# TABLE OF CONTENTS

PROGRAM DESCRIPTION AND OVERVIEW 4

OUTCOMES 5

ACCREDITATION 6

STUDENT EXPENSE 7

CURRICULUM 10

STUDENT POLICIES 11
  I. ADMISSIONS 11
  II. SCHEDULING 13
  III. ATTENDANCE 14
  IV. GRADING AND ACADEMIC PROGRESS 16
  V. CLINICAL PERFORMANCE EVALUATIONS 19
  VI. CLINICAL OBJECTIVES 19
  VII. CLINICAL COMPETENCY 20
  VIII. CLINICAL GRADING 22
  IX. CLINIC PROBATION 25
  X. PROFESSIONALISM 26
  XI. APPEARANCE & DRESS STANDARDS 27
  XII. ACADEMIC REQUIREMENTS 30
  XIII. SAFETY 31
  XIV. CLIENT CONFIDENTIALITY 33
  XV. DRUG AND ALCOHOL POLICY 33
  XVI. PREGNANCY 34
  XVII. RECORDS 35
  XVIII. CERTIFICATION 36
  XIX. EMPLOYMENT POLICY 37
  XX. TRANSPORTATION 38
  XXI. ARRT STANDARDS OF ETHICS 38

APPENDIX A 40

PROGRAM FORMS 41
In addition to all of the policies, procedures, and rules of the Radiologic Technology Program, all of the policies, rules, and regulations of Bellingham Technical College, as published in the College Catalog and Student Handbook apply to students in the Bellingham Technical College Radiologic Technology Program.

The College and/or Program policies, procedures, rules, and regulations are subject to change and revision at any time.

**Bellingham Technical College**  
**Program Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Bailey</td>
<td>Program Coordinator</td>
</tr>
<tr>
<td></td>
<td>Didactic &amp; Clinical Faculty</td>
</tr>
<tr>
<td>Heather Wallace</td>
<td>Didactic &amp; Clinical Faculty</td>
</tr>
<tr>
<td>Michelle Stark</td>
<td>Didactic &amp; Clinical Adjunct Faculty</td>
</tr>
</tbody>
</table>
Radiologic Technology Program

Overview

Bellingham Technical College's Radiologic Technology program presents an innovative approach to serve students and the community through education in radiography. Regional support of the program through involvement of a supportive health care community and consortium of colleges provide a solid basis for student success.

Students accepted into the radiologic technology program will receive academic and clinical education through a variety of learning technologies. Coursework delivery is may be through the Internet, computer lab activities, video conferencing, radiology lab activities, and the traditional classroom. Clinical education will be provided in a variety of settings and prepare the student for work as an entry-level radiologic technologist.

Students accepted into the radiologic technology program students are assigned into a cohort group. Students will be required to attend meetings at distant sites during the program. Students will gather together at least once a quarter, and perhaps more, dependent on individual course requirements. The consortium of colleges supporting the program's regional approach to radiology education will provide prerequisite courses and student support services. Consortium colleges include Bellingham Technical College, Edmonds Community College, Everett Community College, North Seattle Community College, Peninsula College, Skagit Valley College and Whatcom Community College.

Radiologic Technology Program Description

The Radiologic Technology program at Bellingham Technical College is a sequenced program of courses that fulfill the educational objectives established by the American Society of Radiologic Technologists and competencies outlined by the American Registry of Radiologic Technologists. The program takes 21 months to complete and upon successful program completion, students are granted an Associate's degree in Applied Science (AAS). Program graduates are eligible to apply to take the national certification examination administered by the American Registry of Radiologic Technologists. Successful completion of the registry examination results in national certification as a Registered Radiologic Technologist, RT (R) ARRT.
The Radiologic Technology program curriculum is designed to prepare students to be entry level radiographers who are members of the health care delivery team. Technical and professional competency development will involve the following Program Outcomes. After successfully completing this program, students will be able to:

<table>
<thead>
<tr>
<th>Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. RADIATION PROTECTION:</strong> Consistently and appropriately, apply radiation protection practices and general safety guidelines when administering ionizing radiation techniques to fully protect the patient, occupational workers (self and other technologists) and non-occupational workers (other members of the healthcare team).</td>
</tr>
<tr>
<td><strong>2. PROCEDURES:</strong> Competently and consistently performs clinical procedures and protocols of each radiographic position to produce an optimal and diagnostic study.</td>
</tr>
<tr>
<td><strong>3. IMAGE PRODUCTION:</strong> Competently and consistently, produce diagnostic radiographic images, with ability to accurately assess errors and make appropriate corrections according to standard image evaluation criteria.</td>
</tr>
<tr>
<td><strong>4. PATIENT CARE:</strong> Interact in a compassionate, respectful manner assessing patient condition and concerns: provides for patient safety, comfort, confidentiality, modesty, and overall best interest of the patient.</td>
</tr>
<tr>
<td><strong>5. PROFESSIONALISM AND ETHICS:</strong> Conducts herself/himself in a professional manner according to ARRT and ASRT standards. Assess situations, exercise care, discretion and judgment; assume responsibility for professional decisions; and able to work in team relationships that support colleagues.</td>
</tr>
<tr>
<td><strong>6. RETENTION:</strong> Successful completion of the program within a 24-month time period.</td>
</tr>
</tbody>
</table>
RADIography education

Radiography education is a systematic process that offers opportunities for students to acquire the psychomotor, cognitive, and affective behaviors required of a registered radiographer in the provision of safe, effective client care in the radiology setting. Radiography education provides resources, facilities, a program of learning, and an environment in which the student has an opportunity to test ideas, analyze mistakes, take risks, develop creativity, and evaluate outcomes.

The educational process progresses from simple to complex and actively involves the student in what will become a lifelong learning process. Like radiography practice, radiography education follows theories and principles from various disciplines. The program of learning is based on the program philosophy and expected outcomes, and incorporates influences of the school and geographic setting in which the program is located. Continuous review and revision of institutional and program philosophy and outcome expectations provides for currency in radiography education. The responsibility for learning belongs to the student, and the faculty serves as organizers, resource persons, facilitators, role models, and evaluators. The faculty plan learning experiences in which students think carefully and thoroughly about situations and are motivated to use their cognitive skills in a responsible manner.

The nature of hands on learning does require that students participate in role-play activities in academic classes. For example, while learning positioning and procedures students will participate in laboratory assignments that require a student in the role of “Tech” positioning a student in the role of “client”. Students will treat each other in these scenarios with the same respect they demonstrate to clients in the clinical settings. Documentation of consent for participation in these role-playing demonstrations is required for progress in this program.

ACCREDITATION

The BTC Radiologic Technology Program is accredited by The Commission on Colleges, Northwest Association of Schools and Colleges 11300 NE 33rd Place, Suite 120, Bellevue, Washington, 98004. The Commission is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.
STUDENT EXPENSES

Tuition

Tuition is established by the Washington State Legislature with local input and is subject to change without prior notification. Current tuition rates for curriculum courses may be found in the current Bellingham Technical College catalog.

Liability Insurance

Students will be required to participate in liability insurance for students during program hours. Students will not be in the clinical setting without approval from clinical faculty and facility.

Other Required Costs:

1. Complio by American DataBank Record Management: Required program documents will be found with Complio by American DataBank. Complio by American DataBank is contracted with Bellingham Technical College to maintain, in a secure environment, records required for program and clinical access. Please pay attention to submission deadlines placed on documentation within this system.

2. Drug screening is required. Students will be required to “pass” an 11-panel drug screen within six months before entering the clinical setting. A “pass” is identified as test results identifying no prohibited substances in urinalysis. Students who test positive will not be allowed into the clinical setting without approved supporting documentation from their physician. Without access to the clinical setting, a student will not be able to complete program requirements. Therefore, these students will not be allowed to enter the program in fall. Retesting will be allowed only for dilute samples or incomplete analysis.

3. Students are required to complete Healthcare Provider CPR (American Heart Association, 2-year certification). No other courses will be accepted. Students will the program with a card that covers the complete two years of the program and will provide that card to Complio by American DataBank no later than Sept 30. Failure to do so will prevent you from entering the clinical setting, halting progressing in this program.
   a. Time covered by this card must not expire before June 28, 2021.
   b. Courses must include a skills demonstration. Healthcare Provider CPR Online courses are accepted, but only if they have a required hands on skills demonstration component.
4. Annual PPD or TB screening is required during the fall of each year of the program. It is the student’s responsibility to maintain annual TB screening without a lapse in coverage. All documentation must be submitted to Complio by American DataBank.

**Initially a two-step PPD is required following annual PPD testing may be single**

Students who do not complete this requirement may be denied access to the clinical setting.

5. General physical exam to be completed by your family physician with a Health status report to be submitted to Complio by American DataBank.

6. Books and supplies are purchased by students, as they are needed.

7. Uniforms including scrubs, shoes, scrub coats, ID, radiographic markers and uniform patch.

8. Transportation for clinical education must be provided by the student. The distance required for travel will vary according to cohort and clinical assignment.

9. Required membership to professional organizations:
   a. Washington Society of Radiologic Technologists - Membership must be maintained for the length of the program.
   b. Students will be required to attend program endorsed professional conferences during the 7-quarter program. Expenses incurred at these conferences will be the responsibility of the student. It is the responsibility of each student to make arrangements to attend.

10. Leaded Radiographic Markers must be purchased by students within two weeks of the start of fall quarter. Information about sources for this product will be discussed at orientation.
   - Markers will be thinner basic x-ray markers with 3 Characters
   - Characters will be your first initial; last number of the year you will graduate; last initial. For example: Joe Smith graduating in 2021 will order markers J1S
   - Right marker will be red
   - Left marker will be blue
   - No other color options will be acceptable
   - Purchase two or three pair – markers are required to participate in lab and clinic
   - Students are requested to purchase one pair (of the two original) to have a bubble with BBs present.
Recommended

Students are strongly encouraged to apply for a Washington State x-ray technician permit early in the program. This permit may open employment opportunities in the field of radiography while still a student.

