............................................................................................... 11
Student Attendance Policy – STU-3 .................................................................................. 11
Closing of School Policy – STU-12 .................................................................................... 12
Tobacco Policy – STU-13 .................................................................................................. 12
Tuition Refund Policy – STU-14 ....................................................................................... 12
Student Grades Policy – STU-15 ...................................................................................... 13-14
Student Behavior and Discipline Policy – STU-18 ............................................................. 14-16
Acceptable Use of Information Systems Policy – STU-20 ................................................. 16
Wireless Telecommunications Devices Policy – STU-21 ................................................... 17
Testing Students: Alcohol & Illegal Chemical Substances – STU-25 ................................. 17
Compliance with Screening Criteria – STU-29 .................................................................. 18
Threatening Behavior, Harassment, Intimidation and Bullying – STU-31 ............................ 18-19

III. Student Services

Counseling and Guidance ................................................................................................. 20
Student and Class Activities .............................................................................................. 20
Academic Assistance ......................................................................................................... 20
Financial Aid and Fee Payment ........................................................................................ 20
Library Facilities ................................................................................................................ 21
Access to Student Records ............................................................................................... 21

IV. Program Policies and Procedures

Entrance Requirements .................................................................................................... 22
Program Costs .................................................................................................................... 22
Request for Prior Credit Evaluation ................................................................................... 22
Admission with Advanced Standing by Transfer ............................................................... 23
Probation / Suspension ..................................................................................................... 23
Removal .......................................................................................................................... 23
Withdrawal Procedure ...................................................................................................... 24
Readmission Policy and Procedure ................................................................................ 24
Program Structure ......................................................................................................... 24
Class .................................................................................................................................. 24
Lunch/Dinner Time and Break Time .............................................................................. 24
Complaints / Grievances ............................................................................................... 25-26
Drug Screening Procedure ............................................................................................. 26
Attendance ...................................................................................................................... 27
Clinical Practice ............................................................................................................. 28
Student Performance of Radiographic Procedures ..................................................... 28
Radiation Safety Procedures and Rules ........................................................................ 29-30
Tobacco .......................................................................................................................... 31
Food and Drinks ............................................................................................................. 31
Student Use of Electronic Devices ............................................................................... 31
Inclement Weather ........................................................................................................ 31
Vacations, School Breaks and Holidays ...................................................................... 31
Health, Safety and Medical Care .................................................................................. 32
Reporting Injury or Exposure ....................................................................................... 32
Uniforms and IDs ........................................................................................................... 32
Grooming and Professional Appearance .................................................................... 33
Declared Pregnancy ....................................................................................................... 34
Related Work .................................................................................................................. 34

V. Curriculum & Testing

Program Curriculum .................................................................................................. 35
Course Descriptions .................................................................................................... 35-38
Grading Standards ....................................................................................................... 38
Testing Procedures ...................................................................................................... 38
School Calendar / Academic Calendar ....................................................................... 38-39
Program of Study ....................................................................................................... 40
Early Completion with Employment .......................................................................... 41

VI. Program Completion and Certification

Program Completion and Graduation ....................................................................... 42
Certification ................................................................................................................... 42
Tulsa Tech Administration

Dr. Steve Tiger       Dr. Scott Williams       Russ Hester
Superintendent & CEO  Associate Superintendent  Associate Superintendent
Instruction & Student Services  Administration & Operations

Sam Ramsey, HSC Campus Director       Rod Simmons, HSC Assistant Director
(918) 828-1201                      (918) 828-1207

Radiologic Technology Program Faculty

Cindy Heald, M.Ed., R. T. (R) (M)
Program Director / Instructor
(918) 828-1230

Connie Cochran, BSRS, R. T. (R) (M)
Clinical Coordinator / Instructor
(918) 828-1228

Kathy Bales, M.S., R. T. (R) (M)
Instructor
(918) 828-1226

Pam Baney, BSRS, R. T. (R) (M)
Part-Time Instructor
(918) 828-1230

Minnie Romero, ASAT, R. T. (R)
Part-Time Instructor
(918) 828-1230

The Radiologic Technology Program Handbook is in addition to the Policies of Tulsa Tech to address additional needs and requirements, and to align with industry standards.

Policies are based on present conditions and may change without notice. The program reserves the right to modify any statement in accordance with unforeseen conditions.

The program director and/or faculty will notify students of changes in policies by documentation with memorandums. Students are required to sign the memorandums to demonstrate acknowledgment of change in policy.
IMPORTANT PHONE NUMBERS

**Report absences**
(918) 828-1226

**The Memorial Complex**
Health Sciences Center
(918) 828-1200

**Financial Aid, Lemley Campus**
(918) 828-5215

**Linda Page, Counselor**
(918) 828-1233

**Carla Henson, Counselor**
(918) 828-1231

**Tammy Barnes, Counselor**
(918) 828-1232

**Melissa Crenshaw, HSC Registrar**
(918) 828-1206

**Meri Schenk, Bursar**
(918) 828-1041

**Hotline for School Closings/Inclement Weather**
(918) 828-5001

**Joint Review Committee on Education in Radiologic Technology**
20 North Wacker Drive, Suite 2850  Chicago, IL  60606-3182
Phone: (312) 704-5300
mail@JRCERT.org
http://www.jrcert.org/

**American Registry of Radiologic Technologists**
1255 Northland Drive  St. Paul, MN  55120
Phone: (651) 687-0048
https://www.arrt.org/
CLINICAL SITES and CLINICAL INSTRUCTORS

Hillcrest Medical Center (HMC)
1120 S. Utica, Tulsa
(918) 579-4203
Clinical Instructor – Yanique Black, RT(R)

St. Francis Hospital (SFH)
6161 S. Yale, Tulsa
(918) 494-7229; (918) 494-1658 (control)
Clinical Instructor – Lori McMichael, RT(R)

St. John Medical Center (SJMC)
1923 S. Utica, Tulsa
(918) 744-3131 Ext. 14524
Clinical Instructor – Tim Boyd, RT(R)

St. John - Owasso
12451 E. 100th Street N., Owasso
(918) 274-5020
Clinical Instructor – Gary Brumley, RT(R)

St. John - Sapulpa
1004 E. Bryan Avenue, Sapulpa
(918) 227-5305
Clinical Instructor – Meghan Williams, RT(R) (M)

St John - Broken Arrow
1000 West Boise Circle, Broken Arrow
(918) 994-8020
Clinical Instructor - Jeremiah Jones, RT(R)
Students are required to notify their clinical site AND program instructor in case of clinical absence.
I. PROGRAM OF RADIOLOGIC TECHNOLOGY

Program Mission:
To prepare people for success in the healthcare field as competent entry level radiographers.

Program Goals:

Students will be clinically competent.
Student Learning Outcomes:
- Students will accurately position patients for radiographic exams.
- Students will simulate exams for evaluation of continued skill and retention.
- Students will use proper radiation protection during radiographic procedures.

Students will demonstrate effective communication skills.
Student Learning Outcomes:
- Students will effectively communicate with patients.
- Students will construct a functional resume and cover letter.
- Students will communicate effectively using written communication.

Students will demonstrate critical thinking and problem solving skills.
Student Learning Outcomes:
- Students will critique radiographic images and determine corrective action when needed.
- Students will compile an exposure technique chart after creating phantom images.

Students will demonstrate professional and ethical behavior.
Student Learning Outcomes:
- Students will demonstrate professional behavior.
- Student will discuss and model ethical behavior.
- Students will demonstrate willingness to improve by receptivity to correction.

The program will monitor its ongoing effectiveness through graduate and employer satisfaction.
Student Learning Outcomes:
- Students will complete the radiologic technology program.
- Graduates will evaluate the program positively.
- Employers will rate their satisfaction with graduates’ skills.
- Graduates will pass the ARRT credentialing exam.
- Graduates will be placed in radiography jobs.

Program Effectiveness:
The program’s benchmarks are:
- Program completion rate of at least 75%.
- Graduates (80%) evaluate the program positively.
- Employers (80%) rate their satisfaction with graduate’s skills as either good or excellent.
- Graduates (80%) will pass the ARRT credentialing exam on the first attempt.
- Graduates (80%) will be placed in related jobs within 6 months of program completion.

In accordance with JRCERT requirements (Standard 5.2), program effectiveness data is averaged over a five year period. Data analysis for graduates from 2010-2014 shows:
- 81% of students completed the program.
- 96% of graduates evaluated the program positively.
- 98% of employers rated their satisfaction with graduate’s skills at either good or excellent.
- 85% of graduates passed the ARRT credentialing exam on the first attempt.
- 90% of graduates were placed in related jobs within 12 months* of program completion.

(*data prior to 2013 reflects employment rates within 6 months of program completion)
**Program History and Accreditation**

The Hillcrest Medical Center School of Radiologic Technology was started in 1953 by Dr. Dave B. Lhevine. In 1984, Tulsa Technology Center (TTC) became the program sponsor. The program has undergone many changes over the years, and continues to maintain high standards and expectations for its students.

The Radiologic Technology program at Tulsa Tech is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) in cooperation with the Oklahoma Department of Career and Technology Education (ODCTE). The program is administered according to the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences.

**Program Description**

The program is designed to prepare post-secondary adult students for entry level employment as Radiologic Technologists. Radiologic Technologists work under the supervision of Radiologists. Radiologic Technologists work in many areas of diagnostic imaging, including but not limited to: general radiography, computed tomography, magnetic resonance imaging, ultrasound, mammography, fluoroscopy, vascular imaging, mobile radiography, or trauma & surgical imaging.

The instructional program content is competency based and follows the Radiography Curriculum© 2012 published by the American Society of Radiologic Technologists (ASRT). The structure of the curriculum is based on twenty-two months of full-time study. The scheduled combination of classroom and clinical instruction does not exceed 40 hours per week.

