

PROGRAM HANDBOOK

Program: Radiologic Technology	Site: Health Sciences Center
School Year: 2020-2021	

Instructor & Contact Information	
Instructor Name:	Cindy Heald, M.Ed., R.T. (R)(M) – Program Director Connie Cochran, BSRS, R.T. (R)(M) – Clinical Coordinator Kathy Bales, M.S., R.T. (R)(M) – Instructor
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Office Hours:	7:00 a.m. – 4:00 p.m.
Accreditation:	<p>The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is administered according to the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. The most recent site visit was conducted in 2015 and the program earned the highest award available of eight years continuing accreditation.</p> <p style="text-align: center;">Joint Review Committee on Education in Radiologic Technology 20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182 Phone (312) 704-5300</p> <p style="text-align: center;">mail@JRCERT.org http://www.jrcert.org/</p>
Instructor Credentials:	<p>All instructors are certified Radiologic Technologists through the American Registry of Radiologic Technologists (ARRT).</p> <p style="text-align: center;">American Registry of Radiologic Technologists 1255 Northland Drive St. Paul, MN 55120 Phone (651) 687-0048 https://www.arrt.org/</p>

Radiologic Technology Program Handbook

Program History:	In 1953, Dr. Dave B. Lhevine began the Hillcrest Medical Center School of Radiologic Technology. 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.	
Instructional 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.	
Campus/Site Information		
Counselor(s):	Amy Beck, Counselor (Radiologic Technology program) (918) 828-1233 – office 2127	
	Carla Henson, Counselor (918) 828-1231 – office 2222	Jil Gaylor, Counselor (918) 828-1232 – office 2126
Administration:	Debby Peaster, HSC Campus Director (918) 828-1202	Dr. Russell Prentice, HSC Assistant Director (918) 828-1202

Program Information	
Name:	Radiologic Technologist
Description:	<p>A Radiologic Technologist (Radiographer) uses critical thinking and independent judgment to obtain a diagnostic imaging study while maintaining quality patient care and minimizing radiation exposure.</p> <p>The goal of the Radiologic Technology program faculty is to assist students in becoming highly competent radiographers. We use the word "assist" to help students understand that they are responsible for successfully completing the program, as well as passing the American Registry of Radiologic Technology examination.</p> <p>This experience will likely be very different from any you have encountered before. As such, we expect that you become familiar with all program and school policies. These policies encompass the professional, clinical and academic behaviors that are to be explicitly followed. It is the student's responsibility to become knowledgeable of this handbook contents. Students will sign a statement verifying that they understand the contents and that they agree to abide by the policies and procedures. The form will be retained in the student's permanent file for the duration of their time in the program. During the student's time in the program, the faculty will do our best to prepare students to become a professional radiologic technologist who is eligible to sit for the national certification examination. However, graduation does not guarantee passage of the exam. This program is one that takes much time and dedication on the part of the student, but it can lead to a successful career.</p>

<p>Courses & Hours:</p>	<p>The program follows the two year ASRT Radiography Curriculum, most recently revised in 2017. Both the academic and clinical portions of the program are competency based with clearly written objectives for the students to follow.</p> <p>A syllabus for each course will be posted on Blackboard. It is the responsibility of each student to be fully aware of the contents of the syllabus and the consequences which exist if the student deviates from any policy regarding classroom conduct.</p> <p>Students are responsible for the timely completion of all assignments, keeping current with reading from texts, preparing for classes and completing online assignments by their due date. Students are encouraged to form study groups and make use of all classroom and school references. Instructors have an open door policy for individual questions and are accessible to students before and after class, as well as during office hours. Students may also email faculty with questions. It is the student's responsibility to seek timely assistance in content areas that are challenging them.</p> <p>The program's philosophy recognizes the importance of grading as a method of assessing content knowledge. However, understanding corrections from assessment methods is much more significant. The program does not promote memorization as a method of understanding, but challenges students to use higher level learning skills such as analysis, contrast and comparison, and critical thinking. The student's ability to attain a higher level of understanding and use critical thinking skills will have a dramatic impact on their ability to pass the ARRT certification exam.</p> <p><u>Course Descriptions</u></p> <p>First Year Courses:</p> <p>HLTH – 0024 Patient Care in the Radiologic Sciences 63 hours Content provides the concepts of optimal 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.</p> <p>HLTH – 0028 Ethics and Law in the Radiologic Sciences 33 hours This content provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice.</p> <p>HLTH – 0025 Intro to Radiologic Science & Healthcare 48 hours The content provides an overview of the foundations of radiography and the practitioner's role in healthcare delivery. Principles, practices and policies of the healthcare organizations are examined and discussed in addition to the professional responsibilities of the radiographer.</p> <p>HLTH– 0026 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</p>
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	<p>basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities.</p> <p>HLTH – 0027 Image Analysis I 48 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.</p> <p>HLTH – 0080 A&P for Radiography I 78 hours Content establishes a knowledge base in anatomy and physiology. Components of the cells, tissues, organs and body systems are described and discussed. The fundamentals of sectional anatomy relative to routine radiography are addressed.</p> <p>HLTH – 0081 Clinical Practice I 247 hours Content and clinical practice experience 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. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.</p> <p>HLTH – 0003 Core 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.</p> <p>HLTH – 0033 Radiation Pathology 33 hours Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.</p> <p>HLTH – 0082 Radiographic Procedures IB 132 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.</p> <p>HLTH – 0083 Image Analysis IB 33 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.</p>
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	<p>HLTH – 0084 A&P for Radiography II 63 hours Content establishes a knowledge base in anatomy and physiology. Components of the cells, tissues, organs and body systems are described and discussed. The fundamentals of sectional anatomy relative to routine radiography are addressed.</p> <p>HLTH – 0038 Clinical Practice IB 276 hours Content and clinical practice experience 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. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.</p> <p>Second Year Courses:</p> <p>HLTH– 0089 Clinical Practice II 282 hours Content and clinical practice experience 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. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.</p> <p>HLTH – 0085 Radiographic Equipment 78 hours Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of quality control.</p> <p>HLTH – 0087 Pharmacology for Radiography 21 hours Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.</p> <p>HLTH – 0042 Radiation Biology 48 hours Content provides 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.</p> <p>HLTH – 0090 Radiation Production 24 hours Content establishes 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.</p>
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	<p>HLTH– 0045 Career Preparation for Radiography 18 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 life-long learning.</p> <p>HLTH – 0049 Principles of Exposure and Image Production 48 hours Content establishes a knowledge base in technical factors that govern the image production process.</p> <p>HLTH– 0091 Clinical Practice II Capstone 254 hours Content and clinical practice experience 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. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.</p> <p>HLTH – 0043 Radiation Protection 30 hours Content presents 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.</p> <p>HLTH – 0051 Digital Imaging Acquisition and Display 48 hours Content imparts 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. Principles of digital system quality assurance and maintenance are presented.</p> <p>HLTH – 0092 Comprehensive Radiography Review 72 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.</p>
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<p>Goals/Outcomes</p>	<p><u>Program Mission:</u></p> <p>To prepare people for success in the healthcare field as competent entry level radiographers.</p> <p><u>Program Goals:</u></p> <p>Students will be clinically competent. Student Learning Outcomes:</p> <ul style="list-style-type: none"> • 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. <p>Students will demonstrate effective communication skills. Student Learning Outcomes:</p> <ul style="list-style-type: none"> • Students will effectively communicate with patients. • Students will construct a functional resume and cover letter. • Students will communicate effectively using written communication. • Students will effectively communicate with healthcare professionals. <p>Students will demonstrate critical thinking and problem solving skills. Student Learning Outcomes:</p> <ul style="list-style-type: none"> • Students will critique radiographic images and determine corrective action when needed. • Students will critically assess the effect of various factors on the four radiographic qualities. <p>Students will demonstrate professional and ethical behavior. Student Learning Outcomes:</p> <ul style="list-style-type: none"> • Students will demonstrate professional behavior. • Student will discuss and model ethical behavior. • Students will demonstrate willingness to improve by receptivity to correction. <p>The program will monitor its ongoing effectiveness through graduate and employer satisfaction. Student Learning Outcomes:</p> <ul style="list-style-type: none"> • 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. <p><u>Program Effectiveness:</u> The program's benchmarks are:</p> <ul style="list-style-type: none"> • Students (75%) will complete the program. • Graduates (80%) will evaluate the program positively. • Employers (80%) will 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 12 months of program completion.
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	<p>In accordance with JRCERT requirements (Standard 5.2), program effectiveness data is averaged over a five year period. Data analysis for graduates from 2015-2019 shows:</p> <ul style="list-style-type: none"> • 78% of students completed the program. • 97% of graduates evaluated the program positively. • 94% of employers rated their satisfaction with graduate’s skills at either good or excellent. • 81% of graduates passed the ARRT credentialing exam on the first attempt. • 96% of graduates were placed in related jobs within 12 months of program completion.
<p>Certifications:</p>	<p>Students who successfully complete the Radiologic Technology program are eligible to take the national certification exam offered by the American Registry of Radiologic Technologists (ARRT).</p> <p>Candidates for certification must answer three ethics-related questions on their application form:</p> <ul style="list-style-type: none"> • Have you ever been convicted in court of a misdemeanor, felony or a similar offense in a military court martial? • Have you had any professional license, permit, registration or certification denied, revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT)? • Have you ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification requirements? <p>These questions can be found on the ARRT web site at: https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-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. Phone (651) 687-0048.</p> <p>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.</p> <p>The ARRT examination is given at area testing centers. Students will receive information regarding scheduling procedures from the ARRT after their application has been processed.</p>
<p>Career Opportunity:</p>	<p>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.</p>