Financial Aid

The Financial Aid Office at BTC administers different aid programs designed to assist students and parents in defraying the cost of education if financial need is shown. Financial aid recipients are required to maintain satisfactory progress toward completing a degree or diploma. Students will be given a copy of the policy which governs satisfactory progress at the time the financial aid award is made. Questions regarding financial aid should be made to the Financial Aid Office.

Refund Policy

Students who leave a course or program without official withdrawal will forfeit all claims to refund of tuition and fees. Official withdrawal will be defined as student submission of a completed Add/Drop form to the Registration & Enrollment Office. The refund will be calculated based on the date the form is submitted rather than the last day of attendance. For further refund policies please refer to the Bellingham Technical College Catalog.

Accommodations

It is BTC’s policy to provide reasonable accommodations to students with known physical, sensory, or mental limitations, except where such accommodations would impose undue hardship on the institution. Existing services do not roll over from quarter to quarter and must be requested prior to the start of each quarter. To receive classroom accommodations, registration with Accessibility Resources (AR) is required. Call (360) 752-8450, email ar@btc.edu or stop by the AR Office in the Counseling and Career Center, Room 106, College Services Building (CS).
<table>
<thead>
<tr>
<th>Quarter Offered</th>
<th>Credits</th>
<th>Quarter Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st quarter (Fall)</strong></td>
<td></td>
<td><strong>5th quarter (Fall)</strong></td>
<td></td>
</tr>
<tr>
<td>RT 101 Radiographic Positioning I</td>
<td>6</td>
<td>RT 205 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>RT 112 Patient Care in Radiology</td>
<td>4</td>
<td>RT 201 Advanced Patient Procedures and Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>RT 120 Image Acquisition</td>
<td>4</td>
<td>RT 231 Radiographic Clinic IV</td>
<td>10</td>
</tr>
<tr>
<td>RT 114 Leadership Seminar</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
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<td>Total Credits</td>
<td>17</td>
</tr>
<tr>
<td><strong>2nd quarter (Winter)</strong></td>
<td></td>
<td><strong>6th quarter (Winter)</strong></td>
<td></td>
</tr>
<tr>
<td>RT 102 Radiographic Positioning II</td>
<td>6</td>
<td>RT 202 Advanced Patient Procedures and Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>RT 121 Radiographic Physics I</td>
<td>4</td>
<td>RT 210 Radiation Biology</td>
<td>4</td>
</tr>
<tr>
<td>RT 131 Radiographic Clinic I</td>
<td>7</td>
<td>RT 232 Radiographic Clinic V</td>
<td>10</td>
</tr>
<tr>
<td>Total Credits</td>
<td>17</td>
<td>Total Credits</td>
<td>18</td>
</tr>
<tr>
<td><strong>3rd quarter (Spring)</strong></td>
<td></td>
<td><strong>7th quarter (Spring)</strong></td>
<td></td>
</tr>
<tr>
<td>RT 103 Radiographic Positioning III</td>
<td>5</td>
<td>RT 230 Registry Review and Employment Readiness</td>
<td>4</td>
</tr>
<tr>
<td>RT 122 Radiographic Physics II</td>
<td>4</td>
<td>RT 233 Radiographic Clinic VI</td>
<td>10</td>
</tr>
<tr>
<td>RT 132 Radiographic Clinic II</td>
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<td>Total Credits</td>
<td>14</td>
</tr>
<tr>
<td>Total Credits</td>
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<td></td>
</tr>
<tr>
<td><strong>4th quarter (Summer)</strong></td>
<td></td>
<td>Total Core Program Credits</td>
<td>106</td>
</tr>
<tr>
<td>RT 133 Radiographic Clinic III</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STUDENT POLICIES

I. ADMISSIONS

1. Students are admitted to the Radiography Program once a year in the Fall Quarter. They are considered for admission only after all prerequisite courses and admission requirements have been completed. Submission of application packet to the college’s admissions office will be dated when complete, for consideration.

Physical and cognitive expectations

   a. Radiography is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements

   b. If students believe that they cannot meet program requirements without accommodations or modifications, college officials will determine on an individual basis whether or not the necessary accommodations or modifications can be reasonably made. Bellingham Technical College offers student counseling services from the with Accessibility Resources (AR) Coordinator, located in the Career Center for students with disabilities.

   c. Students anticipating the need for accommodations are expected to make requests at least six weeks in advance of a course or program.

2. The following performance standards are expected of students in the Radiography Program.

   a. Critical thinking ability sufficient for clinical judgment.

   b. Interpersonal abilities to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

   c. Communication abilities sufficient for interaction with others in verbal and written form.

   d. Physical abilities sufficient to move from room to room, maneuver in small spaces, and lift, move, and push heavy patients and equipment.

   e. Gross and fine motor abilities sufficient to provide safe and effective radiographic practice.

   f. Auditory ability sufficient to monitor and assess patient health needs.

   g. Visual ability sufficient for observation and assessment necessary for patient care.

   h. Tactile ability sufficient for physical assessment and the handling of small objects.

3. Students are not allowed into the clinical setting until second quarter. Only Students who have successfully completed all courses in first quarter will progress.
4. Drug screens ensure that we continue to meet our affiliates’ requirements for a zero-tolerance workplace. Drug screen will be submitted to American DataBank/Complio

5. Criminal background checks will be evaluated prior to admissions. Program faculty will make every effort to identify students who will not meet clinical affiliates’ requirements. Affiliates often run background checks on students as they report for assignments. Students will be held to the standard of the facility to which they are assigned. Students with recent or repeated infractions or pending litigation may not be eligible for clinical placement. (see Appendix for example of infractions)

6. Students who become noncompliant with program standards (drug or criminal activity) or receive court ordered reprimand during the course of this program are **required to self-report** the infraction and consequences. If self-reporting does not occur within one week of the incident, the student may be halted from entering clinic and their progress in the program will stop.

**B: Re-admission**

1. Students who have interrupted their studies in the Radiography Program after successfully completing a quarter and wish to be re-admitted:
   a. Will be required to demonstrate retention of previously learned material in the form of written test of didactic instruction and demonstration of positioning skills in the lab.
   b. A minimum score of 80% will be required to successfully complete this readmission requirement.

2. Students will be re-admitted on a space available basis and may be re-admitted only once.

3. Students who are not allowed to continue in the program due to inappropriate behavior (for example: cheating on tests, unsafe practices with patients or unprofessional conduct) will require additional assessment. Program faculty will determine student eligibility based on the severity of the student infraction. The decision of the program faculty will be final.

4. Students removed from the clinical setting due to unsafe clinical practices or patient safety concerns will not be allowed back into any clinical setting.

5. Students who successfully complete the first quarter and exit the Radiography Program in good standing will be given admission priority over transfer and advance placement students if seeking re-admission.
Successful completion of readmission documentation is required.

6. Students who fail to successfully complete the first quarter will be required to meet with the program coordinator for approval of re-entry. It is the student’s responsibility to establish contact and set up a time with the program coordinator before re-entry consideration is given. They will then follow general admission criteria to be considered as a new admission.

C. **Advance placement**

1. All applicants requesting advance placement must meet the same criteria for admission, progression, and graduation as all other students in the program.

2. Assessment of didactic and clinical skills will be required as identified by the ARRT for advanced placement. You may visit the ARRT website for more detailed information at [https://www.arrt.org/partners/schools-educators/advanced-placement-program-expectations](https://www.arrt.org/partners/schools-educators/advanced-placement-program-expectations)

3. Advanced placement occurs on a space available basis.

II. **SCHEDULING**

A. **Classes**

1. Classes will be held as scheduled in the current BTC schedule of classes, or as otherwise designated by the program. Program instructors use a variety of classroom teaching environments that include; online and on-site didactic instruction, on site labs and travel to the energized lab located on Bellingham campus. All cohorts will be required to attend labs at the Bellingham campus. Labs may require travel to Bellingham. Students should be ready to travel to distant cohorts during the course of this program for program activities.

2. Communication with instructors may include e-mail, phone or personal contact during office hours or scheduled class time. Both email and distance learning offer challenges that are unique to distance communication. Please be aware of language used in these settings. It is easier to misunderstand emotions in distance settings. All students are required to follow e-mail etiquette.

3. Cyber harassment or cyber bullying thru email, social media or other electronic forms of communication will not be tolerated and may lead to a halt in the student’s progress within the program.
B. Accommodations
It is BTC’s policy to provide reasonable accommodations to students with known physical, sensory, or mental limitations, except where such accommodations would impose undue hardship on the institution. To request academic accommodations, students must contact BTC Accessibility Resources for an intake appointment. Existing services do not roll over from quarter to quarter and must be requested prior to the start of each quarter. Call (360) 752-8450, email ar@btc.ctc.edu or stop by the AR Office in the Counseling and Career Center, Room 106, College Services Building (CS).

C. Clinical assignments
1. A schedule of clinical assignments will be provided with each clinical education course syllabus. Clinical assignments are arranged to allow all students’ equitable opportunities to experience imaging at designated sites. **There will be no change or exchange of rotations without the prior knowledge and consent of program faculty.**
2. The following clinical assignments may be utilized:
   - **Bellingham Cohort:** St. Joseph’s Hospital, Mt Baker Imaging Offices, United General Hospital, Skagit Regional Health, Whidbey General Hospital, Island Hospital, or as assigned.
   - **Everett Cohort:** Providence Regional Medical Center-Everett, The Everett Clinic, Evergreen Health-Monroe, Skagit Regional Health, Whidbey General Hospital, Island Hospital, or as assigned.
4. Students identified as unsafe in clinical performance will be reviewed by program faculty and facility clinical instructors and will be evaluated individually regarding the student’s continuation in the program.
5. Unsafe clinical practices may result in removal from the clinical setting.