**Program Philosophy**

We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and man-kind. There are two educations, one teaching us how to earn a living and the other teaching us how to live. We subscribe to the belief that career and technology education is an essential part of the two educations. There is dignity in work, and work is one of our best means of developing intelligent use of the hands and minds. Education is a process by which belief and behavior patterns become a part of the student's personality. We want the student to attain the fullest growth and development as a person, and a contributing, self-directing, responsible member of society and the healthcare profession.

**Confidentiality and Patient Rights**

Tulsa Tech and the Radiologic Technology Program faculty recognize the importance of protecting the clinical affiliates’ confidential information concerning patients, their families, medical staff, other health care professionals and the operations of the clinical agency. It is the obligation of the Program’s faculty and students to maintain this confidentiality. Those facts pertinent to the treatment of a patient may be discussed only with those involved with the patient’s treatment program or for quality improvement activities. Due to the seriousness of confidential information, students are required to sign a HIPAA related confidentiality agreement.

**Clinical Affiliations**

Clinical experience is provided by local hospitals and clinics which serve as clinical affiliates. Each clinical affiliate is recognized by the JRCERT as an approved clinical site. This supervised clinical practice is planned to enable students to gain experience in radiographic imaging to include general diagnostic exams in the areas of: trauma, urology, fluoroscopy, surgery, special invasive procedures, computed tomography and cardiovascular procedures. Limited rotations in advanced modalities (which may include: ultrasound, magnetic resonance imaging, radiation therapy and the cardiac catheterization lab) are available during the second year of the program.
The student’s clinical experience is provided by Hillcrest Medical Center, St. John Medical Center, St. John – Owasso, St. John – Sapulpa, St. John – Broken Arrow, St. Francis Hospital, St. Francis - Broken Arrow, Oklahoma Surgical Hospital, Orthopaedic Center, Urgent Care of Green Country, Bailey Medical Center in Owasso, and the affiliated clinics of each. The clinical affiliates provide limited space for personal belongings of Tulsa Tech students and faculty. The affiliates are not responsible for the loss of, or any damage occurring to personal belongings.

Clinical assignments are made by the Clinical Coordinator. Any requests to change or alter the schedule must be approved by the Clinical Coordinator prior to the specified rotation. Some clinical rotations are scheduled for evenings and weekends. It is the responsibility of the student to make any personal arrangements necessary to comply with evening and weekend rotations. Information regarding clinical assignments is posted by the Clinical Coordinator.

Prior to beginning clinical practice, all students are required to attend orientation at their clinical site to learn that site’s policies and procedures regarding health and safety. Students are expected to abide by the personnel policies of the clinical affiliates at all times (use of tobacco products, personal electronic devices, etc). Failure to do so may result in recommendation of removal by the affiliate administration. Removal from a clinical site may result in removal from the program; however, final action will be taken by the administration of Tulsa Tech.

The affiliate may make available emergency medical care to faculty members and students who may become ill or are injured while at their institution. The cost of such treatment will be paid by the student or faculty member receiving the care.

Expectations

Faculty Expectations

Students need to practice good employability skills in the classroom, lab, and at clinical sites. Employability skills include but are not limited to the following:

- Be on time and prepared for class and clinical.
- Clock in on a Tulsa Tech time card. Do not clock in/out for anyone else (doing so is considered falsification of school records).
- Follow the established attendance policy/procedures.
- Dress appropriately for the classroom and clinical site.
- Assume responsibility for your learning by: asking questions, participating in discussions, demonstrating a positive attitude, and completing assignments in a timely manner.
- Respect school property and equipment.
- Clean your work area. Return all supplies to their proper location.
- Keep cell phones and other communication devices on mute and out of sight during class time. Use “cell jails” if you need to have your phone available in the classroom.
- Use school computers and other equipment appropriately.
- Obey all safety rules and report all accidents to an instructor.
- Wait until break time to use the restroom or use cell phone.

Student Expectations

Students can expect the following:

- Class will begin on time. Classes will be planned and instruction provided that will prepare students for success.
- Rules will be applied to all students in a fair manner.
- Assignments and tests will be graded objectively and fairly.
- Individual assistance is available, if needed, but should be scheduled with the instructor.
- Instructors maintain an “open door” policy.
II. SCHOOL POLICIES & REQUIREMENTS

All Tulsa Tech policies can be found on the school web site’s main page under the “About” tab, “Policies and Guidelines”.

http://tulsatech.edu/StudentResources/DistrictPolicies/Pages/Default.aspx

Admissions Policy – STU-01

I. Purpose
The purpose of this policy is to set out in written form the eligibility requirements and guidelines for admitting students to Tulsa Vo-Tech full time programs.

II. Policy
It is the policy of the Board of Education of Tulsa County Area Vocational-Technical School District No. 18 that no person shall on the grounds of race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any education program or service or any other activity for which the Board is responsible.

Adult students are admitted to programs on the basis of their career interest and academic preparedness. Excessive absences, unsatisfactory progress and/or non-completion of prior coursework, or disciplinary infractions may restrict an applicant from future enrollment.

Career advisement will be provided at the time of application and a professional judgment made based on the future employability of the applicant. Felony convictions may preclude an applicant from admission. Failure to provide honest and truthful information on the application will result in dismissal from the school. Students may be admitted to specific programs on an advanced standing status provided they meet certain criteria.

This policy can be found in its entirety at:
http://tulsatech.edu/Policies/STU-01%20Student%20Admission%20Policy%20for%20Full-Time%20Programs.pdf

Student Attendance Policy – STU-03

It is the policy of the Board of Education of Tulsa Technology Center School District No. 18 that students be informed of expectations regarding their attendance. Attendance patterns established during school days are a major criteria utilized by employers in evaluating potential employees. Employers on Tulsa Tech advisory committees specify that they need employees who are at work and on time every day. Therefore, students are encouraged to establish a good attendance pattern. Adult students will be required to sign a form at the beginning of the school year stating they have read and understood the attendance policy and procedures.

This policy can be found in its entirety at:
http://tulsatech.edu/Policies/STU-03%20Student%20Attendance.pdf
**Closing of School Policy – STU-12**

It is the policy of the Board of Education that school may be closed due to:

(a) Inclement weather conditions which make driving unsafe;
(b) Other conditions such as power failure, water main breaks, or other natural or human-caused disaster; and
(c) Other reasons which are in the best interest of the safety and well-being of students, staff and the general public.

Closing of school means that classes for students are cancelled or postponed for a period of time. It is also the policy of the Board of Education that the Superintendent, and/or his or her designee(s), shall make the decision regarding the continued operation or closing of school. Consideration will be given to current road conditions, weather forecasts, and the decisions made by the sending school districts which provide transportation.

School closings shall be reported to selected radio and television stations in the Tulsa Metropolitan area at or before 6:00 a.m. for daytime programs and at or before 2:00 p.m. for evening programs. To verify school closing, contact (918) 828-5001.

This policy can be found in its entirety at: [http://tulsatech.edu/Policies/STU-12%20Closing%20of%20School.pdf](http://tulsatech.edu/Policies/STU-12%20Closing%20of%20School.pdf)

**Tobacco Policy – STU-13**

Use of any and all tobacco or tobacco sensation products is prohibited in or on all property owned, leased, or under the control of Tulsa Technology Center unless authorized in procedure. The Board of Education policy and procedure will be in compliance with state laws regarding the use of tobacco products on school property.

Tulsa Technology Center urges smokers to contact the Lung Association for more information about smoking cessation programs. Information regarding workshops will be available in the Human Resources Department.

If a student refuses to follow the District tobacco policy, the following will prevail:

A. Students (Full-time)

1. First infraction – Conference with instructor.
2. Second infraction – Conference with counselor and director or assistant director (written probation contract developed; notice that next infraction could lead to three-day suspension).
3. Third infraction – Conference with director or assistant director (student suspended from school for three days; written notification that next infraction could lead to suspension from school).
4. Fourth infraction – Conference with director or assistant director (student suspended from school).

This policy can be found in its entirety at: [http://tulsatech.edu/Policies/STU-13%20Tobacco.pdf](http://tulsatech.edu/Policies/STU-13%20Tobacco.pdf)

**Tuition Refund Policy – STU-14**

It is the policy of the Board of Education of Tulsa Technology Center that students who have paid tuition for adult programs be given refunds under conditions stated in established guidelines. This policy applies when a student is dropped from a course/career major. Refunds will be based on the timeliness of notification, the length of the course, the amount the student has spent in the course/career major (consumption), and the expense to the District. Non-attendance of classes does not constitute official withdrawal. The student must complete an official withdrawal in order to be eligible for a refund.

This policy can be found in its entirety at: [http://tulsatech.edu/Policies/STU-14%20Tuition%20Refund.pdf](http://tulsatech.edu/Policies/STU-14%20Tuition%20Refund.pdf)
Student Grades Policy – STU-15

It is the policy of the Board of Education of Tulsa Technology Center to issue a grade to each student enrolled according to the grading options for students outlined in the procedures for STU-15.

CAREER MAJOR FRAMEWORK COURSES

SECTION I. GRADES FOR CAREER MAJOR FRAMEWORK COURSES

A. Student Responsibility
   1. In order to receive a grade, it is the student’s responsibility to:
      a. complete course requirements.
      b. return all school-owned books, tools, and equipment or pay for the same.
      c. pay all tuition, fees and any other indebtedness.

B. Letter Grades, Grading Scales, and Percentages
   1. The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:
      A  100-90%
      B  89-80%
      C  79-70%
      D  69-60%
      F  59-0%
      P/F Pass/Fair
      I  (Incomplete)
      W  (Withdraw)

   2. Percentage scores will be rounded to the nearest whole number. For example: 89.5 rounds up to 90%, whereas 89.4 rounds down to 89%.

   3. Special grading scales may be used to meet State and National certification, apprenticeship program and other special requirements.