<p>Cost:</p>	<p><u>Estimated Tuition, Fees and Books</u></p> <p>Estimated Tuition Fees: \$8,700.00</p> <p>Additional Required Costs: \$2,100.00**</p> <p>**There may be additional required cost as defined in the program handbook. Tuition, fees, career majors, course and hours are subject to change without notice.</p> <p><u>Student Activity Fee</u></p> <p>A \$20 student activity fee is due at the beginning of each school year. The funds are used for National Radiologic Technologist Week (NRTW) and graduation expenses. Payment can be cash or check (made to Tulsa Tech) and can be given to a Rad Tech instructor. Each student is encouraged to keep their receipt for payment verification.</p> <p><u>Financial Aid</u></p> <p>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.</p> <p>When a student receives confirmation from the Department of Education about a PELL grant, or receives any other type of scholarship, they should contact the FA office and provide a copy of the award letter as soon as possible.</p> <p>A Payment Authorization form will be given to each student at the beginning of each school year. Tuition/fee payments can be made to Sarah Long (918-828-1041) in the Bursar Office, in the Career Services Center on the Lemley Campus.</p>
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Eligibility for Admissions	
<p>Entrance Requirements</p> <ul style="list-style-type: none"> • Adult students only (age 18 or older) • High school diploma or G.E.D. • Basic computer literacy <p>Certification in Radiologic Technology requires a college degree. This specification was put into place by the ARRT in 2015. Students who want to apply for and take the Radiography program at Tulsa Tech should:</p> <p>Hold an associate degree or higher from an institution recognized by ARRT, or</p> <p>Be close to earning a degree from an institution recognized by ARRT (degree audit required prior to admission).</p>	
<p>District Policies:</p>	<p>http://tulsatech.edu/about/district-policies/</p>

Schedule	
Class Times:	<p><u>Class Hours</u></p> <p>Class hours are 7:45 am – 2:30 pm. Lunch break is 10:45 a.m. – 11:30 a.m., and there are two breaks per day.</p> <p>Books, notebooks, and writing implements must be brought to the classroom. All class information will be posted on Blackboard for student access. It is the student’s responsibility to obtain or make up class material missed due to absence.</p> <p><u>Clinical Hours</u></p> <p>Most clinical practice hours between 7:00 a.m. – 2:30 p.m. Students are allowed 30 minutes for lunch break when at clinical. Lunch time will be determined by the supervising technologist and/or work flow. Working through lunch/dinner break does not give a student permission to leave early.</p> <p>Each student is allowed two (2) 10-minute breaks per day. During clinical hours, a student must consult with the area supervisor before leaving the radiology department or scheduled area for a break or for lunch.</p>

Classroom Procedure & Expectations																					
Grading Scales:	<p>The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 10%; text-align: center;">A</td> <td style="width: 10%;"></td> <td style="width: 60%; text-align: center;">100 – 90%</td> </tr> <tr> <td></td> <td style="text-align: center;">B</td> <td></td> <td style="text-align: center;">89 – 80%</td> </tr> <tr> <td></td> <td style="text-align: center;">C</td> <td></td> <td style="text-align: center;">79 – 70%</td> </tr> <tr> <td></td> <td style="text-align: center;">D</td> <td></td> <td style="text-align: center;">69 – 60%</td> </tr> <tr> <td></td> <td style="text-align: center;">F</td> <td></td> <td style="text-align: center;">59 – 0 %</td> </tr> </table>		A		100 – 90%		B		89 – 80%		C		79 – 70%		D		69 – 60%		F		59 – 0 %
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	B		89 – 80%																		
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	F		59 – 0 %																		
	<p>Tulsa Tech’s Grading Policy</p>																				
Grading Methodology:	<p>Radiography is a profession in which less than adequate performance may cause patients to suffer harm; therefore, high program standards must be maintained to insure the effectiveness and competency of graduates and their successful completion of the national certification exam.</p> <p>Academic Courses – Students are required to maintain an 80% average in each academic course. Students can access their course grades at any time through Blackboard. Students are expected to monitor their academic progress on a regular basis.</p> <p>Participation is a major component of the learning process. Students are expected to participate in class discussions, demonstrations, lab activities and clinical assignments.</p> <p>Exams are given regularly. If at any time during a course the student’s grade average falls to near 80%, or if the student demonstrates a lack of satisfactory academic progress, he/she will be counseled by the instructor and/or the Program Director. If the student’s overall grade continues to fall or if the student fails to make acceptable academic progress, he/she will be placed on Academic Probation. If a student does not satisfactorily meet the course objectives and pass the course, he/she will be unable to</p>																				

	<p>progress in the curriculum. Failure to meet probationary requirements or to pass any course in the program can result in removal from the program.</p> <p><i>Clinical Practice</i> – 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.</p> <p><u>Testing Procedures</u></p> <p>Student’s knowledge and skills are assessed frequently in order to provide feedback regarding 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.</p> <p><i>Absence on Examination Day</i></p> <p>Students must complete a missed examination on the day they return to class. Delayed examination dates provide an unfair advantage and are disrespectful to those students who prepare for their examinations on schedule.</p>
Extra Credit:	Refer to individual course syllabus
Makeup Work:	Refer to individual course syllabus
Teaching Methods:	Refer to individual course syllabus
Professionalism:	<p>The American Society of Radiologic Technology (ASRT) Code of Ethics should influence all actions. Students are expected to conduct themselves as professionals at all times.</p> <p>All regulations concerning safety, behavior, language, appearance, discipline and attendance must be observed. Unacceptable conduct will first be handled by the instructor, then follow the chain of authority. Such conduct may result in suspension and/or dismissal from the program and Tulsa Tech.</p> <p>Unprofessional conduct as outlined in the Tulsa Tech policies, the Radiologic Technology Program Handbook, the Radiologic Technology Clinical LAP, ARRT Professional Ethics, or the clinical affiliate policies will not be tolerated.</p> <p><u>Student Use of Mobile/Electronic Devices</u></p> <p>During class, all cell phones must be on turned off/silent and placed in the designated area. Students may use cell phones outside of the classroom while on scheduled breaks. Taking unauthorized pictures or videos of exams, quizzes, students, faculty or other classroom related information is not permitted. Sharing information related to assignment or test answers is considered cheating and is not permitted.</p>