III. ATTENDANCE
1. Attendance policies for didactic and clinical instruction will be found in course syllabi
   a. Refer to course syllabus for attendance policies.
   b. Make up time is not available for students missing clinic
   c. Students will not be allowed to take time off of their school responsibilities
(didactic nor clinical) for personal employment. School schedules will not be
manipulated to accommodate individual work schedules.

d. Lunch and break periods in the clinical setting will be arranged by the
supervising technologist and clinical instructor to be convenient to the area in
which the student is assigned. Students are expected to return to their
assigned area immediately after their lunch or break period is over.

e. Thirty (30) minutes are assigned for lunch unless altered by specific facility.
Lunch and breaks will not be delayed in an effort to leave clinical sites early.
The course runs as hours specified on syllabi and students are expected
to be present until that assigned time is complete.

f. Competencies and signatures will be obtained during educational clinical
time. These may not be obtained during hours spent in employment
at a hospital or medical facility.

g. Each student is responsible for his/her own transportation to and from the
college and all clinical facilities utilized for learning experiences
Arrangements for transportation should be made prior to entering the program
as excused absences will not be granted for transportation problems involving
poor planning by the student

2. Mandatory Attendance: there will be several days during the program in
which your attendance will be “mandatory”. You will be aware of these special
events at the beginning of each quarter – make plans to attend. Absence from
these days will be reflected in your clinical course.

3. Calling in

   a. Students who must be late or absent for clinic must notify BOTH the clinical
      supervisor in the assigned facility and the clinical instructor at least one hour prior
to the start of their clinical assignment.

   b. Students who fail to call both parties will be penalized as described in course
      syllabi.

4. Requesting Additional Clinical Time

   a. Requests for additional time must be signed by the clinical supervisor
      where time will be spent, AND the BTC clinical instructor at least 1 week
      prior to specified days requested.

   b. Additional time will be awarded on a space available basis. Clinical space is
      extremely limited, limiting opportunities for extra time in clinic.
5. Personal phone calls may not be received or made on clinical phones. They disrupt clinical services and tie up phones needed for hospital business. **Cell phones will be left in lockers or locked cars in parking lot.** They are not acceptable in the clinical setting. Students seen with cell phones in clinic may have that phone confiscated until the end of the clinical shift and points sacrificed in the professionalism category of their clinical grade.

6. Visits from friends or family members are not acceptable except when family members are in the hospital and visits relate directly to health concerns. Students are expected to observe the visiting hours of the affiliating agency when visiting friends or relatives who may be hospitalized. Visits during clinical assignments are not allowed without approval of clinical instructor.

7. Students must be in attendance for no less than 90% of the quarterly scheduled hours.

8. Students with excessive absences will be evaluated on a case by case basis and in Accordance with the BTC Attendance Policy.

IV. GRADING AND ACADEMIC PROGRESS

A. Progression

A student must make a grade of 'C' (76%) or better in all Radiography courses before being allowed to progress to the next quarter. Students with an incomplete will be dealt with on an individual basis.

2. All prerequisites and/or co-requisites must be satisfactorily met. All Radiography courses must be taken in the quarter assigned. Each quarter builds on the previous. Students will not be allowed to progress unless all courses in the current quarter have been satisfactorily passed.

B. Academic grading

1. Grading is done by the traditional method of "A" through "F". A full explanation of grading and grade point averaging is addressed in the Bellingham Technical College Catalog.

2. Grades will be determined by each individual instructor based on specific criteria deemed appropriate by the instructor and published in the course syllabus.

3. The use of unauthorized materials while taking tests (cheating) will not be tolerated. Students determined to be cheating will receive a “0” for the test in question and
student will be subjected to disciplinary action by program faculty and college administrators.

The following grading scale will be used in all Radiologic Technology courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>92 - 93</td>
</tr>
<tr>
<td>B</td>
<td>85 – 88</td>
</tr>
<tr>
<td>B-</td>
<td>83-84</td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
</tr>
<tr>
<td>C</td>
<td>76 – 79*</td>
</tr>
<tr>
<td>C-</td>
<td>73-75</td>
</tr>
<tr>
<td>C+</td>
<td>80-82</td>
</tr>
<tr>
<td>D</td>
<td>68 – 72</td>
</tr>
<tr>
<td>F</td>
<td>Below 67</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete**</td>
</tr>
</tbody>
</table>

*Lowest possible passing score  **With grade

C. Clinical grading

1. Clinical education courses will be graded on the same letter grade system as academic courses. Grading criteria for each clinical education course will be published in the course syllabus and will include, at a minimum: clinical performance evaluations, attendance, completion of required paperwork and competency evaluations.

2. A student may be placed on clinical probation for reasons which include but are not limited to unprofessional conduct in the clinical setting, less than satisfactory clinical performance, errors in performing procedures, performing procedures without appropriate supervision, repeating radiographs without appropriate supervision and/or actions which create an unsafe experience for patients/clients. Further explanation of unsafe practices are listed below, this list is not all inclusive but intended to guide you towards responsible behavior in the clinical setting.

Examples of unsafe practices include but are not limited to:

<p>| Violates or threatens the physical safety of the client or staff | i.e. neglects use of side rails, restraints: fails to provide adequate supervision while patient moves from stretcher, chair or ambulatory onto imaging apparatus; disregards supervisory technologists instructions concerning patient safety; disregard for patient when moving equipment to obtain images |
| Violates or threatens the psychological safety of the client or staff | i.e. uses clichés repeatedly, does not address the patient with respect; does not encourage verbalization or is not aware of client’s inability to communicate |
| Violates or threatens the microbiological safety of client or staff | i.e. inability to establish and maintain a sterile field; failure to declare a contaminated field when knowledge of such contamination exists |</p>
<table>
<thead>
<tr>
<th>Violates previously mastered principles / procedures</th>
<th>i.e. unable to perform procedures student has previously proved competent in; unacceptable number of repeated exams; refusal to perform procedures; inability to customize procedure to meet patient needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assumes inappropriate independence in actions or decisions</td>
<td>i.e. fails to follow guidelines of direct and indirect supervision as defined in this handbook; repeat of radiographic positions without direct supervision; submits images for reading without Radiographer’s approval</td>
</tr>
<tr>
<td>Violates professional or ethical standards of this program</td>
<td>i.e. reporting to clinic while under the influence of drugs or alcohol; behaves in condescending or defiant manner to patients or staff; neglects to follow instructions by Radiographer; violates HIPAA standards. Students who fail to report to faculty an accident or incidence in clinic within 8 hours of incident. Students who are noncompliant with program standards (drug or criminal activity) or receive court ordered reprimand during the course of this program are required to self-report the infraction and consequences to program faculty, within 24 hours of the incident.</td>
</tr>
</tbody>
</table>

**Students must maintain a first-time pass rate of at least 85% (repeat rate of less than 15%) on procedures, to remain in the clinical setting. Failure to do so indicates unsafe patient practices.**

3. The clinical supervisors or program faculty may immediately remove a student who is judged to be incapable of providing appropriate client care or who presents a threat to the health and safety of clients or personnel, from the clinical setting

4. Students identified as unsafe in clinical performance will be reviewed by program faculty and facility clinical instructors and will be evaluated individually regarding the student’s continuation in the program.

5. Students behaving in the clinic as if under the influence of drugs or alcohol may be required to complete immediate drug testing. Testing will be the financial responsibility of the student. Faculty will be immediately notified and determine actions required. Results of drug screen, denial to take drug screen or faculty investigation may result in banning the student from clinical access.

6. **Students involved in an accident or incident** during clinical rotations are required to report the event to their cohort faculty. Injury to self, patient or others is required to be reported and an incident report filed with the college. Failure to notify faculty **within 8 hours** of the event will result in clinical safety violation and may result in immediate probation or removal from clinical site.
7. Students who become noncompliant with program standards (drug or criminal activity) or receive court ordered reprimand during the course of this program are required to self-report the infraction and consequences. If self-reporting does not occur within 24 hours of the incident, the student may be halted from entering clinic and their progress in the program will stop.

8. **Students submitting fraudulent, forged or altered documents will be removed from the clinical setting.**

9. **No electronic devices are allowed in the clinical or workstation areas.**

10. Clinical courses are prerequisite to subsequent clinical courses. Failure to successfully complete a clinical course means failing to meet prerequisites for following program courses and students will not be allowed to progress.

V. **CLINICAL PERFORMANCE EVALUATIONS**

A. The clinical performance evaluation grade is based on:
   1. Mid quarter evaluations made by clinical supervisor
   2. End of quarter evaluations written by the clinical supervisor
   3. Interim evaluations may be required based on student performance

B. It is the student's responsibility to obtain completed evaluations and submit evaluation within the due dates posted. Late evaluations will receive only partial credit but must be turned in to meet course requirements.

C. 80% is the minimum passing grade for clinical evaluations. Students with evaluations of less than 80% will be required to sign a probationary contract with the program. Terms of probation will be explained in this contract.
   1. When placed on clinical probation students will not receive a grade higher than a C for that course.

D. Program faculty will consult with clinical staff to verify student progress.

E. Clinical self-evaluations are due at midterm and end of term – see your course syllabus for details.

VI. **CLINICAL OBJECTIVES**

A. Clinical objective evaluations will be completed during the orientation rotations of new students and during special rotations of senior students.
B. Clinical objectives will be evaluated by the clinical supervisors of the facility or by the area supervisor.

C. Students who fail to complete their objectives during the assigned rotation due to absence, patient load or other constraints will have the following one (1) week in which to do so.

D. Required objectives will vary each quarter due to student rotations. Each student will be evaluated individually to be sure all objectives have been completed within the time frame required.

VII. CLINICAL COMPETENCY

BTC STUDENTS MAY NOT WORK WITH NON-ARRT REGISTERED TECHNOLOGISTS, REGISTRY ELIGIBLE TECHNOLOGISTS, X-RAY TECHNICIANS, OR STUDENTS ENROLLED IN ANY RT PROGRAM AND WORKING IN THE CAPACITY OF A RADIOLOGIC TECHNOLOGIST.

BTC STUDENTS MAY ONLY OBTAIN SIGNATURES ON ANY BTC FORM (TIMESHEET, ROOM COMPS/DEPT ORIENTATION, SIGNATURES IN PREPARATION FOR COMPETENCY OR COMPETENCY TESTING, OR ANY OTHER REQUIRED FORM) FROM AN ARRT REGISTERED TECHNOLOGIST.

A. Clinical competency is a formal testing of specific procedures in the clinical setting on real clients.

1. Students are eligible to “comp” in the clinical setting only after successfully completing didactic and laboratory testing with program faculty.

2. Clinical supervisors will be notified as students become eligible to comp in specific areas. Students are encouraged to participate and observe all procedures available in the clinical setting however; testing will be restricted to those procedures successfully completed in the didactic arena.