C. Incomplete Grades
   1. Where a grade of Incomplete (I) is issued, the student has ten (10) school days from the end of the grading period to correct the Incomplete grade of the “I” shall be recorded as an “F”.

D. Recording Grades
   1. Grades earned are recorded by the instructor in an official grade book or electronic grading system and a printed copy will be archived by the campus at the end of the school year.

SECTION II. CALCULATING STUDENT GRADES FOR CAREER MAJOR COURSES

A. Course Grades
   1. Grading patterns are calculated and established by the instructor(s) and may include, but are not limited to:
      a. Practice of Technical Skills Grades
      b. Written Work Grades
      c. Test Grades
      d. Project Grades
      e. Work Based Experiences (WBE) Grades

   2. Each instructor’s grading pattern will be stated in each of their career major’s course syllabi.

   3. Instructors will give the students a copy of the instructor syllabi at the beginning of each career major/course.

   4. Though not specifically graded, there is no intent in this policy to minimize the value of instructional emphasis on students’ attitude, attendance, or development of a positive work ethic.
SECTION III. ATTENDANCE IMPACT ON GRADES
A. Arrangements to Complete Work Missed
   1. It is the responsibility of the student to contact the instructor and make arrangements to complete
      work missed.
   
   2. No penalty will be assessed if work is made up in the required time frame.
   
   3. The normal time frame is considered to be two (2) days for each day missed. In situations which
      require more time due to the nature of the program, the instructor is to set the date when make-up work
      is due.

SECTION IV. STUDENT PROGRESS
B. Academic Probation
   1. A student having unsatisfactory academic progress will be notified by a school administrator or
      his/her designee and placed on probation.
   
   3. A post-secondary student placed on probation will be given a set time, stated on their probationary
      contract, to achieve satisfactory academic progress. Failure to achieve satisfactory academic progress
      may result in removal from the career major.

C. Failing Grades
   2. A post-secondary student who receives financial aid and fails to maintain satisfactory academic
      progress may be disqualified for further financial aid.
   
   5. Clinical requirements for some career majors designate that the student must pass their clinical
      course(s) at an 80% or better. (**The Radiologic Technology program requires all students to
      maintain an average of 80% in each academic and clinical course. —See other program-specific
      information under “C. Grading Standards” on page 37.)

This policy can be found in its entirety at:

Student Behavior and Discipline Policy – STU-18

It is the policy of the District that students be informed of the standard of behavior expected from students
participating directly or indirectly in educational programs and opportunities provided by TTC. In addition,
students should understand the disciplinary consequences that may attach when student behavior or conduct
falls outside of permissible boundaries.

Adult students are subject to discipline for actions that are specified in the District’s procedures. The District’s
procedures shall establish the process which must be utilized to ensure that students are aware of violations
of the District’s disciplinary code and the manner in which the student shall appeal the imposition of discipline
involving suspension or, in the case of adult students, dismissal.

Adult students may be removed from school for a limited or extended period or dismissed from school without
a right to return to courses.

Student privileges, including participation in extracurricular activities, may be limited or extinguished based on
the student’s misconduct. In contrast, students who are not suspended – but assigned some reduced discipline
– are not entitled to utilize the appeal process applicable to student suspensions. The appeal process
applicable to adult and secondary students is set out in the procedures established for each category.

SECTION II. BEHAVIORAL CODE
The following behaviors at school, while on school vehicles, when a nexus is established to school relations,
or going to or from or attending school events will result in disciplinary action, which may include in-school
placement options or out-of-school suspension:
1. Arson, attempted arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
4. Cheating
5. Conduct that threatens or jeopardizes the safety of others
6. Cutting class or sleeping, eating or refusing to work in class
7. Disruption of the educational process or operation of the school
8. Extortion
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
10. Failure to comply with state immunization records
11. False reports or false calls
12. Fighting
13. Forgery
14. Gambling
15. Harassment, intimidation, and bullying, including but not limited to students, school employees and volunteers
16. Hazings (initiations) in connection with any school activity
17. Immorality
18. Inappropriate attire
19. Inappropriate behavior or gestures
20. Inappropriate public behavior
21. Indecent exposure
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
23. Obscene language
24. Physical or verbal abuse
25. Plagiarism
26. Possession of a caustic substance
27. Possession of obscene materials
28. Possession without prior authorization, of a wireless telecommunication device
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
31. Possession of illegal and/or drug related paraphernalia
32. Profanity
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
34. Theft
35. Threatening behavior (whether involving written, verbal or physical actions)
36. Truancy
37. Use or possession of tobacco in any form
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
39. Using racial, religious, ethnic, stolen, gender or disability-related epithets
40. Using school technology (i.e. computers, internet, electronic mail and other technology) for personal use, in violation of school policies, or in manner not authorized by the school

7/16/2015
41. Vandalism
42. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
43. Vulgarity
44. Willful damage to school property
45. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. Students involved in illegal activities are subject to being reported to law enforcement authorities. Students who intentionally destroy or damage school property are financially liable for repair or replacement of the property.

ADULT STUDENT APPEAL PROCESS

If all or any portion of the administrator’s decision is not agreed to by the student, he/she has the right to appeal the decision to the Superintendent by requesting, in writing, an appeal, within 72 hours of the decision rendered by the division administrator. The division administrator, upon receipt of the appeal, will forward the report of the hearing to the Superintendent for review of the matter. The Superintendent shall have the authority to sustain, overrule, or modify the division administrator’s decision.

This policy can be found in its entirety at: http://tulsatech.edu/Policies/STU-18%20Student%20Behavior%20and%20Discipline.pdf

Acceptable use of Information Systems and Educational Technology Resources Policy – STU-20

Tulsa Technology Center shall provide students, staff and Board members with access to information systems and educational technology resources, such as e-mail, connections to the Internet and similar networks, collectively referred to in this policy as “technology resources.”

The District provides these technology resources for a limited educational purpose: to advance the learning of students and District employees in accordance with the goals and objectives of the District. Users will access the technology resources only for educational and business purposes.

The District hereby acknowledges that there shall be no legitimate expectation of privacy in any use of technology resources. At all times, users are to assume that the District may monitor or review messages, communications, or other use of technology resources. Electronic communications are considered part of the District’s business records and are subject to the provisions of the Open Records Act, Title 51, O. S. §24A.1.

While the District recognizes the benefit of these technology resources, it also understands the magnitude of potential information available to students, staff and Board members through these technology resources, and believes that comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of the District and prevent the inappropriate use or abuse of these technology resources.

All information system and technology resource users (students, staff and Board members) will be held responsible for appropriate use of the resources as outlined in the administrative procedures. In appropriate use or abuse of the resources shall result in disciplinary action.

The Superintendent and/or his/her designee(s) shall develop administrative procedures to implement this policy.

This policy can be found in its entirety at: http://tulsatech.edu/Policies/STU-20%20Acceptable%20Use%20of%20Information%20Systems%20and%20Educational%20Technology%20Resources.pdf
Wireless Telecommunications Devices – STU-21

The Tulsa Technology Center Board of Education shall comply with state law regarding the use of wireless telecommunications devices within public schools in the state of Oklahoma and adopt guidelines for student use of wireless telecommunications devices. A wireless telecommunications device shall be defined as a wireless apparatus used to transmit or receive information and may include but not be limited to a cellular telephone, pager, personal digital assistant, camera technology and phones with audio record capabilities.

Use of a wireless telecommunications device is limited to the time before school begins, the time after school ends, break time, and lunch time except in the case of an emergency involving life or property.

Usage and Restrictions
Restriction of a wireless telecommunication device applies when the student is in a structured classroom or laboratory setting and during Career and Technology Student Organization functions. In all situations, it will be the responsibility of the student to ensure that no wireless telecommunications device is set to receive incoming calls or communications of any kind while the student is engaged in a school activity where wireless telecommunication devices are restricted.

Students are prohibited from using wireless telecommunications devices in a manner that invades the privacy of others or as tools for sexual or other types of harassment.

This policy can be found in its entirety at:

Testing Students with Regard to the use of Alcohol and Illegal Chemical Substances – STU-25

The Tulsa Technology Center Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school-sponsored event, in school vehicles or going to or from a school-sponsored event adopts the following policy. This policy applies to secondary and adult students.

1. Statement of Purpose and Intent
   1.1 The safety of students, employees and visitors to Tulsa Technology Center is of paramount concern to the School Board.
   1.2 Students who are under the influence of alcohol or an illegal chemical substance when on school property, at a school-sponsored event, in school vehicles or going to or from a school-sponsored event pose serious safety risks to students, other employees and visitors to the District.
   1.3 The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.
   1.4 The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This Policy will not infringe on those rights.
   1.5 Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student’s ability to perform as a student, the Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances while on school property, at a school-sponsored event, in school vehicles, or going to or from a school-sponsored event.
   1.6 This Policy will apply to all students of Tulsa Technology Center.
   1.7 Violations of this Policy will subject the student to disciplinary action, including out-of-school suspension from school for secondary students and removal from school for adult students.

This policy can be found in its entirety at:
Compliance with Screening Criteria for Students Enrolled in Programs Requiring Sponsored Work Based Experiences – STU-29

The Tulsa Technology Center Board of Education recognizes the value of providing training where traditional classroom and laboratory training is supplemented with work based experience opportunities. Work based experiences recognized by Tulsa Tech are identified in Board Policy STU-16 “Work-Based Experience”. In identifying and offering career major opportunities, preference is given to those career majors where work based experiences, such as clinical and internship experiences, are a required component of the curriculum.

Whenever the required work based experience involves a Sponsor Company, Tulsa Tech students will comply with all screening criteria of the Sponsor Company before the student is assigned to the experience. A Memorandum of Understanding will be executed between Tulsa Tech and the Sponsor Company enumerating those screening criteria. Tulsa Tech respects the right of the company to develop the screening criteria appropriate for the industry as well as the particular assignment. These companies may require the student complete certain immunizations or pass a drug test in order to be assigned.