	<p>Apple watches or other such devices must be put away in the student's bag or locker during any type of testing.</p> <p>Student cell phones are not permitted in the x-ray lab.</p> <p>Due to a mandate by the local clinical practice sites, no student may carry a cell phone on their person during clinical practice. Situations have been documented that indicate HIPAA violations. All cell phones must be kept in a locker or in the student's automobile. Any student caught carrying a cell phone during clinical practice may be removed from the clinical site and the program.</p> <p>In case of family emergency situations, a student may be contacted via the hospital phone system. All clinical site phone numbers are listed on pages 24-26 of this handbook.</p> <p>In the unusual situation where a temporary condition exists and a student must be immediately accessible, a release form must be filled out and the information must be verified. The clinical site will determine if the student is allowed to carry a cell phone for a limited period of time.</p> <p>Each student is expected to adhere to the following professionalism objectives for clinical practice:</p> <ul style="list-style-type: none"> • Attend clinical practice each scheduled day. • Arrive to the clinical site on time and stay for the entire shift. • Maintain proper documentation required by the accrediting body and by Tulsa Tech policy. • Uphold professional appearance according to industry standards and program policy. • Present professional behavior in all circumstances. • Adhere to the ARRT Standard of Ethics and all school policies.
<p>Attendance:</p>	<p>STU-03 Student Attendance</p> <p>Attendance is an important component of the Radiologic Technology program. Students are being trained to become responsible healthcare providers who deliver care to individuals regardless of personal conditions in their own lives. Students must attend 90% of program hours. Program faculty monitor student attendance regularly, and will determine if a student is developing an unacceptable pattern of missing class or clinical time. Attendance is also an important factor that determines when/if a student receives their state or federal financial aid disbursement.</p> <p>Students are expected to report to class and clinical on time and participate in the entire day. Absence from class results in the student missing 6 hours of information along with the benefit of classroom discussions and activities. This inhibits the academic progress that is required for the program. 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</p>

	<p>treat their education like a two-year job interview, allowing them to make the most favorable impression possible on their clinical sites.</p> <p>Attendance tracking will include:</p> <ul style="list-style-type: none">• Tardy – clocking in after the starting time (rounded off in 15 minute increments)• Leaving Early – clocking out before the end of the day (rounded off in 15 minute increments)• Absence – missing an entire class or clinical day <p>HSC Adult Attendance Process</p> <p>The number of absences allowed is based on the length of the program in months. First year Rad Tech students are given 12 absences throughout the 12 months of that year of the program. Second year Rad Tech students are given 10 absences throughout the 10 months of that year of the program.</p> <p>Attendance protocol is:</p> <ul style="list-style-type: none">• 3 absences or tardies: The student meets with the Program Director• 6 absences or tardies: The student meets with the Counselor• 9 absences or tardies: The student meets with the Assistant Director and is placed on Probationary Contract• 12 absences or tardies: The student is notified of intent to dismiss from the program <p>If a student does not meet the expectations of a Probationary Contract, the student will be removed from the program. The student will have an option to appeal the decision of being removed. Students should maintain documentation of absences and tardies in the event of an appeal.</p> <p>An approved appeal allows the student to stay in the program under new expectations and guidelines set by HSC administration and the Program Director.</p> <p>Clinical No Call No Show (NCNS) – Students are expected to call ahead of time if they are not able to be at their clinical site or make it on time. Rad Tech students are required to call their clinical instructor AND HSC faculty.</p> <p><i>Two Clinical NCNS occurrences will result in immediate removal from the program.</i></p> <p>Clocking in - All students are required to clock themselves in and out. It is the responsibility of the student to make sure the stamped time is legible. Clocking in or out for another student or altering the time clock's time stamp is falsification of school records and will not be tolerated. Asking another student to notify faculty on your behalf is not acceptable.</p>
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	<p>Other requirements include:</p> <p><u>Class</u></p> <ul style="list-style-type: none">• Going to be tardy or absent?<ul style="list-style-type: none">○ Notify faculty BEFORE the start of the day through email, MS Teams, or the Remind app○ Contact instructor for missed work○ Have missed work completed, be prepared for tests/quizzes upon return • Need to leave early or leave for a portion of the day?<ul style="list-style-type: none">○ Notify faculty and inquire about missed work○ Write the reason on your time card○ Clock out (and clock back in at return, if applicable) <p><u>Clinical</u></p> <ul style="list-style-type: none">• Going to be tardy or absent?<ul style="list-style-type: none">○ Notify faculty AND clinical instructor/clinical site BEFORE the start of the day○ Will count against clinical professional grade• Need to leave early or leave for a portion of the day?<ul style="list-style-type: none">○ Notify faculty through email, MS Teams, or the Remind app○ Notify clinical instructor/clinical site○ Write the reason on your time card○ Clock out (and clock back in at return, if applicable)○ Will count against clinical professional grade• Bring your completed time card to class<ul style="list-style-type: none">○ Due the week following completion of the card○ Failure to provide proof of attendance will result in absence for time in question• Didn't clock in/out at clinical?<ul style="list-style-type: none">○ Take card back to clinical○ Have technologist you worked with confirm the time/date with initials○ Inability to provide proof of attendance will result in absence for time in question• Given the opportunity to leave early (due to slow exam schedule or offer by Clinical Instructor)<ul style="list-style-type: none">○ Time missed will count against attendance percentage○ Will count as one incident of leaving early○ Will count against clinical professional grade
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<p>Safety:</p>	<p><u>HSC Radiology Lab Safety</u></p> <p>Prior to the beginning of lab practice sessions, the students and instructors will discuss proper lab safety. Each student will receive a copy of the Lab Safety rules and will read and sign the Lab Safety Pledge. Lab safety rules are also posted in the lab.</p> <p>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.</p> <p><u>Lab Safety Rules</u></p> <p>Due to potential damage from exposure to ionizing radiation, the upmost caution is urged during the performance or practice 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). This radiation safety program 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. Lab rules are as follows:</p> <ol style="list-style-type: none"> 1. Professional behavior is required at all times. Student cell phones are not allowed in the lab. 2. The x-ray equipment should never be turned on and/or operated without instructor supervision. 3. Students will not use a machine unless they have been instructed in its use and passed the proficiency check-off for that machine. 4. X-ray machines will be properly warmed up prior to use. 5. Prior to making an exposure, the student operating the equipment should confirm that no one is in the x-ray room. The student operating the equipment should never, under any circumstances, rotor up the x-ray tube while anyone is in the x-ray room. 6. The door to each x-ray room should be completely closed prior to any x-ray exposure. 7. The students should be entirely inside the control booth (behind the secondary barrier) before any exposure is made. 8. Under no circumstance will any radiation exposure be made on any Tulsa Tech employee, student or any other visitor to the x-ray lab. 9. The student will wear appropriate PPE (personal protective equipment) during lab practice. 10. The Tulsa Tech-issued radiation dosimeter should be worn at the collar level at all times while in the x-ray lab. The student must also wear their Tulsa Tech student ID badge.
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11. Students must wear closed toe/heel shoes to participate in the lab.
12. A student who is injured while involved in lab must obtain and complete a Tulsa Tech Student Accident Reporting Form. This form is available from an instructor. The completed form must be signed and turned in immediately.