3. Students will notify the registered Radiographer at the beginning of the procedure that they wish to perform this procedure for a competency grade.

4. Students must use their own, initialed markers on all competencies. Students will not be allowed to comp on exams that do not bear their markers.
5. **Once a competency has begun, a grade will be recorded.** Failure to complete the competency process and turn in paperwork will constitute fraud and may result in removal from the clinical setting.

6. One exam will fulfill the requirements of only one comp (for example: a pediatric patient for a portable chest may be used for only one of the following comps: either a pediatric chest, or a portable chest, or a pediatric portable – the same exam will not be used for all three comps)

7. **Definition of terms:**
   a. **Signature** – students are required to obtain two signatures (ungraded competency signatures) on every exam before testing for a graded competency. In order to be granted a “signature” the student must act as the lead tech in a procedure, the student demonstrates that they can do the procedure correctly, without repeatable error. The student is responsible for patient care, positioning, technique, analysis of image. Signatures will **not** be awarded for observing or assisting.
   b. **Competency testing** – students are graded on their performance in completing an exam. The student is the lead in this procedure being responsible to provide patient care, positioning, technique and analysis of image. The competency is completed once it has begun – final grade will be assigned by program faculty.

8. **Competencies submitted that are incomplete will require that competency to be repeated.**

   B. Until achieving competency in an examination, the student will be under the **direct supervision** of a registered radiographer. The following are the essential components of direct supervision:
   1. The radiographer will check to see if the student is capable of performing the examination.
   2. The radiographer will check the patient to see if the patient’s condition contraindicates performance of the examination by the student.
   3. The radiographer will be present, in the room, with the student during performance of the examination.

   C. A student who has achieved competency in an examination may perform those examinations under **indirect supervision.** A registered radiographer will be in the vicinity of and immediately available to the student during the examination. “In the
“vicinity” is interpreted to mean that the radiographer can hear the student should the student call for help from the door of the radiographic room. This policy applies regardless of the location of the examination.

D. Regardless of the level of supervision required, all radiographs produced by students will be checked and approved by a radiographer prior to dismissal of the patient.

E. All repeat radiographs will be performed with a registered radiographer present in the radiographic room during the repeat regardless of the student's level of supervision.

F. Students who perform examinations in violation of the supervision policy will be determined to be in violation of program policy and may be dismissed from the program.

VIII. CLINICAL GRADING

1. A competency evaluation system is used in the program to assure that each graduate can competently perform the full range of radiographic examinations. The system progresses as follows:

   a. Pass a written test and a lab test in Radiographic Procedures.

   b. Perform examinations in the clinical setting under the direct supervision of a registered technologist. Students must identify their desire to competency test before the exam begins. Two signatures of a registered staff radiographer on the bottom of the competency sheet must be obtained prior to the graded competency of the exam on a patient. Signatures document performance of each position resulting in an optimal image (without significant error). Documentation is recorded on a single competency sheet and must be presented to RT when requesting competency evaluation. This sheet will therefore have two dated signatures on it prior to competency examination.

   c. Submit signature competency sheet for exam to registered radiographer for graded competency. Students will not be allowed to comp without the signature competency sheet AND their own initialed markers. Request for graded competency must be made at the beginning of the procedure. Students must identify their desire to competency test before the exam begins. Your “Clinical Handbook” must be with you while you are on your
clinical assignment. This handbook contains all of the required forms for completion of clinical requirements in this program. If for any reason you should require additional forms, contact the designated Clinical Instructor for your cohort.

d. Competency must be demonstrated on **ALL** of the identified Mandatory competencies and designated number of the identified **Elective** competencies.

f. Competencies will **not** be considered “passed” until a grade is calculated, entered and initialed by the designated Clinical Instructor for each cohort.

g. Students are expected to maintain less than a 15% repeat rate on competencies and procedures completed in the clinical setting.

h. Competencies and signatures will be obtained during educational clinical time. **These may not be obtained during hours spent in employment at a hospital or medical facility.**

2. Competency Matrix: A competency matrix will be your official record of completion for all clinical objectives and competencies.

   a. This matrix may be requested, by clinical staff, for viewing upon entering a new clinical site. Clinical staff want to be aware of your specific competency needs as you enter their site. For the purpose of student confidentiality; this form is **not required** to be posted at any site for display.

3. Mocking procedures: realizing that all students may not participate in all exams on patients, there is a mechanism which allows for completing competency requirements in simulation.

   a. **Faculty will identify a point towards the end** of the program, when students may “mock” a limited number of mandatory /elective competencies. The number of mocked exams will be considered when final grades for the final clinical course are calculated. Specific guidelines will be included in your syllabus.

4. **Terminal competencies** demonstrate retention of knowledge.

   a. During the last months of this program students are required to complete terminal competencies.
b. Terminal comps may not be mocked.
c. Terminal competencies may not be obtained until all mandatory competencies in that particular category on the matrix have been successfully completed. For example: there is a terminal comp for chest – students must have completed the thorax category (including all mandatory comps – ribs, etc) before completing this comp.
d. Terminal competencies completed during the spring quarter will be counted in the total count of competencies for spring course requirements.

5. **Grading for clinical competency**

a. Points will be deducted from the beginning score for errors. The designated faculty for each cohort will calculate the grade earned using the grading criteria guidelines.

a. If a student is not successful on the first attempt a grade of 0 will be recorded for that competency and additional (pink) competency sheet provided.

b. If the student does not pass the clinical competency in two attempts, she/he will be required to pass remedial didactic instruction before attempting this competency again. The student must still pass the exam to be able to graduate, however the grade recorded will be a “0”.

c. If a clinical instructor observes a student doing an exam incorrectly, even though the student previously completed the competency, the instructor may require the student to do remedial work on that exam. The clinical supervisor will submit a remedial request form with completion date to the clinical coordinator. If the remedial work is not completed by the assigned date, the student's overall competency grade will be lowered by one grade level. Remedial competencies must be completed before the student is allowed to progress.

e. Students are allowed to complete two of three requirements on the same day in order to complete a positional competency requirement. This means students may get two signatures on a specific comp in one day or if one signature has been obtained previously, students may obtain a signature and then be graded for a competency on that specific position in a single day.
Students must maintain a first-time pass rate of at least 85% (repeat rate of no more than 15%) to remain in the clinical setting. Failure to do so may indicate excessive radiation exposure and unsafe patient practices.

Minimum passing grade on clinical competencies and evaluations is 80%

IX. CLINICAL PROBATION

Students may be placed on clinical probation as a result of failing clinical evaluations, behaviors observed by clinical staff or program faculty, failure to report incident or accident or by concerns expressed to faculty by clinical supervisors regarding patient safety.

A. Immediate probation is a possibility when patient or personnel safety is at risk. Students determined to have acted in disregard for program, facility or college policies, acutely endangering themselves, patients or others, may be placed on probation immediately.

B. Egregious infractions of patient care and safety or unprofessional behavior may result in removal from the clinical setting. Without access to clinics the student will not be able to proceed in this program.

C. Probation is a written contract between student and program. This contract will contain an explanation of program concerns, program actions, requirements of student to demonstrate satisfactory progress and suggestions for success.

D. Probation will require additional clinical evaluations (as determined by program faculty) to monitor student progress.

E. Terms of the probationary contract must be satisfactorily completed within the designated time frame for the student to continue in the clinical setting.

F. Students placed on clinical probation will not receive a grade higher than “C” for the quarter clinical course.

G. No student will be allowed more than two probationary contracts within the seven-quarter program. Incidences requiring additional probationary action will halt the student’s access into the clinical setting.

H. Based on the chronological order of courses, students failing to successfully complete any course within this program will not continue.
I. Students who feel they have been unfairly treated or who cannot reach resolution through normal discussions with faculty may pursue actions as outlined in the Bellingham Technical College Grievance Procedures

X. PROFESSIONALISM

A. General
1. Students are to act in a professional manner at all times. Unprofessional and/or unethical conduct will be grounds for disciplinary action.
2. Students will present a professional appearance at all times.
3. Students will exhibit a professional, ethical attitude toward faculty, staff, physicians, clients and visitors at all times.
4. Students will not chew gum while in clinical education, eat or drink in the halls or client care areas while in clinical education.
5. Students who become noncompliant with program standards (drug or criminal activity) or receive court ordered reprimand during the course of this program are required to self-report the infraction and consequences. If self-reporting does not occur within one week of the incident, the student may be halted from entering clinic and their progress in the program will stop.
6. Students will be in the Bellingham Technical College uniform with proper radiographic markers, name tag displayed and radiation dosimeter in place. Hospital scrubs will be worn only during surgery rotations, as required by the facility.
7. Personal digital devices, cell phones, pagers, tablets and laptops are not allowed in the core work area. Students with these devices out in clinic or in pockets will be documented as unprofessional and may have that device confiscated until the end of that clinical day.

B. Professional Organizations
1. All students are required to obtain student membership in:
   - Washington Society of Radiologic Technologists (WSRT). Students will be required to arrange to attend the annual WSRT meeting. Memberships during the length of this program is required.
   - Students are encouraged to join American Society of Radiologic Technologists (ASRT). This is our national professional organization.
3. Students wishing to attend additional seminars, workshops, conventions, etc. requiring time away from school, must submit a request to the program coordinator
as far in advance as possible. Attendance decisions will be made by the program faculty based on the educational value of the meeting.

4. Expenses for seminars, workshops, conventions, etc. are the responsibility of the student.

5. Students who are allowed to attend a meeting are expected to register for and attend as many educational sessions during the course of the meeting as possible. Attendance must be documented by having the moderator or speaker at each session sign a copy of the program. A minimum number of required (documented) hours will be assigned per educational meeting.