Upon enrollment in the program each student will be given the opportunity to accept or decline drug testing and vaccinations. If the student declines to participate in vaccinations or drug testing, the student will be advised that this choice may eliminate the opportunity to complete the work based experience clinical or internship component. Failure to complete this curriculum component will result in an inability to complete the career major.

Testing with regard to the use of alcohol and illegal chemical substances will follow the guidelines established in Board Policy STU-25 “Testing Students with regard to the use of alcohol and illegal chemical substances.” Testing will be scheduled within two weeks of the beginning of the work based experience.

A student who tests positive (or refuses to take the test after signing the consent form upon enrolling in the program) will be deemed not to have made satisfactory academic progress in the program and will be unable to complete the career major.

This policy can be found at: 

 Threatening Behavior, Harassment, Intimidation and Bullying – STU-31

Statement of Legislative Mandate and Purpose
This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 Okla. Stat. § 24-100.2 et seq. (“Act”). Tulsa Tech intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in Tulsa Tech’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Tulsa Tech’s student conduct code prohibits threatening behavior, harassment, intimidation and bullying. This policy applies to all students regardless of classification as a secondary or adult student.

Definition of Terms
A. Statutory definition of terms:
• “Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

7/16/2015
• “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

- “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

• “At school” means on Tulsa Tech’s grounds, in Tulsa Tech’s vehicles, at Tulsa Tech’s sponsored activities, or at Tulsa Tech’s sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

C. Types of Bullying

• “Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

• “Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

• “Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target or self-confidence or the respect of peers.

• “Sexual Bullying” includes harm or a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by Tulsa Tech.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or campus administrator. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the campus director or an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

This policy can be found in its entirety at:
http://tulsatech.edu/policies/STU-31%20Bullying.pdf
III. STUDENT SERVICES

Counseling and Guidance

Faculty members are available during the school day for consultation with students who need educational counseling. Counseling may involve identifying goals and objectives, or obtaining assistance from one of the school’s counselors. Faculty members and school counselors on the Tulsa Tech campuses are able to identify available services, and aid the student in obtaining the proper assistance.

Periodic evaluations are given as guidance for the student’s performance. These informative sessions provide the opportunity to review grades, time records, clinical evaluation and overall performance. This session also may be used to help the student set personal goals related to his/her training.

Student and Class Activities

Students are required to maintain membership in their state professional organization as part of professional development. The Oklahoma Society of Radiologic Technologists (OSRT) is recognized as the student’s Career and Technology Student Organization (CTSO). Community projects are encouraged and should reflect the work of the program. First and second year students may work together on such projects.

Academic Assistance

Students having difficulty meeting academic or clinical course requirements may seek individual help from the program’s instructors. Help with math, reading, study and test taking skills is available in the Academic Center.

Joe Harris (Math Specialist) is located in office 2228, his office number is 918-828-2039.
Shelley Hazen (Literacy Specialist) is located in office 2226, her office number is 918-828-1275.

Financial Aid & Fee Payment

Financial aid (FA) counselors are available to assist students with their financial needs. The Financial Aid office is located in the Career Services Center building on the Lemley Campus, 3420 S. Memorial Drive. An appointment with the Financial Aid office may be made by calling (918) 828-4215.

When a student receives confirmation from the Department of Education about a PELL grant, or receives any other type of scholarship, contact the FA office and provide a copy of the award letter as soon as possible.

A Payment Authorization form will be given to each student at the beginning of each school year. Tuition/fee payments can be made to Meri Schenk (918-828-1041) in the Bursar Office, in the Career Services Center on the Lemley Campus.

The yearly $25 Student Activity Fee should be paid at the south reception desk; payment can be made by cash or check (made to Tulsa Tech).
Library Facilities

The Radiologic Technology program encourages students to use Internet and library resources offered at the Health Sciences Center Library. The library is located on the second floor in room 2134. Library hours are:

   Monday through Thursday – 7:30 am to 8:00 pm
   Friday – 7:30 am to 4:30 pm

Access to Student Records

Student records are maintained by Tulsa Tech in compliance with the Family Educational Rights and privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). This law protects the privacy of student education records. All records are available for inspection by that student. The student not only has access to their records, but will be given the opportunity to challenge any portion of the record.

A request for a transcript should be made in writing to the Registrar. Please include the student’s full name, the program completed, and the date of completion.

   Tulsa Tech HSC Registrar – Melissa Crenshaw
   P. O. Box 477200
   Tulsa, OK  74147-7200
   For information call (918) 828-1206
IV. PROGRAM POLICIES and PROCEDURES

Entrance Requirements

The following requirements must be met in order to be accepted into the Radiologic Technology program:

- adult students age 18 or older
- high school diploma or G.E.D.
- basic computer literacy

As of January 1, 2015, the American Registry of Radiologic Technologists (ARRT) require candidates for certification to have earned an associate (or more advanced) degree from an institution accredited or recognized by ARRT. Applicants will be given preference depending on a conferred degree and/or total college credits earned.

Prior to the start of the program, students must:

- undergo a criminal background check including sex offender registration as required by the Oklahoma Child Care Facilities Licensing Act that requires individuals providing care to children under the age of 18 to be free of any criminal history that would indicate a potential for violent abuse against another person;
- provide verification of immunizations through vaccination records, titer (blood test) results, or declination statements. A list of specific immunizations may be obtained through the Health Sciences Center by calling 918-828-1216;
- have a current American Heart Association CPR for the Healthcare Provider card; CPR certification must be maintained for the duration of the program;
- provide transportation to clinical sites;
- adult students must pay a liability insurance fee for clinical; this fee is charged for each Tulsa Tech fiscal year (July 1 to June 30);
- adult students must pay a drug screening fee for clinicals; the drug screening is required for all students and will be completed sometime before clinicals;
- adult students must pay a fee to participate in the online immunization tracking system.

For a complete list of entrance requirements, see the Program Fact Sheet.

Program Costs

Estimated costs:
- Estimated tuition, lab and required fees: $10,140.00
- Additional Required Costs: $2,182.82
- Optional Fees: $25

**Additional required costs: books, equipment, tools, uniforms & supplies

The electronic version of this information can be found on the Fact Sheet at:
http://tulsatech.edu/Classes/Careers/Pages/FactSheet.aspx?FocusId=a1c9e72b-8bea-de11-9c1a-00155d014600

Request for Prior Credit Evaluation

Prior Credit Evaluation is receiving credit for previously completed coursework, training, industry certification, military or work experience. Prior Credit is considered on a case by case basis. More information about Prior Credit Evaluation can be found at:
http://tulsatech.edu/Documents/PriorLearningCredit.pdf
Admission with Advanced Standing by Transfer

The definition of admission with advanced standing is: “The evaluation of an individual’s previous educational experience and the application of such experience to the requirements of specific instruction areas within a program of study.” Admission with advanced standing by transfer is considered only if there is space available and the applicant is transferring from a JRCERT accredited program.

Admission with advanced standing will be considered on an individual basis and evaluated according to the following criteria:

- Meet all general admission requirements for the Radiologic Technology program.
- Apply within one year of the time of withdrawal from the equivalent program of study.
- Submit the following documentation:
  
  a. Letters of recommendation from the Program Director and the Clinical Coordinator of the transferring school.
  b. Statement of good standing at the time of withdrawal from the previous institution.
  c. The following records from the previous Radiologic Technology program:
     - Program attendance records with beginning & ending dates recorded.
     - Program transcript of grade records of all courses.
     - Course syllabus from each completed course.
     - Clinical experience records.
     - Completed clinical competencies.
     - Completed patient care competencies.
     - Documentation of most recent radiation monitoring report.
  d. No credit will be granted for courses taken through in-service education or “on-the-job training”.
  e. Students must meet all didactic and clinical requirements of Tulsa Tech’s program to receive a certificate of completion.
  f. At least 51% of the courses required to award the completion certificate must be completed at Tulsa Tech’s Radiography Program.

Probation/Suspension

Probation provides a remedial period during which the student may gain the knowledge and/or skills necessary to raise his/her performance up to the required standard. At the time a student is placed on probation, specific requirements are given to him/her in writing including a time period within which the grade, skills or behavior must be improved. Failure to meet the requirements may result in removal from the program. Tutoring or assistance from the Academic Center (AC) may be recommended. See Policies and Guidelines on the Tulsa Tech web site.

Suspension may be used to investigate or enforce any school, program or clinical affiliate policy that has been abused. If suspension should occur, the student is held responsible for any class work or suspended time that has been missed. See Policies and Guidelines on the Tulsa Tech web site.

Removal

Students may be removed for behavior inconsistent with program or school standards as stated on the Policies and Guidelines page of the Tulsa Tech web site.

Students may also be removed for violation of rules and policies of the clinical affiliates. If a clinical site asks that a student be removed from their facility, he/she may be removed from the program or reassigned to another clinical site depending on the infraction and space availability.
Withdrawal Procedure

To withdraw from the program, the student must first visit with his/her instructor and counselor, and complete a withdrawal form.

An official withdrawal is necessary in order to:
- Remain in “good standing” should the student desire readmission
- Receive credit for those courses completed
- Be eligible for a refund in accordance with Tulsa Tech’s refund policy

Withdrawal does not relieve students of obligations related to payment of outstanding tuition and fees.

The student must return their program radiation dosimeter and school/clinical site ID badges at the time of withdrawal.

Readmission Policy and Procedure

A student applying for readmission to the program will be considered only if:
- he/she left the program in good standing within the last calendar year, and
- there is a vacancy in the class capacity.

A student applying for readmission, who has been out of the program for one school year, will be evaluated by the program’s faculty. The returning student must meet the 80% minimum grade standard on assessment exams.

A student may re-enter the program when the semester in which they withdrew is available or offered.