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, and the patient. Lead aprons should always be hung or stored properly when not in use.
- **All visitors and unnecessary personnel** must 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 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 exceed IR size.
- 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.
- Students should always use the appropriate technical factors.

	<p>Consequences:</p> <ul style="list-style-type: none">• If an infraction of any one of these safety rules is reported, the student will be counseled and given a written warning that will be kept in their file. A warning in the first year carries over to the second year.• A second infraction of these rules may result in disciplinary action, including but not limited to probation, suspension, and/or removal from the program. <p><u>Safety</u></p> <p>Students should always follow to these safety practices:</p> <ul style="list-style-type: none">• Provide safe, effective, and skillful radiologic procedures using radiation protection practices for patients, self and others.• Ask for help if there is any doubt about having information, knowledge, or skill necessary for any procedure.• Be alert at all times to the needs and safety of patients. Report unusual conditions immediately to the supervising technologist.• Adhere to the supervision policies at all times.• Report all accidents immediately to the department supervisor or clinical instructor.• Use safe patient handling techniques and always treat each patient with respect.• Operate radiographic equipment in accordance with manufacturer specifications and as directed. Choose technical factors that follow ALARA standards.• Students must safely practice their skills in clinical to avoid unnecessary repeat exposures.• Safe practices include but are not limited to: correct identification of patient, positioning skills, marker placement, proper collimation, shielding, selection of exposure factors and equipment manipulation. <p><u>Radiation Safety Procedures and Rules</u></p> <p>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.</p>
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	<p><i>Personal Dosimeter</i></p> <p>A radiation dosimeter is issued to each student to be 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.</p> <p><i>Quarterly Processing of Dosimeters</i></p> <p>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. <i>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).</i></p> <p>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.</p> <p>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.</p> <p>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.</p> <p><u>Contingency Plan</u></p> <p>The program has a contingency plan in place which is designed to continue student learning in the event of a catastrophic event (extreme weather event, global/national/ state health emergency, or mechanical issue).</p>
<p>Dress/Equipment:</p>	<p><u>Uniforms and IDs</u></p> <p>Student uniform brand and style are determined by the program faculty. Students are permitted in the classroom or 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.</p> <p>The student uniform is “<u>royal blue</u>” scrubs with optional lab jacket (royal blue or white). Shoes must be neutral color athletic shoes (mostly black, gray, tan or white—no bright or primary colors). Appropriate under-garments must always be worn. Students may wear a white short or long sleeved shirt, or white turtle neck under the royal blue top. This shirt must be tucked in to the scrub pants; 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</p>

	<p>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 due to the unacceptable uniform. The student will also lose points on their clinical professionalism grade for any uniform infraction.</p> <p>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.</p> <p>If a student loses their lead x-ray markers, they are required to purchase (at their own expense) an additional set from the manufacturer at: https://www.saomarkers.com/Position-Indicator-Xray-Markers-2-3-Characters-Position-Indicator-Xray-Markers.htm</p> <p>Personal lead image ID markers are used daily and considered essential tools of the occupation. Tulsa Tech will provide each student with a set of markers prior to the first day of clinical. If these lead markers are lost, it is the responsibility of the student to purchase additional lead markers immediately at their own expense. Replacement markers must include the special indicator signifying that the lead marker belongs to a student.</p> <p>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.</p> <p><u>Grooming and Professional Appearance</u></p> <p>Cosmetics</p> <ul style="list-style-type: none">• Facial cosmetics should be used in a discrete professional manner.• The use of perfumes and colognes is not allowed.• The clinical sites, in accordance with CDC Hand Hygiene guidelines, do not allow artificial fingernails, extenders, overlays, shellac nails, etc. Short natural nails are preferred. <p>Personal Hygiene</p> <ul style="list-style-type: none">• A daily shower and use of deodorant are required.• Special precautions should be taken to prevent halitosis.• Students will not have the smell of tobacco smoke, electronic cigarettes, or any other strong scent about their person during school hours, whether at class or at clinical. <p>Hair Maintenance</p> <ul style="list-style-type: none">• 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
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	<p>of hygiene and safety. Extreme hairstyles and unnatural hair colors are not allowed.</p> <ul style="list-style-type: none"> • Beards, mustaches and side burns must be clean and neatly trimmed, and should not interfere with personal protective gear. All others must be clean-shaven. <p>Jewelry, Piercings and Tattoos</p> <ul style="list-style-type: none"> • 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. • 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. • Pierced jewelry may be worn in the ear only, and is limited to two per ear. Ear gauges will be plugged closed with a matching skin tone plug. • 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. <p>Uniform shoes</p> <ul style="list-style-type: none"> • 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. <p>Professional Appearance</p> <ul style="list-style-type: none"> • 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. The uniform should be clean, neat and wrinkle free.
<p>ID Badges:</p>	<p>Each student will be issued a Tulsa Tech ID badge. This badge should be worn on the collar level at all times when the student is at class or clinical practice. The clinical affiliate will also issue the student an ID badge to wear at that facility.</p>
<p>Accident Reporting:</p>	<p><u>Reporting Injuries or Exposure</u></p> <p>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 be given copies of both forms for the student’s file.</p>

<p>Code of Conduct:</p>	<p>IT Policy STU-20 Student Behavior and Discipline</p> <p><u>Expectations</u></p> <p><u>Faculty Expectations</u></p> <p>The program’s Advisory Committee repeatedly states that, as employers, they want to hire graduates who are dependable, work well individually or as part of a team, and have a strong work ethic. Students should seek to learn and model the employability skills expected by their future employers, whether in the classroom, lab, or at the clinical sites.</p> <p>To emphasize the importance of these skills, the faculty expects the students to:</p> <ul style="list-style-type: none"> • Make good attendance a priority. Be on time and ready to work. • Consider school as your job, and treat each day as part of your “two-year job interview”. Act professionally at all times, in all circumstances. • Turn cell phones “off” and store them in the designated area during class. • Wait until break time to use the restroom, refill your water, or use your cell phone. • Be prepared for class by having all required books and materials, and by being prepared for quizzes and tests. Study the material to truly learn it, not just to get through the current quiz or test. • Be prepared for clinical by having all necessary equipment (IDs, markers, proper uniform, etc). • 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 Tulsa Tech / clinical site 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. • Use school computers and other equipment appropriately. • Obey all safety rules and report all accidents to an instructor / clinical instructor. • Treat clinical staff, HSC faculty & staff, and fellow students with respect in a professional manner. <p><u>Student Expectations</u></p> <p>Students can expect the following:</p> <ul style="list-style-type: none"> • Class will begin on time and instruction will meet specific goals and objectives. • Homework assignments will be given often, have purpose, and will not be designed as “busy work”. • Rules will be applied to all students in a fair manner. • Assignments and tests will be graded objectively and fairly, in a timely manner. • Individual assistance is available if needed, but should be scheduled with the instructor. • Instructors maintain an “open door” policy.
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Academic Misconduct

Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by Tulsa Tech. Academic misconduct is defined as any form of academic dishonesty, including but not limited to:

- Plagiarism – Representing another person’s words, ideas, data, or materials as one’s own.
- Misconduct during an examination or academic exercise (cheating) – Copying from another student’s paper, consulting unauthorized material, giving information to another student or collaborating with one or more students without authorization, or otherwise failing to abide by the instructor’s rules governing the examination or academic exercise without the instructor’s permission.
- Unauthorized possession of or access to an examination or other course materials (cheating) – Acquiring or possessing an examination or other course materials without authorization by the instructor, including copying or printing electronic quizzes or tests from Blackboard, Evolve, or any other electronic curriculum delivery system.