XI. APPEARANCE & DRESS STANDARDS

A. STUDENT UNIFORM

1. Students will wear the student uniform to all labs and clinical education classes.

2. The student uniform consists of a short sleeve scrub top and scrub pants, scrub top and skirt or scrub dress. The BTC student patch is to be sewn to the right shoulder of all uniform sleeves. Uniforms must be clean, neat, and wrinkle free.
   - First year students will wear solid navy blue; no colored trim or embellishments.
   - Second year students will wear solid royal blue; no colored trim or embellishments.
   - Black shoes and matching socks or hosiery.
   - If wearing an undershirt, it must be solid black (no logos or designs) and must not be visible below the bottom of the scrub top.
   - Pants must not touch the floor; Skirts/Dresses must be knee length or longer.
   - A white collared lab coat or scrub jacket of matching color is optional. Personal jackets, sweaters, or hooded jackets are not allowed.
   - BTC issued dosimeter and BTC student ID badge are to be worn during clinical education and labs requiring energized labs.
   - Leaded anatomic side positioning markers.
   - Student Clinical Notebook.
   - Clinical affiliate student ID card or photo badge when required.
   - Failure to report with any of these items may result in the student being sent home for the day, and a dress code violation and/or attendance documentation.
3. Hospital scrub clothes are not proper attire for clinical education.
   - Hospital scrubs may be worn only when the student is assigned to surgery.
   - Hospital scrubs may not be worn at other times.
   - When assigned to surgery, the student must wear their student uniform into and out of the assigned facility.
   - Hospital scrubs may not be worn outside of a clinical facility or taken home.

B. **UNIFORM STYLES**

1. Uniforms will cover midriff at all times, low rider pants, cropped tops, jogger style pants, jogger style jackets, hoodie tops or jackets, and overall style tops are not acceptable. Anything with a hood is not acceptable.
2. Clothing that is ill fitting, tight, or revealing (such as revealing necklines, back, backside), or clothing that shows any portion of the undergarments (such as bra straps, briefs, underwear, or thongs) is unacceptable.
3. Pants with drawstrings or elastic on the bottom of the pant leg, sweatshirt or fleece material, or leggings are unacceptable.
4. Undershirts worn will be solid black, with no logos or designs.
5. Other restrictions may apply according clinical sites

C. **SHOES**

1. Black leather shoes are permissible (no canvas or mesh fabrics).
2. Shoe color must be solid and may not have colored trim or logos.
3. Shoes must have a closed toe and heel. Sling back, mule styles, or open back clogs are not acceptable.
4. Shoes must be clean and in good condition at all times.

E. **JEWELRY**

1. **Earrings:** Piercings will be visible in the ears only.
   - Up to three (3) piercings may be worn in the ear.
   - Stud type earrings must be smaller than $\frac{1}{2}$
   - Hoop style earrings must be smaller than a $\frac{1}{2}$
   - Dangling earrings must be shorter than $\frac{1}{2}$
   - Ear bars must be small and closed on both ends

2. **Ear Gauges (Plugs and Tunnels):**
   - Ear plugs must be flesh colored and solid, no openings.
   - Ear tunnels are prohibited.

3. **Rings:** Class rings and wedding bands may be worn.
• Diamond engagement rings are discouraged since they frequently have sharp projections, which may cut clients.
• Diamonds may also be lost from their settings and the College and clinical facilities will not be held responsible.

1. **Necklaces**: Necklaces are discouraged.

**F. FACIAL PIERCINGS**
1. Piercings will be visible in the ears only.
2. Nose rings are not allowed; small clear studs are acceptable.
3. Lip or brow studs or rings are not allowed.
   • Other piercings will be covered with a band-aid or by wearing a ‘clear’ stud.
   • Other restrictions may apply according clinical sites

**G. BODY ART & TATTOOS**
1. Body Art and Tattoos that could be considered offensive, extremist, indecent, racist or sexist must be covered at all times.
2. Visibility of tattoos will be regulated by program faculty and clinical sites.

**H. MAKEUP & FRAGRANCE**
1. Makeup should be kept to a minimum.
2. Since many clients are sensitive to various smells, perfume and after shave lotion should be limited to light applications.

**I. FINGERNAILS**
1. Fingernails should be short and clean.
   • Acceptable length is determined by looking at fingers palm facing you.
   • If nails can be seen above finger pads then nails are too long.
2. Clear or light colored nail polish may be worn.
   • Polish must be in good condition.
3. Nail polish may not be worn in the operating room.
4. Artificial, acrylic, gel or sculptured nails are not allowed.

Disregard for clinical regulations (absence, appearance, tardiness, chewing gum, dress code violations and electronic device violations) will result in point penalties for the clinical course.
XII. ACADEMIC REQUIREMENTS

A. Graduation requirements

1. Students must satisfy the following minimum requirements for graduation:
   a. Have a minimum "C" average
   b. Have a grade of "C" or better on record for all major courses.
   c. Return the radiation dosimeter, student identification card.
   d. Satisfy all financial obligations to the program and college.

2. Students must satisfy all graduation requirements of both the Radiologic Technology Program and Bellingham Technical College.

B. Cheating

1. All students are expected to take responsibility for adherence to high ethical standards. Unfair or unethical practices on the part of any student will be considered an extremely serious offense and will be subject to disciplinary actions.

2. Dishonesty in assignments, examinations, or other academic work or plagiarism (failure to give credit for ideas or materials taken from another without acknowledgment) are extremely serious offenses and will be subject to disciplinary actions. Disciplinary action taken may halt progress in the program. Cheating or plagiarism will result in a “0” given for that assignment and may prevent the student from completing this course.

3. Dishonesty in reporting on clinical timesheets, falsifying clinical evaluations, fraudulent signatures on competency forms or reporting falsely on any clinical investigation are extremely serious offenses and will be subject to disciplinary actions. Students verified as submitting falsified clinical documents will be removed from the clinical setting. Without access to the clinical setting, a student will not be able to complete course requirements. Failure to complete a course will prevent progression in this program.

C. Cyber stalking or Cyber harassment will not be tolerated. Definitions are from the National Conference of State Legislatutes

1. Cyberstalking is the use of the Internet, email or other electronic communications to stalk, and generally refers to a pattern of threatening or malicious behaviors. (http://www.ncsl.org/)

2. Cyber harassment differs from cyberstalking in that it may generally be defined as not involving a credible threat. Cyber harassment usually pertains to threatening or harassing email messages, instant messages, or to blog entries or websites
dedicated solely to tormenting an individual. (http://www.ncsl.org/)

3. Cyber stalking is a gross misdemeanor according to RCW 9.61.260
Cyberbullying legislation is currently being discussed in the WA Senate.

4. Students found guilty of cyber stalking, harassment, hacking or bullying will be
identified as unprofessional and unethical. These students will not be allowed to
progress in this program.

XIII. SAFETY

A. Radiation safety

1. Bellingham Technical College provides personal dosimeters for radiation monitoring to
students and employees to document compliance with ALARA (As Low As
Reasonably Achievable) principles. Students will wear the dosimeter provided at all
times during clinical assignments.

a. Dosimeters will be worn at the neck (collar) on the side of the body closest to the
radiation source. When lead aprons are worn, the dosimeter will be worn outside
the apron at the collar.

b. Dosimeter readings will be evaluated against guidelines from the National
Council on Radiation Protection and Measurements. The program’s ALARA limit
is one-tenth of the dose equivalent limits. Readings will be reported quarterly at
the college. Individual can obtain a copy of their exposure record by submitting
written request to the program coordinator.

c. Dosimeters normally will be issued during the first of each quarter. It is the
student’s responsibility to exchange the old dosimeter at the time a new one is
issued.

d. Students who consistently fail to exchange dosimeters or who consistently fail to
wear the dosimeter will not be allowed in the clinical area and will effectively halt
their progress in this program.

2. Lost dosimeters will incur a replacement fee of $25 – payable to the BTC Cashier in
the Admissions Building. Students should pay fee and bring receipt to the program
coordinator. The program coordinator will keep a limited number of replacement
dosimeters for this purpose. If extra dosimeters have already been distributed – the
student will have to wait for one to be delivered.

a. Students are not allowed in the clinical without a functioning dosimeter.
B. Health and first aid services

1. For injuries that occur in the clinical setting, the clinical supervisor should be notified for referral to the appropriate treatment setting. It is required that student’s complete facility incident forms as well at BTC incident forms and notify program faculty within 24 hours of the event.

2. The student will be financially responsible for the cost of any and all treatment necessary as a result of an accident. All students are provided with an opportunity to enroll in an accident insurance policy when they enroll at BTC. At no time will BTC or any affiliating clinical agency be responsible for the cost of treating injuries incurred during clinical education.

3. A BTC incident report must be filled out for all injuries incurred on campus. Both a BTC incident report and an affiliating clinical agency incident report must be completed for injuries incurred during clinical education.

4. Students exhibiting suspicious behavior while in clinic may be requested to report to employee health (or another agency) for immediate drug screen. Refusal to comply will remove that student from the clinical setting. Students banned from one clinical site will not be allowed access to other clinical sites, effectively banning them from clinical courses.

C. Standard Precautions

1. Students will be instructed in the use of standard precautions and precautions applicable to working with individuals with infectious diseases. These precautions will be reviewed with students continually throughout the program.

2. Good personal hygiene must be followed at all times with special emphasis on good hand washing technique.

3. Gloves must be worn for any direct contact with any blood or body fluids. Masks and eye shields must be worn when there is risk of splashing of blood and body fluids.

4. Students with exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves.

5. Students and faculty will be governed by the infectious disease policy of the agency or facility with which they are currently associated for their clinical experience, as well as the policies of the Radiography Program.
D. Exposure events

1. In the event a patient is exposed to a student's blood or body fluids, the student will immediately report the incident to the clinical supervisor, who will, in turn, report the incident to the infection control nurse/site physician. The student will complete an accident/incident report and send it to the Radiography Program Coordinator within 24 hours of the event.

2. As with any other medical issue the student is encouraged to pursue private consult with their health care provider. The student will be responsible for treatment provided.

XIV. CLIENT CONFIDENTIALITY

A. Radiography students are given access to all necessary information on their clients in order to appropriately plan and deliver proper care to their clients. Under no circumstances is information pertinent to clients to be discussed outside of the clinical classroom setting. Students must not write client names on personal papers, or copy sections of the chart.

B. Students will adhere to HIPPA regulations and clinical site policies with respect to client confidentiality.

XV. DRUG AND ALCOHOL POLICY

A. Bellingham Technical College is committed to providing an educational environment that is free of substance abuse and encourages healthy and safe lifestyles. Therefore, the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 will be enforced.