Program Structure

The structure of the program is based upon 22 months of full-time study. The weekly program schedule provides academic instruction at the Health Sciences Center and clinical practice at an affiliated site, with most clinical practice hours between 7:00 a.m. – 3:00 p.m. Each week of full-time study will not exceed 40 hours per week.

Class

Class hours are 7:45 am – 2:30 pm. Books, notebooks, and writing implements must be brought to the classroom. It is the student’s responsibility to obtain or make up class material missed due to absence. All class information will be posted on Blackboard for student access.

Lunch/Dinner Time and Break Time

Lunch/dinner time is scheduled by instructors or the supervisor for the clinical area. Students are allowed 30 minutes for lunch break when at clinical. Lunch time will be determined by supervising technologist and/or work flow. Working through lunch/dinner break does not give a student permission to leave early.

Each student is allowed two (2) 15-minute breaks per day. During classroom hours, breaks will be scheduled by the instructor. During clinical hours, a student must consult with the area supervisor before leaving the radiology department or scheduled area for a break.
Complaints / Grievances

It is customary to follow the program hierarchy when addressing questions or concerns regarding course or program issues.

The Health Sciences Center has a process in place in the event that a student sees a legitimate need to file a complaint or a grievance. A complaint is defined as: a statement of displeasure or poor service. A grievance is defined as: a claim that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation.

Concerns related to program operation or procedures should first be directed to Tulsa Tech personnel, following the hierarchy shown above. If a student desires to file a complaint or grievance, they may request a complaint/grievance form from the Program Director, a counselor, or administrator. Upon submission of the form, a process of steps will be completed toward resolution of the complaint/grievance.

Procedure for filing a complaint:
1. Fill out complaint form; select "complaint".
2. Meet with coordinator, administrator, counselor or instructor to resolve complaint.
3. If resolution is met, process is complete.
4. If resolution is not met, proceed to "grievance/informal".

Procedure for filing an informal grievance:
1. Fill out grievance form; select "grievance/informal".
2. Follow process outlined in the "Procedures for Resolving Grievances".
3. If resolution is met, process is complete.
4. If resolution is not met, proceed to "grievance/formal".

Procedure for filing a formal grievance:
1. Fill out grievance form; select "grievance/formal".
2. Follow process outlined in the "Procedures for Resolving Grievances".
3. The decision of the Board of Education is final.
JRCERT NON-COMPLIANT COMPLAINT POLICY/GRIEVANCE PROCEDURES

It is essential that the program provide students, faculty, clinical staff, or institutional staff with an unbiased avenue to pursue complaints or grievances regarding allegations of non-compliance of JRCERT standards and the opportunity to be heard in a timely manner. The JRCERT standards are reviewed in the Introduction to Radiologic Science and Healthcare course, and are available for review in the “Radiologic Technology” course on Blackboard, or at www.jrcert.org. The following outlines the steps for formal resolution of a grievance or complaint regarding allegations of non-compliance of JRCERT standards:

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an information document such as a catalog or student handbook.

2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:
   Chief Executive Officer
   Joint Review Committee on Education in Radiologic Technology
   20 North Wacker Drive, Suite 2850
   Chicago, Illinois 60606-3182
   Phone: (312) 704-5300 Fax: (312) 704-5304
   E-mail: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials, and is found on the website: www.jrcert.org under Accreditation Forms and Checklists.

4. Forms submitted without a signature or the required supporting material will not be considered.

5. If the complainant fails to submit appropriate materials as requested, the complaint will be closed.
   The Federal Higher Education Act of 1965, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program. The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Drug Screening Procedure

Students in the Radiologic Technology program are required to submit to a drug screen prior to beginning clinical practice. A “negative” result will allow the student to continue in the program and attend clinical practice. A student who tests “positive” (or refuses to take the test after signing the consent form upon enrolling in the program) will be ineligible for clinical. Since clinical rotations occur every week throughout the year and are graded, the student will be unable to continue and complete the career major due to unsatisfactory academic progress. (For more information, refer to page 18 or STU-29.)

Students may be selected for testing any time on a random basis throughout the program, or for instances of “reasonable suspicion”. (For more information, refer to page 17 or STU-25.)
Attendance

Information regarding Tulsa Tech’s student attendance policy can be found on the web site at STU-03.

Attendance is an important component of the Radiologic Technology program, and excessive occurrences of being absent, tardy, or leaving early will not be tolerated. Program faculty monitor student attendance regularly, and will determine if a student is developing an unacceptable pattern of missing class or clinical time. Students may be placed on an Attendance Contract by school administrators if deemed necessary.

Clinical Attendance

The clinical sites expect students to be dependable and punctual members of the imaging team, attending all clinical practice days, arriving on time, and actively participating in the entire shift. Every day at clinical provides opportunities for students to gain experience and confidence. Likewise, time missed from clinical inhibits student progress and sets up a pattern of unreliability. The program expects students to treat their education like a two-year job interview, allowing them to make the most favorable impression possible on their clinical sites.

A student who is going to be late or absent must notify the assigned clinical supervisor and the program faculty at (918) 828-1226. Lack of notification constitutes a “No Call No Show” occurrence, which will result in a deduction from the Clinical Professional Grade, and can also result in disciplinary action including probation, suspension and/or dismissal from the program. Excessive absences or tardies are not acceptable and will result in the student being placed on an Attendance Contract.

All students are required to clock themselves in and out at clinical using the time clock provided by the school. It is the responsibility of the student to make sure the stamped time is legible and readable. Clocking in or out for another student is falsification of school records, and will not be tolerated. If a student fails to clock in or out, they will be required to take the card back to their clinical site for attendance verification. Additional incidents will result in the student being counted absent for the time period in question.

It is the responsibility of the student to bring their clinical time card back to HSC the week following the completion of the card. Failure to provide this proof of attendance will result in the student being counted absent for the days in question.

If a student must leave the clinical practice area early, they must notify the faculty and their clinical supervisor. If a faculty member cannot be reached, the student can leave a voice mail at 918-828-1230, clock out and have the site supervisor initial the time card. The student should write the reason for leaving early on the time card. If students are given the opportunity to leave early due to a slow exam schedule, he/she may choose to do so, but will incur a deduction on their attendance record as well as their Clinical Professional Grade. This applies to day, evening and weekend clinical schedules.

Class Attendance

Students are also expected to attend all scheduled academic sessions. Absence from a class day results in the student missing 6 hours of information along with the benefit of classroom discussions and activities. Any absence inhibits the academic progress that is required for this program.

A student who is going to be late or absent must notify program faculty at (918) 828-1230. Lack of notification constitutes a “No Call No Show” occurrence, which can result in disciplinary action including probation, suspension and/or dismissal from the program. Excessive absences or tardies are not acceptable and will result in the student being placed on an Attendance Contract.

If a student must leave class before the scheduled dismissal time, he/she must notify a faculty member, clock out, and note the reason on the card. Students are also advised to notify other faculty for additional coursework that may be missed.

7/16/2015
Clinical Practice

Clinical assignments are scheduled to be as fair and impartial as possible, while providing each student with educationally valid experiences in a variety of diagnostic imaging areas. The one-to-one ratio of "technologist to student" is maintained at all clinical education settings to assure that each student will receive proper supervision and instruction.

Students are required to follow their clinical schedule and remain in their assigned area unless prior arrangements have been made with the Clinical Coordinator. Students are not permitted in restricted areas that are not open to the general public except for the performance of ordered radiographic exams. Students are only allowed in the imaging/associated departments during regularly scheduled clinical hours.

Daytime weekday and weekend rotation hours are from 7:00 a.m. – 3:00 p.m. Evening clinical hours are scheduled from 1:00 p.m. – 9:00 p.m. Ancillary site hours may vary (see clinical schedule or pages 6-7 of this handbook for specific information). Clinical assignments will not exceed 10 hours per day.

During the second year of clinical practice, students may choose specialty areas for additional clinical rotations. It is the responsibility of the student to know business hours and contact information for any of their assigned specialty rotations. Students who select MRI (magnetic resonance imaging) will be required to complete the MRI Screening Protocol Checklist to ensure that no contraindications exist which would put the student at risk while in the magnetic environment.

Student Performance of Radiographic Procedures

First and second year students will be involved with radiographic procedures under direct or indirect supervision as determined by their level of competence. The JRCERT defines direct and indirect student supervision as:

- **Direct student supervision:** A qualified radiographer reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is physically present during the conduct of the procedure, reviews and approves the procedure and/or image.

- **Direct student supervision** is **required** before exam competency has been documented. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure.

- **Indirect student supervision:** A qualified radiographer is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use, including mobile radiography.

- **Indirect student supervision** is acceptable after exam competency has been documented. All student performed exams must be checked by a staff technologist, instructor, or radiologist before a patient leaves the department, or before radiographs are turned in regardless of the area the student is in. This not only applies to repeated exams, but also to initial attempts.

The JRCERT also states that students should be directly supervised by a qualified radiographer when repeating unsatisfactory images:

- The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure.
Radiation Safety Procedures and Rules

Due to the potential damage from exposure to ionizing radiation, the utmost caution is urged during the performance of radiographic procedures. The goal of Tulsa Tech faculty is to teach students radiation safety procedures for themselves, co-workers, and patients in order to keep exposure to ionizing radiation as low as reasonably achievable (ALARA). Radiation safety is based on the premise that there is no safe level of radiation exposure, and that benefits of the medical imaging procedure outweigh any negative effects from the x-ray exposure.

HSC Radiology Lab Safety

Prior to the beginning of lab practice sessions, the students and instructors will discuss proper lab safety. Each student reads and sign the Lab Safety Pledge and receives a copy of the Lab Safety rules. These rules are also posted in the lab.