Plagiarism and cheating violate Tulsa Tech’s Adult Student Behavior Code and will not be tolerated by the instructors. These violations will result in disciplinary action, including the possibility of dismissal from the program. See the [District Policies](#) for all information regarding the Adult Student Behavior Code.

Confidentiality and Patient Rights

Tulsa Tech recognizes the importance of protecting a clinical agency’s confidential information concerning patients, their families, medical staff, hospital staff, other health care professionals and the operations of the clinical agency. It is the obligation of Tulsa Tech students to maintain this confidentiality. Those facts pertinent to the treatment of a patient may be discussed only with those who are involved with the patient’s treatment program or for quality improvement activities.

All patient, clinical agency and employee information stored via paper or on any of the clinical agency computer systems is considered confidential. Computer systems allow qualified individuals to access, from authorized terminals, restricted and confidential patient and clinical agency information. If a clinical agency issues a confidential password and/or security code to a Tulsa Tech student, it is the student’s ethical and legal responsibility to maintain and comply with all confidentiality requirements.

Tulsa Tech requires all HSC students to agree to the following statements:

1. I understand that state and federal laws/regulations have established rights of confidentiality and security obligations regarding patient medical records and information.
2. I will protect the confidentiality of patient, hospital and employee information. I will not release unauthorized information to any source.
3. I will not access or attempt to access information other than that information to which I have authorized access and a “need to know” in order to complete my job on any given day.

	<ol style="list-style-type: none"> 4. If I am assigned a password and/or security code, I will not disclose them to anyone. 5. I will not use another person’s password, clinical agency identification badge and/or security code. I will not write down passwords or security codes to make them accessible to other individuals. 6. If I am granted Internet access, I will comply with the clinical agency’s policies regarding Internet usage. 7. I will not discuss or post any information about faculty, peers, patients, family members of patients or any clinical facility on any electronic venue including but not limited to: My Space, Facebook, Twitter, LinkedIn, Instagram, SnapChat, Classmates, Mylife, etc., nor will I leave/share any patient, family members of patients, faculty, clinical facility or student information on any open access desktop or hard-drive. 8. I will not take with cameras and/or cell phones or post on any electronic venue including but not limited to: My Space, Facebook, Twitter, LinkedIn, Instagram, SnapChat, Classmates, Mylife, etc. any photos of faculty, peers, patients, family members of patients, medical records, or any item or person I am associated with during any clinical facility assignment. 9. I will report breaches of this confidentiality agreement by others to a member of the administrative staff. I understand that failure to report breaches is an ethical violation and subjects me to disciplinary action. <p>Students will agree to adhere to the conditions above, both during and after their affiliation with the clinical agencies to which they are assigned. Any violation of the above conditions while affiliated with these clinical agencies may result in disciplinary action in accordance with Tulsa Tech policy up to and including withdrawal from the Radiologic Technology program. Any violation of the above conditions may cause the patient or owner of the confidential information to seek legal remedies against the student both during and after their affiliation with the clinical agency.</p> <p><u>Clinical Probation</u></p> <p>A student may be placed on clinical probation if they demonstrate unacceptable professional behaviors. Examples include, but are not limited to: performing or repeating images without technologist supervision, imaging the wrong patient, inappropriate behavior with patients or staff, sending images without a technologist’s prior approval, not following technologist’s directions, or refusing to comply with clinical site or school policies.</p> <p>A student may also be placed on clinical probation if they do not perform at levels showing Satisfactory Academic Progress. This failure to progress is demonstrated when a student performs below the expected level of progress for their current position in the program.</p>
	<p>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.</p> <p>THREATENING BEHAVIOR, HARASSMENT, INTIMIDATION and BULLYING Policy STU-31</p>

Supplies Needed	
<p>Required Books/Online Curriculum:</p>	<p><u>First Year book list:</u></p> <p>The Human Body in Health & Disease (Textbook & Adaptive Learning Code) 7th Edition, Elsevier (ISBN 9780323511629)</p> <p>Medical Terminology Online Quick & Easy Elsevier (ISBN 9780323370677)</p> <p>Introduction to Radiologic and Imaging Sciences and Patient Care, 7th Edition, Elsevier (ISBN 9780323566711)</p> <p>Merrill’s Atlas of Radiographic Positioning & Procedures (Textbook and Workbook) 14th Edition, Elsevier</p> <p>Merrill’s Pocket Guide to Radiography, 14th Edition, Elsevier (ISBN 9780323597036)</p> <p>Radiographic Pathology for Technologists, 7th Edition, Elsevier (ISBN 9780323416320)</p> <p>Rad Tech Boot Camp (Clover Learning)</p> <p><u>Second Year book list:</u></p> <p>Principles of Radiographic Imaging, 5th Edition, Cengage (ISBN 9781439058725)</p> <p>Radiologic Science for Technologists: Physics, Biology & Protection, 11th Edition, Elsevier (ISBN 9780323353779)</p> <p>Radiation Protection in Medical Radiography, 8th Edition, Elsevier (ISBN 9780323446662)</p> <p>Radiography Online: Radiobiology & Radiation Protection (User Guide & Access Code), 3rd Edition, Elsevier (ISBN 9780323392877)</p> <p>HESI Radiography Exit Exam plus Practice Test, Elsevier (ISBN 9781455728787)</p> <p>Rad Tech Boot Camp (Clover Learning)</p>
<p>Other Resources Used:</p>	<p>Blackboard™ is the official Learning Management System (LMS) for Tulsa Tech. Each student is given a username and can access Blackboard with any internet connection. Instructors post assignments and class schedules along with course grades for students to access at any time.</p> <p>Microsoft Teams is used by Tulsa Tech for online course delivery, communication between students and instructors, and a portal for students to upload homework assignments.</p>

Supplies/Tools:	Students are encouraged to purchase two or three large 3-ring binders for class materials, as well as pens, pencils and highlighters.
Software Used:	Refer to individual course syllabus

Additional Information	
Transportation/ Parking:	Students are responsible for providing their own transportation to class and to clinical practice. Parking is available for students at HSC and all clinical facilities.
Clinical Information:	<p><u>Clinical Affiliations</u></p> <p>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.</p> <p>JRCERT approved clinical sites are:</p> <p>Hillcrest Medical Center (HMC) 1120 S. Utica, Tulsa (918) 579-4203 Clinical Instructor – Kaylee Rosson, RT (R)</p> <p>St. John Medical Center (SJMC) 1923 S. Utica, Tulsa (918) 744-3131 Ext. 14524 Clinical Instructor – Tim Boyd, RT (R)</p> <p>St. John – Owasso 12451 E. 100th Street N, Owasso (918) 274-5020 Clinical Instructor – Gary Brumley, RT (R)</p> <p>St. John – Sapulpa 1004 E. Bryan Avenue, Sapulpa (918) 227-5305 Clinical Instructor – Quinn Wilson, RT (R)</p> <p>St. John – Broken Arrow 1000 West Boise Circle, Broken Arrow (918) 994-8020 Clinical Instructor – Tami Hewitt, RT (R)</p>