B. Students arriving to class or clinic under the influence of alcohol or drugs OR displaying behavior suggesting such, will be requested to submit to an immediate urinalysis or sent home immediately. Further access to class or clinic may be denied based on investigation of the offense.

C. Students testing positive for prohibitive substances in drug screenings as a requirement of the program or for any reason during this program will not be allowed into the clinical setting. Only with submission of appropriate documentation and faculty approval will entry be considered. Without access to the clinical setting students will not meet clinical course requirements and will not pass clinical courses. This will halt their progress in the program.
D. Students who become noncompliant with program standards (drug or criminal activity) or receive court ordered reprimand during the course of this program are required to self-report the infraction and consequences. If self-reporting does not occur within one week of the incident, the student may be halted from entering clinic and their progress in the program will stop.

XVI. PREGNANCY

A. The Radiologic Technology Program faculty strongly recommends students voluntarily inform program officials of pregnancy. Notification must be in writing, with estimated date of conception and expected delivery date. In the absence of this disclosure a student cannot be considered pregnant.

B. It is the policy of this program and Bellingham Technical College to provide reasonable radiation protection to student radiographers occupationally exposed to radiation. Pregnant students are expected to read and follow the additional protective measures discussed in USNRC Regulatory Guide 8.13.

C. Upon receiving the written notice, the Radiography Coordinator shall ascertain the student's exposure for the previous months and will advise the student whether any additional protective measures need be implemented to keep the fetal exposure below 500 millirem.

D. The Radiography Coordinator shall issue a second dosimeter to be used to monitor the fetal exposure. This second dosimeter shall be worn at waist level beneath any leaded protective apron and, in no circumstance, is this dosimeter to be exchanged with the student's primary dosimeter worn outside the apron at collar level.

E. **Students who declare their pregnancy during this program have a choice between three options:** (Declaration is voluntary)

(1) Continue in clinical and didactic requirements of this program without modification and accept responsibility for following protective guidelines in USNRC 8.13. A fetal PMD will be worn and fetal dose monitored as described above.

(2) Withdraw from the program with guaranteed re-entry at the beginning of the semester of withdrawal, the following academic year (if grades allow a withdraw passing and space if available). She must notify the Program Coordinator in writing.

(3) Undeclare her pregnancy, continue in clinical and didactic requirements of this
program and accept responsibility for potential harm to the fetus. An acknowledgement from the attending physician must accompany the student’s written declaration.

F. BTC approved maternity absence requests will not exceed 8 weeks. Students are still required to meet the attendance and academic requirements of all program course and coursework.

XVII. RECORDS
A. The program is required to maintain certain records pertinent to its students. These include records of each student’s health status forms, CPR documentations, clinical assignments, attendance, radiation exposure, clinical experience and grades. In addition, the program will maintain any records deemed necessary for its proper operation.

B. Attendance records
1. Failure to sign in or out will result in the student being charged with an absence.
2. Each student is responsible for the accuracy of his/her time sheet. Students are not to sign each other in or out.
3. Falsification of time records is a violation of the student code of conduct and will halt student progress in this program.

BTC accords all the rights under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) to students who are declared independent. No one outside the College shall have access to nor will the College disclose any information from student's educational records without the written consent of students except to personnel within the College, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. Within the BTC community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student educational records.

D. Submission of falsified or altered records (timesheets, evaluations, doctor notes, clinical or academic documents) will be considered an ethical violation and will halt the students' progress in the program.
XVIII. CERTIFICATION

A. Students who meet the graduation requirements of the program will be eligible to apply for the national certification examination of the American Registry of Radiologic Technologists (ARRT). The computerized examination is administered by testing centers designated by the ARRT.

B. Eligibility requirements (from *Examinee Handbook: Radiograph, Nuclear Medicine, and Radiation Therapy*, ARRT)

1. Candidates must comply with the “Rules of Ethics” contained in the *ARRT Standards of Ethics*. One issue addressed by the “Rules of Ethics” is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Convictions which have been expunged must be reported.
   a. All potential violations will be investigated by the ARRT in order to determine eligibility.
   b. Individuals who have violated the “Rules of Ethics” may file a pre-application with ARRT to obtain a ruling on the impact on their eligibility for examination.
   c. Pre-applications may be submitted at any time either before or after enrollment in the radiography program. Pre-applications may be obtained directly from ARRT at 1255 Northland Drive, St. Paul, Minnesota 55120-1155. The pre-application is not a substitute for the regular application and does not waive the application fee, application deadline or any other procedures.
   d. BTC and the radiography program cannot be responsible for a student’s ability to satisfy the ethics eligibility requirement of the ARRT.

   **Students who are concerned about meeting this requirement should file a pre-application in advance of enrollment in the program.**

2. Candidates must have successfully completed all phases of a program of formal education which is accredited by a mechanism acceptable to the ARRT. Application must be made within three years of graduation.

3. All eligibility requirements must be completed by the date of the examination

C. Application procedures

1. An Examinee Handbook is available online at the ARRT website. An application to sit for the national exam will be provided in winter quarter of second year.

2. An application may be submitted to ARRT up to three (3) months prior to
graduation. The student is responsible for submitting a completed application to the Radiography Program Coordinator for processing and verification prior to mailing to ARRT.

3. It is ultimately the student's responsibility to complete the application and mail it to the Registry with the appropriate fee. Establishing a testing time and following through is the student's responsibility.

D. Accommodations for disabled applicants

1. The ARRT complies with the Americans with Disabilities Act. Disabled persons may request special arrangements for taking the examination.
2. A letter requesting special arrangements must accompany the application.
3. A letter documenting the disability must be sent directly to the ARRT on or before the application deadline from the qualified professional making the disability diagnosis.

XIX. EMPLOYMENT POLICY

1. Students seeking employment in a health care related position must wear the uniform of their specific job and NOT the student uniform of the program. The Bellingham Technical College dosimeter may NOT be worn during employment in other institutions.
2. If a student's employment involves radiation exposure, the Radiography Coordinator must be notified. Each employer must issue its own dosimeter.
3. Students employed by a hospital or medical facility will not obtain signatures or clinical competencies during their employment.
4. Students employed by a hospital or medical facility will not use employment time as make up time for education courses.

XX. TRANSPORTATION

1. Students are responsible for their own transportation to and from the college and all clinical facilities utilized for learning experiences. Arrangements for transportation should be made prior to entering the program. Excused absences will not be granted for transportation problems involving poor planning by the student.
XXI. ARRT Standards of Ethics

The ARRT holds technologists and students to strict standards of ethics. These may be reviewed at their website: http://arrt.org. Students concerned about meeting these standards should contact the ARRT directly for pre-approval applications for the registry.
Important

Required Program Documents

COMPLIO BY AMERICAN DATABANK - RECORD MANAGEMENT:

Required program documents will be found with Complio by American DataBank. Complio by American DataBank is contracted with Bellingham Technical College to maintain, in a secure environment, records required for program and clinical access. Please pay attention to submission deadlines placed on documentation within this system.
Appendix A
CRIMINAL INFRACTIONS THAT WOULD PROHIBIT CLINICAL ACCESS

Refer to the list below for criminal activity that disqualifies the individual from eligibility for placement at PeaceHealth, and may apply to other clinical affiliates. This list is intended to inform schools and students of criminal activities that result in immediate disqualification. This list is not all inclusive and other charges may result in disqualification.

Immediate Disqualifiers:

- No Social Security number.
- Social Security number belongs to a deceased individual or the date the Social Security number was issued precedes date of birth.
- Major misdemeanor conviction for crimes involving weapons, violence, embezzlement, dishonesty, misappropriation, fraud, or sex crimes.
- Any felony conviction.
- Misdemeanor conviction for possession of drugs (controlled substances) and/or paraphernalia; and possession of marijuana in recent two years.
- Sale or delivery of marijuana and/or controlled substances.
- Three or more misdemeanor convictions (excluding driving without a license).
- More than one DUI or related conviction in the past three years.
- Registered sex offender.
- Sex offender match.
- Self-reported crimes:
  - Any misdemeanor or felony that appears on the court record and the student has not self-reported this information to the school.
  - If the court record includes a misdemeanor or felony conviction and the student did not self-report the crime, this results in immediate disqualification.
  - If the student disclosed criminal history and there are misdemeanors and/or felonies on the court record, eligibility will be determined using the information above and other PeaceHealth standards.
RADIOLOGIC TECHNOLOGY
PROGRAM FORMS

☐ Attendance Policy
☐ Authorization for Disclosure of Confidential Medical and Criminal Records
☐ Clinical Placement Requirements
☐ Confidentiality Agreement
☐ Criminal & Ethical Behavior Policy
☐ Dress Standards & Professionalism
☐ Essential Qualifications of Radiologic Technology Students
☐ FERPA Release Form
☐ Grade & Probationary Requirements
☐ Informed Consent for Coursework Requiring Human Subjects
☐ Medical Policy Statement of Agreement
☐ Pregnancy Declaration Form
☐ Student Contact Information & Policies and Procedures Agreement Form
ATTENDANCE POLICY

Attendance
- The student must notify both the clinical site AND the cohort faculty member when they will be absent.
- Notifications to the site (phone call) and faculty (calls/texts as indicated by faculty member in cohort) must be made at least 1 hour before the start of the assigned shift.
- There is no makeup for time missed during scheduled clinical time.
- If catastrophic events caused an absence (death of an immediate family member, traumatic injury to self) then program faculty will determine student status.
- Time missed from clinic will result in a deduction of the Attendance & Professionalism portion of the clinical grade per occurrence.
  - Point deduction of 0.75 points for each hour absent per occurrence
  - Point deduction of 0.25 points for tardiness of less than 15 minutes per occurrence.
  - Point deduction of 1 point for failure to notify cohort faculty member and the clinic site per occurrence.