Lab safety is continually emphasized throughout the program. Students are only allowed in the lab when a qualified instructor is available for supervision. During phantom image exposures, all lab doors must remain closed, and students and instructors must remain behind lead wall barriers. Under no circumstances will any student be allowed to rotor the tube or make an exposure while anyone is in the lab exam room. Any violations of lab safety rules will result in formal counseling from the instructor, and the documentation will be retained in the student’s file.

Personal Dosimeter

A radiation dosimeter is issued to each student to be worn while in the clinical practice area. The dosimeter is worn on the collar during routine radiographic imaging or outside the lead apron at collar level while in fluoroscopy or performing mobile exams. If a dosimeter is lost, the student must notify the Program Director in writing as soon as possible. There is a $10.00 charge for a lost dosimeter. The student is allowed to return to clinical practice after notification and payment are made.

Quarterly Processing of Dosimeters

Dosimeters are issued by the Program Director, or designated faculty member, to each student and faculty member to be worn for a 3 month period to measure quarterly exposure. Students and faculty members are urged to use all radiation safety measures and keep their quarterly exposure to less than 250 mrem (2.5 mSv).

Students must turn in their current dosimeter and pick up their new one by the 15th of the months indicated: October, January, April and June (before graduation or leaving for summer break). The July dosimeter will be issued to students before starting clinical practice in the fall semester.

The Program Director, or designated faculty member, monitors the quarterly badge reports. Each student receives a copy of their personal report within 30 days of receipt, and signs off on their quarterly exposure. Investigation is made into any exposure reading of 500 mrem (5mSv) or higher per quarter. A notice will be sent to the student regarding the investigative exposure level.

During the investigation, the student’s schedule of clinical placement will be reviewed. He/she will be questioned concerning their activities during the report period, and counseled about using protective barriers and exposure to x-rays.

A report of the investigation will be held in the program’s Exposure file, a copy of the report will be given to those with the need to know, and it also will be placed in the student’s personal file.
Patient Exposure

Patients are at risk for radiation induced damage due to their exposure to the primary x-ray beam, and therefore, must be afforded the highest level of protection. In order to guide the student in providing radiation protection for patients, co-workers, visitors and themselves, the following rules must be followed:

- Patient identity must be confirmed before exposure to radiation.
- There will be a lead apron on the portable machine for each operator. Lead aprons should always be hung or stored properly when not in use.
- **All visitors and unnecessary personnel** are to leave the area (room) before an exposure is made. A patient in an adjoining bed or cubicle separated only by a curtain should be informed an x-ray exam is being performed. Before an exposure is made, announce **out loud “X-ray”**.
- When a patient or image receptor requires auxiliary support, a holding device should be used. If this is not possible, an individual, preferably one who is not a radiation worker, may be provided with protective apparel and asked to assist. No part of the holding person's anatomy should be in the primary beam.
- Students and faculty should follow the program's **No Hold** policy: “Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.” (JRCERT Standard 4.3) The program realizes that there may be extreme extenuating circumstances where the technologists/students may need to hold the patients or image receptors, but this is not the routine policy in the clinical education settings, and all personnel should adhere to the No Hold policy.
- The student must move as far away as possible from the tube at a right angle of at least 6 feet when making an exposure; a lead apron **must** be worn even at that distance.
- The collimator should be adjusted to the smallest possible field size for each exam. Under no circumstances should the field size extend past the image receptor boundary.
- Gonadal shielding should be used when it does not interfere with the objective of the exam.
- Ask all female patients of childbearing age if they are pregnant. If the possibility of pregnancy exists, consult with a Radiologist or other physician before doing the procedure. If it is determined that the exam is necessary, have a consent form signed by the patient, and minimize the radiation exposure by collimation and shielding.

**Consequences:**

If an infraction of any one of these safety rules is reported, the student will be given a written warning. It will be documented in their file.

A second infraction of these rules may result in disciplinary action, including but not limited to probation, suspension, and/or removal from the program. This rule covers the entire 2 years of the program. A warning carries over to the next year.
**Tobacco**

Tulsa Tech has a no-tobacco policy for all of its campuses, and use of any tobacco products is not allowed at the clinical affiliates. Due to close patient contact, students must be aware of personal oral hygiene and odors following tobacco use. Students who violate the no-tobacco policy at a clinical site may be subject to disciplinary action, including but not limited to probation, suspension, and/or dismissal from the program. See the school’s tobacco policy STU-13 on the school’s web site.

**Food and Drinks**

Only bottled water is permitted in the classroom during class times. The water container must have a screw-on lid to avoid damage due to spills. Food may not be eaten in the classroom; snack foods or meals should be eaten in the HSC common areas or in the Scrubs café.

If food or drink is brought to a radiology department, it must be kept in the lounge area. **Food or drinks are not allowed in any patient care areas.**

**Student Use of Electronic Devices**

Due to the potential for HIPAA violations and the possibility that wireless transmissions may interfere with medical equipment, Rad Tech students may not carry a personal wireless telecommunication device on their person during clinical practice. **Students must strictly adhere to the policy of each clinical site, as outlined in the hospital orientation.** The following information is in addition to the school policy STU-21 to address additional needs and requirements for the health and clinical areas, as well as the classroom:

- All personal wireless telecommunication devices should be kept in the student’s automobile, purse / backpack, or locker whether at clinical practice or at school.
- Devices placed in a locker or purse/backpack should remain in the silent mode during clinical practice or class.
- Devices may be used during scheduled lunch and break periods in designated areas.
- No blue tooth items may be worn during class or clinical practice.
- In case of emergency, the school or the student’s instructor can be contacted at 918-828-1230. The instructor or staff member will then contact the student in the classroom or at the clinical site.
- Violation of Policy Stu 21 may result in disciplinary action including but not limited to probation, suspension, and/or removal from the clinical site.
- Earbuds / headphones are not allowed in the clinical area. These devices are not allowed in the classroom unless directed by the instructor.

**Inclement Weather**

The decision to close will be made by the school’s administration and will be announced on local radio and TV stations. **Do not assume that Tulsa Tech is closed when Tulsa Public Schools close; the announcement must indicate that Tulsa Tech is closed.** The Tulsa Tech hotline for school closings is (918) 828-5001. (Refer to STU-12 – Closing of School)

Students are restricted from attending clinical practice when Tulsa Tech is closed, even on a voluntary basis.

**Vacations, School Breaks and Holidays**

Vacations and school breaks are determined by Tulsa Tech. There will be a break between the first and second year of the program. The return date for 2nd year students will be announced prior to summer break.

See the Tulsa Tech school calendar for holidays, breaks and scheduled school closings.

7/16/2015
Health, Safety and Medical Care

Students who are absent three or more days due to a contagious illness or transmittable parasite must have a release from their attending physician. The release must verify that the student is no longer contagious before returning to classes and clinical practice.

Tulsa Tech and the Radiologic Technology Program conduct a well-planned safety program that incorporates Standard Precautions and regulations of the Occupational Safety and Health Administration (OSHA) into the program’s curriculum. It is up to the student to diligently follow safety rules for their occupational area to include the use of lead shielding and other types of barriers. Personal protective equipment (PPE) such as goggles, face shields and impervious gloves and gowns must be used for protection from infectious microorganisms, secretions, excretions, blood and bodily fluids.

Although a clinical facility may make emergency care available to the student if he/she becomes ill or is injured, the cost of such treatment is the responsibility of the student.

Reporting Injuries or Exposure

A student who is injured or exposed to blood borne pathogens while involved in the program must obtain and complete a Tulsa Tech Student Accident Reporting Form. This form is available from an instructor, and must be turned in immediately after completion. If injured at a clinical site, the student should complete the Tulsa Tech form, as well as an incident report from the clinical site. The Program Director should receive copies of both forms for the student’s file.

Uniforms and IDs

Student uniform brand and style are determined by the program faculty. Students are permitted in the clinical area only in the appropriate uniform. Students should make every effort to portray a professional appearance by making sure their uniforms fit properly and do not sag or bind while manipulating equipment or moving patients.

The student uniform is “galaxy blue” scrubs with optional lab jacket (galaxy blue or white) and white leather tennis shoes. Appropriate under-garments must always be worn. Students may wear a white short or long sleeved shirt, or white turtle neck under the galaxy blue top. The short sleeves, bottom of the white shirt and any logos should not be visible. Clean, wrinkle-free scrubs are an essential part of the student’s uniform; if a student attempts to attend clinical practice or class wearing dirty or wrinkled scrubs, they will be required to clock out and go home to change into an acceptable uniform. Students will be counted absent for the time missed.

Students are required to be identified as student radiographers while in the clinical area. An official Tulsa Tech ID badge, student patch, and radiation dosimeter must be worn as part of the uniform. Tulsa Tech ID, personal lead image ID markers, and a personal radiation dosimeter are provided by the school.

Personal lead image ID markers are used daily and considered essential tools of the occupation. Students who do not have personal ID markers, an appropriate uniform with the correct identification, and/or dosimeter will be sent home, and may return only with a complete uniform and IDs. Students will be counted absent for the time missed. In the case where a lost dosimeter is not recovered, the student may return to clinical practice after he/she has given written notification of the lost dosimeter to the Program Director.
Grooming and Professional Appearance

• Cosmetics
  a) Facial cosmetics should be used in a discrete professional manner.
  b) The use of perfumes and colognes is not allowed.
  c) The use of artificial fingernails is not permitted at the clinical sites. Short natural nails are preferred.

• Personal Hygiene
  a) A daily shower and use of deodorant are required.
  b) Special precautions should be taken to prevent halitosis and residual odors from smoking.

• Hair Maintenance
  a) Hair should be neat, clean, and away from the face. If worn shoulder length or longer, it must be pulled back while in the clinical area or practice lab for reasons of hygiene and safety. Extreme hairstyles and unnatural hair colors are not allowed.
  b) Beards, mustaches and side burns must be clean and neatly trimmed. All others must be clean-shaven.