	<p>St. Francis Hospital (SFH) 6161 S. Yale, Tulsa (918) 494-7229; (918) 494-1658 (control) Clinical Instructor – Lindsay Prentice, RT (R)</p> <p>St. Francis - Broken Arrow Imaging 2950 S. Elm Place, Suite 130, Broken Arrow (918) 451-5141 Hours 7:30 am – 3:00 pm Clinical Instructor – Amanda Hayes, RT (R)(M)</p> <p>Oklahoma Surgical Hospital 2408 E. 81st Street, Suite 900, Tulsa (918) 477-5065 Clinical Instructor – Louis Sanches, RT (R)(CT)</p> <p>Orthopaedic Center 1809 E. 13th Street, Suite 100, Tulsa (918) 925-3217 Clinical Instructor – Scott Bartkus, RT (R)</p> <p>Center for Orthopaedic Reconstruction & Excellence (CORE) 3029 West Main Street, Jenks (918) 701-2312 Clinical Instructor – Sheri Logan, RT (R)</p> <p>Bailey Medical Center 10502 N. 110th E. Ave, Owasso (918) 376-8040 Clinical Instructor – Pam Morris, RT (R)</p> <p>Warren Clinic – Tulsa Hills 7858 S. Olympia, Tulsa (918) 986-9271 hours 9:00 am - 4:30 pm Clinical Instructor – Niki Allen, RT (R)(M)</p> <p>Warren Clinic – South Memorial 10506 S. Memorial, Tulsa (918) 943-1070 Clinical Instructor – Cara Crain, RT (R)</p> <p>Clinical assignments are made by the Clinical Coordinator. Although clinical sites may vary by location, all students are expected to meet the same clinical requirements. 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.</p> <p>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 request for removal by the affiliate administration.</p>
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	<p>Removal from a clinical site may result in removal from the program; however, final action will be taken by the administration of Tulsa Tech.</p> <p>The importance of the clinical experience is invaluable. Even when there are no radiographic examinations to be performed, students are encouraged to stock supplies or practice positioning skills / equipment manipulation in exam rooms with the permission of the Clinical Instructor or immediate technologist in charge. Students are not to use their cell phones, read magazines/newspapers, or participate in any form of entertainment during slower work times. Any student found doing so will be given a verbal warning, and documentation of such will be placed in his/her file.</p> <p>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. The affiliate may make emergency medical care available to faculty members and students who 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.</p> <p>Students who for any reason do not complete the program’s mandatory clinical training, including those who are unable to remain in an assigned clinical training site, will not be eligible for graduation or qualified to take the American Registry of Radiologic Technology (ARRT) national certification exam. Any student who has been terminated from a clinical setting by the clinical institution may be unable to complete the Radiologic Technology Program.</p> <p><u>Clinical Practice</u></p> <p>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.</p> <p>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 departments during their regularly scheduled clinical hours. Students are not allowed to “hang out” in the reception/office areas.</p> <p>If a student suffers an injury/illness that temporarily restricts them from clinical practice, the student is required to present documentation from their physician confirming the restriction, and noting the date that the restriction will be lifted. The student may not return to clinical practice until the restriction is lifted. The program does not allow students to do “light duty” during clinical practice.</p> <p>Daytime weekday and weekend rotation hours are from 7:00 a.m. – 2:30 p.m. Evening clinical hours are 1:00 p.m. – 8:30 p.m. Ancillary site hours may vary (see clinical schedule “Clinical Affiliates” section of this handbook for specific information). Clinical assignments will not exceed 10 hours per day.</p>
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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 the business hours and contact information for any of their assigned specialty rotations.

Prior to beginning clinical practice, all students are required to complete the *MRI Screening Protocol Checklist* to ensure that no contraindications exist which would put the student at risk while in or near the magnetic environment. The student must have documented approval by the MRI supervisor and the program Clinical Coordinator before he/she is allowed to enter the MRI zoned areas.

Student Performance of Radiographic Procedures

All 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. Students must be directly supervised during surgical and mobile procedures regardless of the level of competency.
- **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. **Indirect student supervision** is acceptable after exam competency has been documented. All student performed exams (whether they are initial attempts or repeated 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.

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.

Mammography Policy (Provided by the JRCERT)

This policy may be applied to **any imaging procedure** performed by professionals who are the opposite gender of the patient.

Under this policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that

placement in a mammography rotation is not guaranteed and subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations even though clinical settings may not be available to provide the same opportunity to male students. Male students are advised that even if a clinical setting will allow male students to rotate to the mammography department, there is no guarantee that a patient will agree to permit a male student in the mammography room during her exam. Students are advised that patients' preferences are always priority.

This program policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position is included below this program policy and is also available on the JRCERT website, www.jrcert.org, Programs & Faculty Resources.

**Position Statement on Mammography Clinical Rotations
Adopted by the JRCERT Board of Directors (April 2016)**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Standard One - Objective 1.2 of the JRCERT Standards requires a program to document that it "provides equitable learning opportunities for all students."

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in mammography clinical rotations. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in mammography rotations. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to mammography, the JRCERT has determined programs must make every effort to place a male student in a mammography clinical rotation if requested; however, programs will not be expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students should be advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely. To deny mammography educational experience to female students, however,

	<p>would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted that the same clinical site policies that are in place during the mammography educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in mammography.</p> <p>The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program’s inability to place male students in a mammography rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.</p> <p><u>MRI Safety Policy</u> (Provided by JRCERT)</p> <p>Magnetic Resonance Imaging (MRI) machines generate a very strong magnetic field within and surrounding the MR scanner. This magnetic field is always on and unsecured. Magnetically susceptible (ferromagnetic) materials even at a distance can become accelerated into the bore of the magnet with force sufficient enough to cause serious injury or damage to equipment, patient, and any personnel in its path. Therefore, great care is taken to prevent ferromagnetic objects from entering the MRI scanner room. It is the responsibility of the qualified MR department staff, especially the technologist, to control all access to the scanner room.</p> <p>As a Radiologic Technology program student, you become part of the imaging team and are obligated to follow all MRI safety policies and procedures. You will review a MRI Safety Video prior to the start of your clinical training.</p> <ul style="list-style-type: none"> • It is vital that you remove metallic objects before entering the MRI static magnetic field, including watches, jewelry, and items of clothing that have metallic threads or fasteners. • If you have a bullet, shrapnel, or similar metallic fragment in your body, there is a potential risk that it could change position, possibly causing injury. • The magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction. • History of any surgical procedure that involves implanted electronic device(s), or any implant within/on your body you were not naturally born with will need to be reviewed prior to clinical training. <p>MRI Safety Policies will be discussed with students in August each year. The MRI Screening Protocol form must be filled out and submitted prior to clinical training. <u>Students are required to notify the Program Director or Clinical Coordinator should their screening protocol status change.</u> Each student’s screening protocol form will be reviewed by the program clinical coordinator and the MRI supervisor at their clinical site. The student must be approved by the clinical coordinator and the MRI supervisor before he/she will be allowed to participate in clinical rotations to MRI.</p>
<p>College Opportunities:</p>	<p>Tulsa Tech students may earn college credit through a process known as Prior Learning Assessment (PLA). In addition to PLA, transfer of coursework from Tulsa Tech to colleges are being aligned on the state-wide articulation agreement. Contact your instructor for more information.</p>

<p>Other Information:</p>	<p>IMPORTANT PHONE NUMBERS</p> <p>The Memorial Complex Health Sciences Center (918) 828-1200</p> <p>Hotline for School Closings/ Inclement Weather (918) 828-5001</p>	
<p>Oklahoma Career Tech Student Organizations & Honor Recognitions</p>		
	<p>HOSA - Health Student Organization How to join, Dues, Activities & Events</p>	
	<p>NTHS – The National Technical Honor Society How to join, Dues, Activities & Events</p>	
	<p>PATH – Professional, Academic, Technical, and Honor How to join, Dues, Activities & Events</p>	

STUDENT SERVICES

Student Assistance

Faculty members are available during school hours for consultation with students who need additional assistance with coursework, such as clarifying difficult concepts or answering specific course questions.

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

School counselors are available to assist with identifying goals, help with study skills or test taking skills, or assisting with student issues. Counselors are also able to identify available services and aid the student in obtaining proper assistance. See page 2 of this handbook or classroom postings for the names and phone numbers of the HSC counselors.