Tardiness
- Students are to report for their clinical and class assignments on time; tardiness is unacceptable.
- Tardiness is being less than 15 minutes late for your assignment.
- For those occasions when a student will be LATE (more than 15 minutes but less than 1 hour) notifications to the site (phone call) AND the faculty (calls/texts as indicated by faculty member in cohort) must be completed before the start of the assigned shift.
- Students who are tardy for clinic must personally notify the clinical supervisor of the reason for their tardiness upon arrival.
- Time missed from clinic due to tardiness will result in a reduction of the Attendance & Professionalism portion of the clinical grade per occurrence.
  - Point deduction of 0.25 points for tardiness of less than 15 minutes per occurrence.
  - Point deduction of 0.75 points for tardiness of more than 15 minutes but less than 1 hour per occurrence.
  - Point deduction of 1 point for failure to notify cohort faculty member and the clinic site per occurrence.
Arriving Late/Leaving Early
- Students who request to arrive late or leave early may do so with PRIOR approval (before the day of the event) from the clinical supervisor AND the cohort faculty member.
- With prior approval, students may miss up to 2 consecutive hours (either at the start OR the end of the assigned clinical shift in a single clinical day.
- Arriving Late or Leaving Early may not be considered as part of the designated lunch time (example: you cannot skip lunch/dinner to arrive late or leave early from your assigned shift).
- Students requesting to arrive late/leave early must be able to attend at least 6 consecutive hours in the clinical setting per assigned day; students who are unable to attend at least 6 consecutive hours will not be allowed to report to clinic on that day.
- Time missed from clinic due to arriving late/leaving early will result in a reduction of the Attendance & Professionalism portion of the clinical grade per occurrence.
  o Point deduction of 0.75 points for each 1 hour requested off per occurrence.
  o Point deduction of 0.25 points for tardiness of less than 15 minutes per occurrence after requested arrival time.
  o Point deduction of 1 point for failure to obtain prior approval from both the cohort faculty member and the clinic site of per occurrence.
- Students who miss more than 2 hours per occurrence will not be able to attend clinic that day and will receive a point deduction equal to missing 8 hours = 6 points from the Attendance & Professionalism portion of the clinical grade per occurrence.

All Class Meetings
- Time missed from mandatory class meetings will result in a deduction of the Attendance & Professionalism portion of the clinical grade (or Leadership course for 1st quarter students) per occurrence.
  o Point deduction of 0.75 points for each hour absent per occurrence
  o Point deduction of 0.25 points for tardiness of less than 15 minutes per occurrence.
Authorization for Disclosure of Confidential Medical and Criminal Records

I, the undersigned, authorize Bellingham Technical College (BTC) to release the results of the analysis of my urine for alcohol, drugs and/or drug metabolites to organizations having clinical affiliation with BTC as a requirement to my being able to participate in the clinical education program.

I further authorize BTC to release my criminal history/background check results to organizations having clinical affiliation with BTC as a requirement of my being able to participate in the clinical education program.

I understand and agree that the results will be used to evaluate my eligibility to participate in the clinical education program, and that a positive or dilute urinalysis and/or certain convictions may disqualify me from being able to participate in the clinical education program, and may also affect my ability to pursue a career in my chosen field.

This authorization will be valid as long as I remain enrolled as a student at BTC.

Student Name (please print): ________________________________

Student Signature: _________________________________________

Date: _____________________________________________________
Radiologic Technology Program Clinical Placement Requirements

Students must meet the following clinical partner agency requirements in order to be eligible for placement in a clinical rotation. The clinical requirements placement process begins after acceptance into the Radiologic Technology Program.

Complio by American DataBank (Bellinghamtechcompliance.com)
Students will be required to create an account with Bellinghamtechcompliance.com. Information on how to create your account will be emailed to you by the Radiologic Technology Program. The cost will be approximately $120. Students will use Bellinghamtechcompliance.com for their background check, UA, physical exam, and immunization tracking for the duration of the Radiologic Technology Program. Students will need to upload all their clinical documentation to the website and keep their clinical placement requirements current through Bellinghamtechcompliance.com.

Criminal History Background Inquiry & Urine Drug Screening
Students must pass a criminal history background check and provide a negative 10-panel urine drug test. Information on the background check process and disqualifying crimes can be found on the Criminal History Background Check form. Students with pending and/or disqualifying crimes are not eligible for clinical rotations. If your final drug test results are positive, you will be ineligible to participate in the program for one year. You will receive an email from the Radiologic Technology Program with instructions for initiating the process and creating an account.

Physical Exam
All students must show evidence of satisfactory health status by physical examination within 6 months prior to starting clinical rotations (Get your physical exam after July 7). A physician, or mid-level provider (PA or ARNP), must conduct the examination. Your provider will be asked to indicate if there are any health related problems or limitations that may interfere with your ability to complete the Radiologic Technology program. The provider must sign off that you have met the Essential Qualifications of Radiologic Technology Students. The Health Status Report forms (physical examination and immunizations) and Essential Qualifications of Radiologic Technology Students will be emailed to you from the Radiologic Technology Program.

CPR Certification
Students are required to be American Heart Association (AHA) BLS Provider (Healthcare Provider) CPR certified. Courses sponsored by the American Red Cross or any other agency are not acceptable. Several sections of HO 127 Healthcare Provider CPR are offered at BTC. Go to www.btc.edu/TakeClasses to find course offerings. The course must include an in-person hands-on skills check. Online courses that do not include in-person hands-on skills are not acceptable. (Take your CPR class after July 1; it must be valid for two (2) years and be valid through June of your expected graduation year.)
Health Insurance
You must submit proof of current health insurance coverage. Student Injury-only insurance is acceptable and information on how to enroll is available on the BTC website. Your health insurance must be current throughout the duration of the program and you must notify the Radiologic Technology program of changes to your health insurance.

Tuberculosis Screening (TST test)
One of the following methods of TB screening is required to show proof of negative TB status:

- **2-Step Skin Test (TST):** A two-step is an initial injection that is then read by your nurse or doctor within 48-72 hours. The test must be repeated (second step) no earlier than one week from the first reading. A typical schedule is as follows:
  1. Initial appointment – first test (injection) is placed
  2. Second appointment – 48-72 hours after receiving the first test, it is read (measured)
  Wait – 1 to 3 weeks after reading of the first TB test
  3. Third appointment– second test (injection) is placed
  4. Fourth appointment – 48-72 hours after receiving the second test, it is read (measured)

*If you have had a two-step TB (TST) screening in the past, you only need to have a one-step screening done each year. If more than a year has passed since your last TST, you must start over with the two-step process.*

- **IGRA QuantiFERON or T-Spot:** is a blood test that is ordered by your healthcare provider, you go to a lab to have your blood drawn and then you receive the results.
- **Chest x-ray and annual symptom review:** is usually done only for people who have tested positive for TB from either the TB skin test or blood test. Students who were born outside the United States may have received a vaccination that now shows up as a positive result on the skin test. Proof of a negative chest x-ray is required, but students do not need to get an x-ray every year. To maintain current with this type of screening students need to have their healthcare provider complete an annual symptom review.

Immunizations
Radiologic Technology students must have proof of all the required immunizations on file with the Radiologic Technology Program before they can attend clinical. If you need to update your immunizations, you may submit partial proof initially and then complete the process after the quarter starts **but before** September 15.

- **MMR (Measles-Mumps-Rubella):** proof of two (2) MMR vaccinations in your lifetime or positive titer indicating immunity to Measles, Mumps and Rubella is acceptable.

- **Tdap:** you must have proof of having received one Tdap (tetanus, diphtheria, and pertussis) booster immunization since 2006 or age 19.

- **Varicella:** proof of two (2) varicella vaccinations in your lifetime or positive titer indicating immunity to varicella.
  Note: A letter from your healthcare provider indicating you have had chicken pox is not proof of immunity.

- **Hepatitis B (Hep B):** proof of a Hep B vaccine series (or positive titer indicating immunity to Hepatitis B) or proof of at least the first Hep B vaccination in the sequence. It is the student’s responsibility to
complete the sequence (3 injections and a positive titer indicating immunity) and submit proof to the Radiologic Technology Program. Declination waivers are not accepted. **Note:** Some clinical sites may not accept a positive titer alone as proof of immunity.

- **Influenza:** you will be required to obtain an influenza vaccine during flu season or sign a waiver of declination and follow the clinical agency’s influenza policy. Proof of vaccination must include current season, the date of vaccination, and practitioner/location where your vaccination was administered. **Note:** Clinical site affiliates may not accept a waiver of declination.

For questions about any aspect of the clinical placement requirement process, please contact Tracy Bailey - Radiologic Technology Program Coordinator, at 425-388-9938 or tbailey@btc.edu.
The Radiologic Technology student has access to information regarding clients in a variety of health care facilities. The systems employed for confidential communication are verbal, paper, and computer or digital. In order to maintain access to information, it is essential that students obey all rules regarding confidential information. Violations of this policy may include, but are not limited to:

- Accessing information that is not within your scope of practice;
- Misusing, disclosing without proper authorization, or altering patient information;
- Using another person’s sign-on code and/or password for accessing electronic or computerized records;
- Leaving client data in a unsecured area;
- Removing copies of legal documents from the clinical facility.

My signature below acknowledges that I will maintain the client’s right to privacy and that failure to comply could be grounds for dismissal from the program in accordance with the BTC Student Code of Conduct.

Student Name (print): ____________________________________________

Student Signature: ___________________________ Date: ________________
Criminal Behavior Requirements:

Criminal Behavior

1. Students who become noncompliant with program standards (drug or criminal activity) or receive court ordered reprimand during the course of this program are required to self-report the infraction and consequences.
2. Students are required to self-report incidences within one week of the occurrence.
3. If self-reporting does not occur within one week of the incident, the student may be halted from entering clinic and their progress in the program will be halted.

Drugs and Alcohol

1. Bellingham Technical College is committed to providing an educational environment that is free of substance abuse and encourages healthy and safe lifestyles. Therefore, the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 will be enforced.
2. Students arriving to class or clinic under the influence of alcohol or drugs OR displaying behavior suggesting such will be requested to submit to an immediate urinalysis and/or be sent home immediately. Further access to class or clinic may be denied based on investigation of the offense.
3. Students testing positive for prohibitive substances in drug screenings as a requirement of the program or for any reason during this program will not be allowed into the clinical setting. Without access to the clinical setting students will not meet clinical course requirements, they will not pass clinical courses, and their progress in the program will be halted.