• Jewelry, Piercings and Tattoos
  a) Rings and wristwatches may be worn. Students should use discretion in their choice of rings due to the hazard of scratching patients and transferring infection.
  b) Excessive jewelry of any type is discouraged. If earrings are worn, they must be conservative in style. Large hoop or dangling earrings are not allowed due to the hazard in working with patients.
  c) Body piercings and tattoos must be kept covered when possible. Clinical sites do not allow tongue, facial or nose jewelry, and may ask the student to remove the jewelry if visible.

• Uniform shoes
  The white leather shoes must be kept clean and should give support and protection to the foot. Heels of the shoes must be attached with no space between the shoe sole and heel. Open toes or backs are not permitted due to safety concerns.

• Professional Appearance
  The student’s uniform and appearance are reflections of personal attitude. The student is expected to keep uniforms and shoes clean and in good repair.
Declared Pregnancy

Special consideration must be given to a student who might be exposed to ionizing radiation during a pregnancy. Because of the increased radiation sensitivity of the developing fetus, the U. S. Nuclear Regulatory Commission and the National Council on Radiation Protection and Measurements recommends that during the entire gestation period, the equivalent dose limit to the fetus from occupational exposures of the expectant mother should not exceed 0.5 rem or 5 mSv. Per month the dose limit should not exceed 0.05 rem or 0.5 mSv.

Tulsa Tech, along with the clinical affiliates, advises the highest level of caution possible and therefore, has developed the following policies:

- The student has the option of informing the Program Director or other program faculty of her pregnancy. This notification is voluntary. If the student chooses to notify the faculty of her pregnancy it must be in writing and indicate the expected date of delivery. A form letter is available for the student who wants to declare her pregnancy. By declaring her pregnancy, the occupationally exposed student takes advantage of the lower exposure limit and dose monitoring provisions of The Code of Federal Regulations 10 CFR Part 20, "Standards for Protection Against Radiation". The lower dose limit for the embryo/fetus will remain in effect until the woman voluntarily withdraws the declaration in writing, or is no longer pregnant. In the absence of this voluntary written disclosure, a student cannot be considered pregnant.

- At any time after this voluntary written notification, the student may choose to submit a written withdrawal of declaration. Upon this submission, the student is no longer considered pregnant.

- Upon written notification, the pregnant student will be asked to meet with the Program Director for counseling concerning radiation safety practices during pregnancy. The student will be given a copy of the U.S. Nuclear Regulatory Commission’s publication Regulatory Guide 8.13 “Instruction Concerning Prenatal Radiation Exposure” and the CFR Part 20 “Dose Equivalent to an embryo/fetus”. The student also will be issued a fetal radiation dosimeter to be worn near the abdomen during the time of the declared pregnancy.

- If the student chooses to disclose her pregnancy, she has the option of continuing in the Radiologic Technology Program without modification or interruption. Other options she may want to consider include a modification in clinical assignments, and/or leave of absence from the program based on the student’s individual needs and preferences. Any modifications or special requests must be made in writing, and require signatures of the student, Program Director and Clinical Coordinator.

- It may be necessary to extend the program beyond the graduation date in order to complete program requirements. If the student chooses to temporarily withdraw, all efforts will be made to reinstate her at a later time.

Related Work

Students that are employed as radiographers may not wear any portion of the school or program’s uniform that identifies Tulsa Tech or the Radiologic Technology Program while engaged in related work duties. This includes the Tulsa Tech ID badge and the radiation dosimeter issued by the program. The employing institution is responsible for issuing appropriate employee ID badges and a dosimeter to be worn while in their service.

When students are employed as radiographers, their work schedules and duties will be determined by the employer. During hours of employment, students are not the responsibility of the Tulsa Tech Radiography Program.

Students that are performing radiographic duties as an employee at any of the clinical affiliates or at any other medical facility may not complete Exam or Area Competencies while on duty.
V. CURRICULUM & TESTING

Program Curriculum

The program follows the two year ASRT Radiography Curriculum published in 2012. Both the academic and clinical portions of the program are competency based with clearly written objectives for the students to follow.

Course Descriptions

The following is a description of each course offered during the program, with the number of clock hours designated for each course.

First Year Courses:

RADT – 0346 Introduction to Radiologic Sciences and Healthcare 48 hours
Content is designed to provide an overview of the foundations in radiography and the practitioner’s role in the healthcare delivery system. Principles, practices and policies of the healthcare organizations are examined and discussed in addition to the professional responsibilities of the radiographer.

RADT – 0197 Patient Care in Radiologic Sciences 64 hours
Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

RADT – 0162A Image Analysis I 64 hours
Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation, and the factors that can affect image quality. Actual images will be included for analysis. This course emphasizes the importance of identifying and evaluating diagnostic images. Guidance is given in the selection of accurate improvement methods. Knowledge and experience is also gained during the first year clinical evaluations with the instructor, and through routine image assessment during the Procedures course.

RADT – 0141A Radiographic Procedures I 150 hours
Content is designed to provide the knowledge base necessary to perform standard radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience complements the didactic portion. This course provides the student with theoretic concepts, terminology and clinical application for routine positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities.

RADT – 0454A Human Structure & Function I 48 hours
Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, organs, and systems are described and discussed.

RADT – 0055A WBE Radiologic Technology Clinical IA 320 hours
Content and clinical practice experiences is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.
RADT – 0161  Ethics and Law in the Radiologic Sciences  32 hours  
Content is designed to provide a fundamental background in ethics. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, is discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts, and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

HLTH – 0342  Medical Terminology  45 hours  
Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students’ ability to successfully secure employment or pursue advanced education in healthcare.

RADT – 0139  Radiation Pathology  32 hours  
Content is designed to introduce theories of disease causation and the patho-physiologic responses pathogenesis, clinical manifestations, radiographic appearance and management of alterations in body systems are presented.

RADT – 0055B  WBE Radiologic Technology Clinical IB  320 hours  
Content and clinical practice experiences is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

RADT – 0141B  Radiographic Procedures II  150 hours  
Content is designed to provide the knowledge base necessary to perform standard radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience complements the didactic portion. This course provides the student with theoreic concepts, terminology and clinical application for routine positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities.

RADT – 0454B  Human Structure & Function II  48 hours  
Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, organs, and systems are described and discussed.

RADT – 0162B  Image Analysis II  64 hours  
Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Second Year Courses:

RADT – 0195  Principles of Imaging  60 hours  
Content is designed to establish a knowledge base in factors that govern and influence producing and recording radiologic images.

RADT – 0111  Radiation Production and Characteristics  48 hours  
Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter.
RADT – 0453A WBE Radiologic Technology Clinical IIA 320 hours
Content and clinical practice experiences is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

RADT – 0196 Imaging Equipment 96 hours
Content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control.

RADT – 0198 Pharmacology and Venipuncture 32 hours
Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures in emphasized.

RADT – 0199 Introduction to Computed Tomography 48 hours
Content is designed to provide entry-level radiography students with the principles related to computed tomography (CT) scans.

RADT – 0453B WBE Radiologic Technology Clinical IIB 325 hours
Content and clinical practice experiences is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

RADT – 0383 Career Preparation for Radiography 16 hours
This course emphasizes communication skills and specific career knowledge for the health care professional. To support an occupational job search, a functional resume will be produced that summarizes the student’s education, personal and professional achievements and work experience. To enhance their professional images, each student will construct cover letters and thank you notes that may be updated or changed as needed. Advanced career modality requirements and preparation will be investigated, as well as the requirements for professional continuing education and opportunities for lifelong learning.

RADT – 0194 Digital Imaging Acquisition and Display 64 hours
This course contains content designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. The guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

RADT – 0200 Radiation Biology 48 hours
Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

RADT – 0140 Radiation Protection 48 hours
Content is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

RADT – 0449 Advanced Imaging 48 hours
This course emphasizes advanced skills and specific career knowledge for the health care professional. To broaden their knowledge of primary radiographic procedures, the student will be involved in the exploration of specialized diagnostic and/or therapeutic procedures that may include, but is not limited to, the study of
advanced imaging procedures and related associated imaging modalities, analysis of radiographic/sectional images, and evaluation of ethical dilemmas. Flexibility is built into this course to provide a means for program faculty to develop the specialized knowledge and skills that may be required of students at their specific geographical location.

RADT – 0384 Comprehensive Program Review 64 hours
This course provides a comprehensive review of the radiography curriculum in preparation for taking the certification exam given by The American Registry of Radiologic Technologists (ARRT). Identified areas of weakness will help the student focus on the curriculum items that need concentrated study. The computerized testing format of the ARRT exam will be emphasized.

Grading Standards

Academic – Students are required to maintain an 80% average in each academic course. Exams are given regularly. If at any time during a course the student’s grade average falls below 80%, he/she will be notified and placed on Academic Probation. Failure to meet probationary requirements may result in removal from the program.

Clinical Practice – Students are required to maintain an 80% average in the Clinical Practice courses. The clinical grade is based on Professionalism, Patient Exam Competencies, Clinical Area Competencies, and Clinical Tests that are given by a clinical Instructor. A full explanation of these requirements is given at the beginning of the program. Failure to maintain an 80% average in the Clinical Practice courses will result in being placed on Clinical Probation. A Clinical Test will be given each semester. The overall score for a Clinical Test must be 90% or above. Failure to maintain an 80% clinical grade, or meet clinical competency requirements after remediation at any level, may result in removal from the program.

Testing Procedures

A student’s knowledge and skills are assessed frequently in order to provide them with feedback about their progress in the program. Exams are pre-announced by the instructor, and include the information related to the learning objectives of the topic. An exam may be a skills or competency demonstration, computer generated questions, written paper/pencil format or an oral report. Consult the course syllabi for additional information regarding testing protocol.

Students may not copy or print electronic quizzes or tests from Blackboard, Evolve, or any other electronic curriculum delivery system. Doing so is considered cheating and the student will receive a score of zero (0) for the test/assignment. Disciplinary action may be taken to include, but not limited to, suspension or removal from the program.