Students having difficulty with math or reading can contact 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.

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

PROGRAM POLICIES and PROCEDURES

All Tulsa Tech policies can be found on the school web page. Click on the "About" tab, then "District Policies".
<http://tulsatech.edu/about/district-policies/>

Communication

Electronic communication between faculty and students will take place through Tulsa Tech email, through the *Remind* app, or through Microsoft Teams. Instructors will also place group announcements on Blackboard.

Email

Students are strongly encouraged to access their Tulsa Tech email on a regular basis. Instructors will use email to contact students regarding scholarship information, clinical testing, immunization updates, etc. Students are encouraged to add Tulsa Tech email to their personal mobile device. Students can also use school email to communicate questions or other information directly to instructors.

Remind app

Each student in the program is required to download and use the *Remind* app on their mobile device. Students can communicate (similar to texting) individually with their instructors through the app. Instructors will also use the app to contact individual students or groups of students.

Microsoft Teams

Each student in the program is required to download Microsoft Teams to their mobile device and personal computer device. Teams is used for online content delivery, communication between instructors and students, and as a portal for students to submit homework digitally.

Social Media

Tulsa Tech administration and Radiologic Technology faculty strongly discourage students from interacting with clinical site employees through social media. Students are not allowed to post photos of students, faculty, clinical facilities or employees on social media.

FERPA

It is the policy of Tulsa Technology Center, in accordance with the Family Educational Rights and Privacy Act of 1974, (FERPA) to withhold personally identifiable information contained in a student's educational records unless the student has consented to disclose or FERPA allows disclosure. A description of these rights and the procedure for exercising these rights is available in the office of the Campus Director. Students may choose to disclose financial records, enrollment records, academic records or disciplinary records to any individual or organization of their choosing. FERPA disclosure is voluntary.

Immunizations, Background check, CPR

Students must fulfill all requirements for immunizations, background check, and CPR before being eligible to attend clinical practice. Prior to beginning the program, students are required to open an account with Complio to maintain immunization and background information. It is the responsibility of the student to maintain good standing by keeping all requirements current. In the event that a student allows any required immunization or CPR requirement to lapse, they will be removed from clinical practice until they successfully complete the requirements **and** upload the necessary documentation. This absence from clinical will be counted against the student's attendance and their clinical Professional Grade.

Any questions regarding Complio should be directed to the Simulation & Clinical Coordinator at 918-828-1212.

Drug Screening Procedure

Students in the Radiologic Technology program are required to submit to a drug screening 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 events, the student will be unable to continue and complete the program due to unsatisfactory academic progress. (For more information, refer to [District Policies](#).)

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 [District Policies](#).)

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 prior to returning to class/clinical. The release must verify that the student is no longer contagious before returning to classes and clinical practice. Students who are ill with a fever may return to class or clinical 24 hours after the fever has broken.

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.

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

Radiologic Technology Program Handbook

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.

Students on campus or in the clinical site are at risk for exposure to COVID-19. Any expense involved with COVID testing is the responsibility of the student.

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. "Tobacco products" includes, but is not limited to: cigarettes, e-cigarettes or electronic nicotine delivery systems. Due to close patient contact, students must be aware of personal oral hygiene and odors following the use of tobacco products. Students who violate the no-tobacco may be subject to disciplinary action, including but not limited to probation, suspension, and/or dismissal from the program. See the [District Policies](#) regarding use of tobacco products 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 [District Policies](#) to address specific 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 or locker while at clinical practice.
- All personal wireless telecommunication devices should be kept in the student's automobile, locker, or in the designated classroom area while at school.
- Devices placed in a locker or the designated classroom area should be turned OFF or silent 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 918-828-1200. The instructor or staff member will then contact the student in the classroom or at the clinical site.
- Violation of [District Policies](#) 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.

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 and the clinical affiliates advise the highest level of caution possible and 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 declaration of pregnancy, the 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 scheduled graduation date in order to complete program requirements. If a student chooses to temporarily withdraw, all efforts will be made to reinstate her at a later time.

Related Work

Class and clinical schedules should take priority over employment schedules. Academic or clinical responsibilities within the radiologic technology program take precedence over work, and no special consideration will be given to students who work. The instructors do not recommend that students work 3rd shift while in the program. Doing so can place patient safety at risk and can jeopardize the student's ability to maintain academic requirements.

Students who are **employed** in a medical setting 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 who are performing radiographic duties as an employee may not complete Exam or Area Competencies while on duty.**

School Calendar

The [2020-2021 Tulsa Tech school calendar](#) can be found on the school web site or on the program’s “Radiologic Technology” Blackboard course. Observed Professional Days and Holidays include:

Independence Day – July 3, 2020	Martin Luther King Day – January 18, 2021
Labor Day – September 7, 2020	Professional Development – February 12, 2021
Professional Development – October 14-16, 2020	President’s Day – February 15, 2021
Thanksgiving – November 25-27, 2020	Spring Break – March 15-19, 2021
Winter Break – December 21, 2020 - January 1, 2021	Memorial Day – May 31, 2021

Closing of School

Closing of school may occur due to inclement weather conditions, federal/state shelter in place orders, or other conditions such as power failure or water main breaks. The decision to close will be made by the school’s administration. The closing will be announced on local radio and TV stations, and students will receive notification through Tulsa Tech’s automated announcement system. **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 [District Policies](#) for more information.)

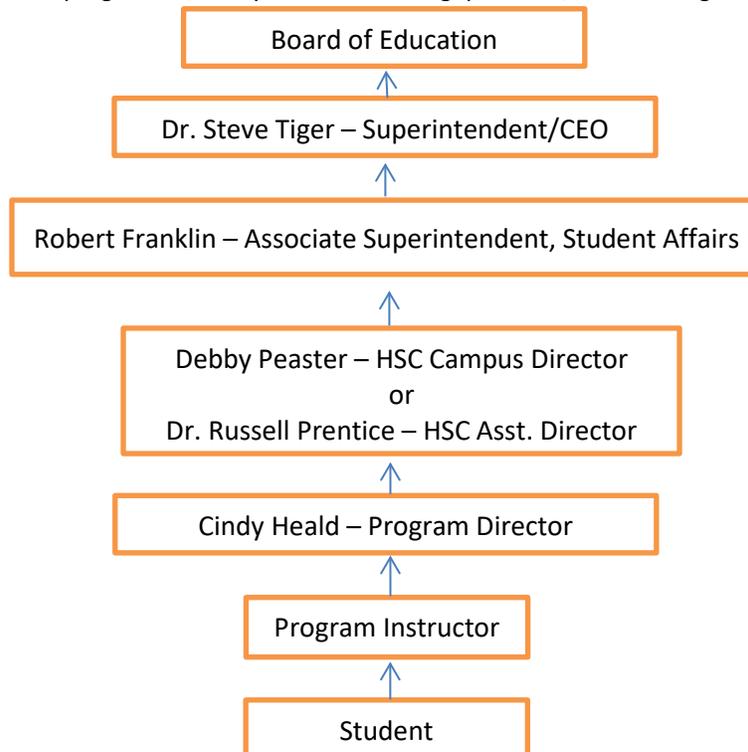
Students are restricted from attending clinical practice when Tulsa Tech is closed, even on a voluntary basis.

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.

Complaints / Grievances

It is customary to follow the program hierarchy when addressing questions/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.

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 [District Policies](#) on the Tulsa Tech web site.

Students may be placed on probation for the following reasons:

- The student fails to maintain an 80% grade at any phase within a course,
- The student fails to notify program officials of tardiness or absence,
- The student does not maintain 90% attendance,
- The student demonstrates excessive attendance incidents,
- The student consistently fails to maintain current and accurate clinical documentation,
- The student conducts unprofessional behavior as outlined in the Radiologic Technology Program Handbook, the Clinical LAP, ASRT Code of Ethics, and Tulsa Tech policies.

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 [District Policies](#) on the Tulsa Tech web site.

Removal

Students may be removed for behavior inconsistent with program or school standards as stated on the [District Policies](#) 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.

Students may be withdrawn from the program for the following reasons:

- The student fails a mandatory drug screening,
- The student fails a course in the program,
- Violation of any act identified in the dismissal policy established by Tulsa Tech,
- Violation of acts identified in the dismissal policy of a clinical affiliate,
- The student commits unsafe radiologic practices, as defined by JRCERT or industry standards.

Students dismissed from the program may apply for re-entry into the program at a later date. Prior to consideration for re-entry into the program, these applicants must successfully complete the ARRT pre-eligibility process. These students, if accepted, will enter the program contingent to meeting probationary terms established by a faculty committee prior to enrollment. Any student granted an opportunity for conditional re-enrollment into the program will be held to the policies, procedures and program requirements applicable to the program at the time of the student's re-enrollment.

If a student establishes a pattern (3 or more) of failing skill assessments, didactic quizzes or tests in one course or a combination of courses, he/she is demonstrating failure to retain the information necessary to be successful on the ARRT National Certification exam. The student will receive remediation and counseling. The student also will be placed on academic probation with a plan of improvement. If the pattern continues, the student may be dismissed from the program.

Withdrawal Procedure

To withdraw from the program, the student must first visit with the Program Director and/or 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 offered.

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.

Term I (July)	
Class Days: Monday thru Friday 7:45 am – 2:30 pm	
Ethics and Law in the Radiologic Sciences	Intro to Radiologic Science & Health Care
Clinical Days: none	
Term II (August through January)	
Class Days: Tuesday, Thursday, Friday 7:45 am – 2:30 pm	
Radiographic Procedures I	Clinical Practice IA
Image Analysis I	Patient Care in the Radiologic Sciences
A&P for Radiography I	Core Medical Terminology
Clinical Days: Monday, Wednesday 7:00 am – 2:30 pm**	
Term III (February through June)	
Class Days: Tuesday, Thursday 7:45 am – 2:30 pm	
Radiographic Procedures IB	Clinical Practice IB
Image Analysis IB	Radiographic Pathology
A&P for Radiography II	
Clinical Days: Monday, Wednesday, Friday 7:00 am – 2:30 pm**	
Term IV (August through December)	
Class Days: Monday, Wednesday 7:45 am – 2:30 pm	
Pharmacology and Venipuncture	Imaging Equipment
Radiation Biology	Radiation Production & Characteristics
Radiation Protection	Clinical Practice IIA
Clinical Days: Tuesday, Thursday, Friday 7:00 am – 2:30 pm**	
Term V (January through May)	
Class Days: Monday, Wednesday 7:45 am – 2:30 pm	
Principles of Exposure and Image Production	Advanced Imaging
Digital Image Acquisition and Display	Comprehensive Program Review
Career Preparation for Radiography	Clinical Practice IIB
Clinical Days: Tuesday, Thursday, Friday 7:00 am – 2:30 pm**	

**Clinical hours may vary due to facility business hours or evening/weekend rotations. Consult clinical schedules for more information regarding evening/weekend rotations.

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Course #	First Year Courses	Hours
HLTH-0024	Patient Care in the Radiologic Sciences	63
HLTH-0028	Ethics & Law in the Radiologic Sciences	33
HLTH-0025	Intro to Radiologic Science & Health Care	48
HLTH-0026	Radiographic Procedures I	150
HLTH-0027	Image Analysis I	48
HLTH-0080	A&P for Radiography I	78
HLTH-0081	Clinical Practice I	247
HLTH-0003	Core Medical Terminology	45
HLTH-0033	Radiographic Pathology	33
HLTH-0082	Radiographic Procedures IB	132
HLTH-0083	Image Analysis IB	33
HLTH-0084	A&P for Radiography II	63
HLTH-0038	Clinical Practice IB	276
Second Year Courses		
HLTH-0089	Clinical Practice II	282
HLTH-0085	Radiographic Equipment	78
HLTH-0087	Pharmacology for Radiography	21
HLTH-0042	Radiation Biology	48
HLTH-0090	Radiation Production	24
HLTH-0045	Career Prep for Radiography	18
HLTH-0049	Principles of Exposure & Image Production	48
HLTH-0091	Clinical Practice II Capstone	254
HLTH-0043	Radiation Protection	30
HLTH-0051	Digital Imaging Acquisition & Display	48
HLTH-0092	Comprehensive Radiography Review	72

Early Completion with Employment

Students who have completed all clinical requirements and demonstrated competency at each clinical level may be eligible for early employment in the spring term of the second year. Students must have employment in an approved diagnostic imaging department or clinic to 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. The student cannot be on clinical, academic, or disciplinary probation.

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2. 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.)

3. 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 65 exams must be performed on actual patients.
- For early completion in March, 2 exams may be simulated.

4. For early completion before Spring Break, students must have a minimum 3.75 cumulative GPA in each year of the program. **This grade average must be maintained or privileges may be revoked.**

5. A GPA of 3.5 GPA or higher in each year of the program will be accepted for early completion after Spring Break.

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

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

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

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

10. 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.

PROGRAM COMPLETION AND CERTIFICATION

Program Completion and Graduation

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

- A passing grade of 80% in all academic and clinical practice courses,
- Completion of all clinical requirements,
- Meeting all attendance requirements,
- Full payment of all tuition and required fees,
- Return of all borrowed school and program materials,
- Return of radiation dosimeter and student ID badge.

Once all program requirements are met, the student will schedule an exit interview with the Program Director to verify complete and accurate records. The student will at this time be given an opportunity to evaluate the program and provide suggestions for program improvements.

A certificate will be awarded which verifies that the graduate has successfully completed the educational portion of the certification process. Transcripts are available upon request.

Memorandum of Agreement – Student Copy

Radiologic Technology

(This copy is to remain in the handbook.)

I have read the Radiologic Technology Program Handbook in its entirety and I am familiar with its content. I expect any violation to result in appropriate action.

I understand that it is my responsibility to review the appropriate sections of the handbook when confronted with a specific problem or concern, and then to contact the Program Director or Clinical Coordinator if I need clarification.

I understand that I will be a guest in the clinical education settings and will conduct myself accordingly. All known rules and regulations will be followed.

I understand that the clinical settings may vary in location and that all students are expected to meet the same requirements; therefore, distance and weather do not change the program schedule unless classes are cancelled.

I understand that I may not function independently as a registered technologist. The Clinical Coordinator and/or Clinical Instructor will determine the appropriate level of supervision needed throughout my clinical education. I will request the presence of a registered technologist when I repeat radiographs.

I understand that I will receive a syllabus for each course in the curriculum and will abide by those requirements for each course as appropriate.

I understand as a student in the Radiologic Technology Program, I represent not only Tulsa Tech, but the clinical education settings, in my contact with patients, visitors, and members of the community. The impression I leave with each person is very important to the affiliate sites and all the people involved in the healthcare team, as well as to me and fellow students.

I understand that the clinical affiliates reserve the right to refuse admission to any Radiologic Technology student who is involved in any activity not considered professional or appropriate to proper patient care.

I have read and agree to the requirements of the Radiologic Technology Program as defined in the Program Handbook, and understand that failure to abide by the policies will be grounds for disciplinary action and possible dismissal from the program.

(An additional copy of this agreement will be provided to the student for their signature, and will be kept in the student's permanent file in the Program Director's office.)