School Calendar / Academic Calendar

The Academic Calendar is designed to provide an overview of the program’s class and clinical schedule. Individual course calendars may be provided by instructors. Combined clinical and didactic hours will not exceed forty (40) hours per week.

The 2015-2016 Tulsa Tech school calendar can be found on the school web site, on the program’s Blackboard course “Radiologic Technology” or in the orientation packet. Observed Professional Days and Holidays include:

- Labor Day – September 7, 2015
- Professional Development – October 14, 2015
- Fall Break – October 15-16, 2015
- Thanksgiving – November 25-27, 2015
- Martin Luther King Day – January 18, 2016
- President’s Day – February 15, 2016
- Professional Development – February 16, 2016
- Spring Break – March 21-25, 2016
- Memorial Day – May 30, 2016
## Academic Calendar

### Term I (July)

<table>
<thead>
<tr>
<th>Class Days: Monday thru Friday 7:45 am – 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Radiologic Science &amp; Health Care</td>
</tr>
<tr>
<td>Clinical Days: none</td>
</tr>
</tbody>
</table>

### Term II (August through January)

<table>
<thead>
<tr>
<th>Class Days: Tuesday, Thursday, Friday 7:45 am – 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiographic Procedures I</td>
</tr>
<tr>
<td>Image Analysis I</td>
</tr>
<tr>
<td>Human Structure and Function I</td>
</tr>
<tr>
<td>Clinical Days: Monday, Wednesday 7:00 am – 3:00 pm**</td>
</tr>
</tbody>
</table>

### Term III (February through June)

<table>
<thead>
<tr>
<th>Class Days: Tuesday, Thursday 7:45 am – 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiographic Procedures II</td>
</tr>
<tr>
<td>Image Analysis II</td>
</tr>
<tr>
<td>Human Structure and Function II</td>
</tr>
<tr>
<td>Clinical Days: Monday, Wednesday, Friday 7:00 am – 3:00 pm**</td>
</tr>
</tbody>
</table>

### Term IV (August through December)

<table>
<thead>
<tr>
<th>Class Days: Monday, Wednesday 7:45 am – 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiation Protection</td>
</tr>
<tr>
<td>Pharmacology and Venipuncture</td>
</tr>
<tr>
<td>Radiation Biology</td>
</tr>
<tr>
<td>Clinical Days: Tuesday, Thursday, Friday 7:00 am – 3:00 pm**</td>
</tr>
</tbody>
</table>

### Term V (January through May)

<table>
<thead>
<tr>
<th>Class Days: Monday, Wednesday 7:45 am – 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Imaging</td>
</tr>
<tr>
<td>Introduction to Computed Tomography</td>
</tr>
<tr>
<td>Digital Image Acquisition and Display</td>
</tr>
<tr>
<td>Career Preparation for Radiography</td>
</tr>
<tr>
<td>Clinical Days: Tuesday, Thursday, Friday 7:00 am – 3:00 pm**</td>
</tr>
</tbody>
</table>

**Clinical hours may vary due to facility business hours or evening/weekend rotations. Consult clinical schedules for more information regarding evening/weekend rotations, or page 6-7 of this handbook for facility business hours.
## Program of Study – Radiologic Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Class Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Term 2015-16</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Thy</strong> <strong>Lab</strong> <strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year ONE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT-0141A</td>
<td>RADIOGRAPHIC PROCEDURES I</td>
<td>150</td>
</tr>
<tr>
<td>RADT-0162A</td>
<td>IMAGE ANALYSIS I</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0197</td>
<td>PATIENT CARE IN THE RADIOLOGIC SCIENCES</td>
<td>64</td>
</tr>
<tr>
<td>RADT-0346</td>
<td>INTRODUCTION TO RADIOLOGIC SCIENCE &amp; HEALTH CARE</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0454A</td>
<td>HUMAN STRUCTURE AND FUNCTION I</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0055A</td>
<td>WBE, RADIOLOGIC TECH. CLINICAL PRACTICE I-A</td>
<td>0</td>
</tr>
<tr>
<td>RADT-0161</td>
<td>ETHICS AND LAW IN THE RADIOLOGIC SCIENCES</td>
<td>32</td>
</tr>
<tr>
<td>HLTH-0342</td>
<td>CORE MEDICAL TERMINOLOGY</td>
<td>45</td>
</tr>
<tr>
<td>RADT-0139</td>
<td>RADIOGRAPHIC PATHOLOGY</td>
<td>32</td>
</tr>
<tr>
<td>RADT-0141B</td>
<td>RADIOGRAPHIC PROCEDURES II</td>
<td>150</td>
</tr>
<tr>
<td>RADT-0162B</td>
<td>IMAGE ANALYSIS II</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0454B</td>
<td>HUMAN STRUCTURE AND FUNCTION II</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0055B</td>
<td>WBE, RADIOLOGIC TECH. CLINICAL PRACTICE I-B</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Year ONE - Total Hours</strong></td>
<td>713</td>
</tr>
<tr>
<td></td>
<td></td>
<td>645</td>
</tr>
<tr>
<td></td>
<td><strong>1358</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year TWO</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT-0195</td>
<td>PRINCIPLES OF IMAGING</td>
<td>60</td>
</tr>
<tr>
<td>RADT-0383</td>
<td>CAREER PREPARATION FOR RADIOGRAPHY</td>
<td>16</td>
</tr>
<tr>
<td>RADT-0453A</td>
<td>WBE, RADIOLOGIC TECH. CLINICAL PRACTICE II-A</td>
<td>0</td>
</tr>
<tr>
<td>RADT-0198</td>
<td>PHARMACOLOGY AND VENIPUNCTURE</td>
<td>32</td>
</tr>
<tr>
<td>RADT-0199</td>
<td>INTRODUCTION TO COMPUTED TOMOGRAPHY</td>
<td>32</td>
</tr>
<tr>
<td>RADT-0194</td>
<td>DIGITAL IMAGE ACQUISITION AND DISPLAY</td>
<td>64</td>
</tr>
<tr>
<td>RADT-0111</td>
<td>RADIATION PRODUCTION AND CHARACTERISTICS</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0200</td>
<td>RADIATION BIOLOGY</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0196</td>
<td>IMAGING EQUIPMENT</td>
<td>72</td>
</tr>
<tr>
<td>RADT-0140</td>
<td>RADIATION PROTECTION</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0449</td>
<td>ADVANCED IMAGING</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0384</td>
<td>COMPREHENSIVE PROGRAM REVIEW</td>
<td>64</td>
</tr>
<tr>
<td>RADT-0453B</td>
<td>WBE, RADIOLOGIC TECH. CLINICAL PRACTICE II-B</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Year TWO - Total Hours</strong></td>
<td>532</td>
</tr>
<tr>
<td></td>
<td></td>
<td>645</td>
</tr>
<tr>
<td></td>
<td><strong>1177</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>CM Complete: Radiologic Technologist</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>2535</strong></td>
</tr>
</tbody>
</table>
Early Completion with Employment

Students who are able to complete and demonstrate competency at each level of the clinical requirements will be eligible for early employment and completion on the clinical portion of the program in the spring term of the second year. Only students who have employment in an approved diagnostic imaging department or clinic will be eligible. Specialty areas will be considered for early completion employment after Spring Break.

All competency paper work must be finalized by Friday prior to the requested final test date.

Requirements for the opportunity of early employment in the radiography field are:

1. Students must work a minimum of 16 hours per week as a student radiographer at an approved clinical site. (Students receiving Pell Grants must maintain 22.5 hours to continue to receive grant money.)

2. The student must have completed all clinical requirements, including the final clinical test, at an acceptable level. All paper work must be turned in by Friday the week before the requested final test date.
   - For early completion at the end of January, all 68 exams must be performed on actual patients.
   - For early completion in February, 1 exam may be simulated.
   - For early completion in March, 2 exams may be simulated.
   - After April 1st, 3 exams may be simulated.

3. For early completion before Spring Break, students must have a 90% grade average (4.0 GPA) in each academic course. This grade average must be maintained or privileges may be revoked.
   - A GPA of 85-90% (3.5 GPA or higher) will be accepted for early completion after Spring Break.

4. Students must remain in compliance with all program and Tulsa Tech policies.

5. A satisfactory attendance record must be maintained (90% or above).

6. Students must continue to attend all scheduled academic classes. Any missed work should be made up immediately.

7. Failure to maintain classroom attendance may result in revoking job privileges and student may be required to resume clinical rotations.

8. Students may be allowed to change jobs one time during this period with prior instructor approval.
   - Students should refer to the document “Early Employment and Clinical Completion Requirements” for more details, or see the Clinical Coordinator to determine eligibility.
VI. PROGRAM COMPLETION AND CERTIFICATION

Program Completion and Graduation

A student is eligible to graduate upon completion of program and school requirements. This includes:

a) A passing grade of 80% in all academic and clinical practice courses.
b) Completion of all clinical requirements.
c) Meeting all attendance requirements.
d) Full payment of all tuition and required fees.
e) Return of all borrowed school and program materials.
f) Return of radiation dosimeter and student ID badge.

A certificate will be awarded which verifies that the graduate has successfully completed the educational portion of the certification process.

Certification

Candidates for certification by the American Registry of Radiologic Technologists (ARRT) must answer three ethics-related questions on their application form. These questions can be found on the ARRT website at: https://www.arrt.org/Ethics/Certification-Application-Questions. The ARRT investigates all potential violations in order to determine eligibility, and will evaluate each candidate on an individual basis. Call the ARRT with any questions about eligibility. The ARRT's phone number is on page 5 of this handbook.

The ARRT examination is given at area testing centers. Students will receive information regarding scheduling procedures after the ARRT has processed their application for the exam.

The program faculty distributes the application for the ARRT examination.

The fee for the ARRT examination is currently $200.00, but is subject to change.