Ethical Behavior Requirements:

Academic Dishonesty/Cheating

1. All students are expected to take responsibility for adherence to high ethical standards. Unfair or unethical practices are extremely serious offense and will be subject to disciplinary actions.
2. Dishonesty in assignments, examinations, academic work or plagiarism (failure to give credit for ideas or materials taken from another without acknowledgment) are extremely serious offenses and will be subject to disciplinary actions. Cheating or plagiarism will result in a “0” given for that assignment and may prevent the student from completing the course or program.

3. Dishonesty in reporting on clinical timesheets, falsifying clinical evaluations, fraudulent signatures on competency forms or reporting falsely on any clinical investigation are extremely serious offenses and will be subject to disciplinary actions. Students verified as submitting falsified clinical documents will be removed from the clinical setting and progress in the program may be halted.

**Cyber stalking or Cyber harassment**

1. This behavior will not be tolerated.
2. Definitions are from the National Conference of State Legislatures
3. Cyberstalking is the use of the Internet, email or other electronic communications to stalk and generally refers to a pattern of threatening or malicious behaviors.
   (http://www.ncsl.org/)
4. Cyber harassment differs from cyberstalking in that it may generally be defined as not involving a credible threat. Cyber harassment usually pertains to threatening or harassing email messages, instant messages, or to blog entries or websites dedicated solely to tormenting an individual. (http://www.ncsl.org/)
5. Cyber stalking is a gross misdemeanor according to RCW 9.61.260. Cyberbullying legislation is currently being discussed in the WA Senate.
6. Students found guilty of cyber stalking, harassment, hacking or bullying will be identified as unprofessional and unethical and will not be allowed to progress in this program.

**Clinical Accidents or Incidences**

4. Students involved in an accident or incident during clinical rotations are required to report the event to their cohort faculty.
5. Injury to self, patient or others is required to be reported and an incident report filed with the college.
6. Failure to notify faculty within 8 hours of the event will result in clinical safety violation and may result in immediate probation or removal from clinical site.
DRESS STANDARDS

A. STUDENT UNIFORM

1. Students will wear the student uniform to all labs and clinical education classes.
2. The student uniform consists of a short sleeved scrub top and scrub pants, scrub top and skirt or scrub dress. The BTC student patch is to be sewn to the right shoulder of all uniform sleeves. Uniforms must be clean, neat, and wrinkle free.
   - First year students will wear solid navy blue; no colored trim or embellishments.
   - Second year students will wear solid royal blue; no colored trim or embellishments.
   - Black shoes and matching socks or hosiery.
   - If wearing an undershirt, it must be solid black (no logos or designs) and must not be visible below the bottom of the scrub top.
   - Pants must not touch the floor; Skirts/Dresses must be knee length or longer.
   - A white collared lab coat or scrub jacket of matching color is optional. Personal jackets, sweaters, or hooded jackets are not allowed.
   - BTC issued dosimeter and BTC student ID badge are to be worn during clinical education and labs requiring energized labs.
   - Leaded anatomic side positioning markers.
   - Student Clinical Notebook.
   - Clinical affiliate student ID card or photo badge when required.
   - Failure to report with any of these items may result in the student being sent home for the day, and a dress code violation and/or attendance documentation.
3. Hospital scrub clothes are not proper attire for clinical education.
   - Hospital scrubs may be worn only when the student is assigned to surgery.
   - Hospital scrubs may not be worn at other times.
   - When assigned to surgery, the student must wear their student uniform into and out of the assigned facility.
   - Hospital scrubs may not be worn outside of a clinical facility or taken home.
B. **UNIFORM STYLES**
1. Uniforms will cover midriff at all times, low rider pants, cropped tops, jogger style pants, jogger style jackets, hoodie tops or jackets, and overall style tops are not acceptable. Anything with a hood is not acceptable.
2. Clothing that is ill fitting, tight, or revealing (such as revealing necklines, back, backside), or clothing that shows any portion of the undergarments (such as bra straps, briefs, underwear, or thongs) is unacceptable.
3. Pants with drawstrings or elastic on the bottom of the pant leg, sweatshirt or fleece material, or leggings are unacceptable.
4. Undershirts worn will be solid black, with no logos or designs.
5. Other restrictions may apply according clinical sites

C. **SHOES**
1. Black leather shoes are permissible (no canvas or mesh fabrics).
2. Shoe color must be solid and may not have colored trim or logos.
3. Shoes must have a closed toe and heel. Sling back, mule styles, or open back clogs are not acceptable.
4. Shoes must be clean and in good condition at all times.

D. **HAIR**
1. Hair should be clean and neat.
2. Shoulder length or longer hair must be worn neatly secured above the neck so that it does not fall forward of the face.
   - Hair secured in a “ponytail” must not be longer than the top of the shoulders and must not fall forward of the face.
3. Hair ornaments should not be worn, except for those necessary to secure long hair, and these should be as plain as possible.
4. Hair that is colored will be of a naturally occurring hair color.
   - Colors such as pink, blue, green, purple, etc. are not acceptable.
5. Facial hair should be trimmed and conservative.
   - Facial hair will be well trimmed and short (1/2” or less).
   - “Scruffy” appearances are not acceptable.
   - Special restrictions may apply according clinical sites and specialty areas.
E. JEWELRY

1. **Earrings:** Piercings will be visible in the ears only.
   - Up to three (3) piercings may be worn in the ear.
   - Stud type earrings must be smaller than ½”
   - Hoop style earrings must be smaller than a ½”
   - Dangling earrings must be shorter than ½”
   - Ear bars must be small and closed on both ends

2. **Ear Gauges (Plugs and Tunnels):**
   - Ear plugs must be flesh colored and solid, no openings.
   - Ear tunnels are prohibited.

3. **Rings:** Class rings and wedding bands may be worn.
   - Diamond engagement rings are discouraged since they frequently have sharp projections, which may cut clients.
   - Diamonds may also be lost from their settings and the College and clinical facilities will not be held responsible.

7. **Necklaces:** Necklaces are discouraged.

F. FACIAL PIERCINGS

1. Piercings will be visible in the ears only.
2. Nose rings are not allowed; small clear studs are acceptable.
3. Lip or brow studs or rings are not allowed.
   - Other piercings will be covered with a band-aid or by wearing a ‘clear’ stud.
   - Other restrictions may apply according clinical sites

G. BODY ART & TATTOOS

1. Body Art and Tattoos that could be considered offensive, extremist, indecent, racist or sexist must be covered at all times.
2. Visibility of tattoos will be regulated by program faculty and clinical sites.

H. MAKEUP & FRAGRANCE

1. Makeup should be kept to a minimum.
2. Since many clients are sensitive to various smells, perfume and after shave lotion should be limited to light applications.
I. FINGERNAILS

1. Fingernails should be short and clean.
   - Acceptable length is determined by looking at fingers palm facing you.
   - If nails can be seen above finger pads then nails are too long.
   - Clear or light colored nail polish may be worn.
   - Polish must be in good condition.

2. Nail polish may not be worn in the operating room.

3. Artificial, acrylic, gel or sculptured nails are not allowed.

Disregard for clinical regulations (absence, appearance, tardiness, chewing gum, dress code violations and electronic device violations) will result in point penalties for the clinical course.
RADIOLOGIC TECHNOLOGY PROGRAM
ESSENTIAL QUALIFICATIONS OF RADIOLOGIC TECHNOLOGY STUDENTS

Physical Demands of Profession

Frequently Radiographers must be able to:

Push & Pull
- Radiographers may exert up to 100 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force while performing exams and pushing carts, wheelchairs, and portable equipment.
- To transport, assist, and move patients in wheelchairs or on/off carts using up to 25 pounds of force.
- Move portable and C-arm equipment with 20 pounds of force to a variety of areas in the hospital or medical centers.

Lift & Carry
- To move patients (who can weigh more than 50 pounds) from wheelchairs/carts off and onto exam tables.
- To carry image receptors or supplies that can weigh up to 25 pounds.

Constantly Radiographers must be able to:

Stoop & Reach
- To position for exams and assist patients in and out of wheelchairs.
- To position patients and manipulate standard or portable equipment.

Stand & Walk
- All clinical assignments require standing for long periods of time.
- To transport and assist patients into dressing/exam rooms.
- Walk to other areas of the department and hospital to do exams or have images interpreted.

Use of Fingers & Feel
- To perceive attributes of patients and objects such as when positioning patients for procedures or palpating veins for IV insertion.
- To enter computer data and setting techniques on imaging equipment.

Communication Requirements - Radiographers must be able to:

Talk & Hear
- To speak clearly and concisely with patients, co-workers, and physicians in English when applicable using standard medical terminology.
- To perceive the nature of sounds at normal range; includes the ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when taking blood pressure.
Read & Write
- To read and interpret directions from physicians or one's supervisor
- To prepare written documentation in appropriate English formats using standard medical terminology

Visual Acuity Requirements – Radiographers must be able to:
- Radiographers are required to use computer terminals and set the proper exposure techniques on the medical imaging equipment
- Clinical assignments require working with printed and/or written documentation, and consistent use of computer terminals to assess radiographic images.
- Radiographers must assess patient's condition, i.e., color, respiration, motion, etc

Professional Duty Requirements – Radiographers must be able to:
- Maintain a high standard of courtesy, ethics and cooperation in dealing with a diverse group of coworkers, patients, and visitors
- Provide quality performance despite the stress of the clinical work environment
- Think critically and perform duties during emergency situations
- Follow protocols for a wide variety of procedures and duties and maintain patient confidentiality

Warnings & Notifications of Hazards and Risks

Clinical Warnings and Notifications of Hazards and Risks include, but are not limited to
- Radiographers are subject to electrical and radiant energy, and chemicals and substances.
- Radiographers have been identified as having the likelihood of occupational exposure to blood or other potentially infectious materials and, therefore, are included in the OSHA Exposure Control Plan with its specifications to prevent contact with the above materials

Occupational hazards for the field of radiology include, but are not limited to
- Exposure to infectious disease which may lead to side effects or death
- Accidental injury in the clinical setting or in route to/from a clinical site
- Injury or illness that can affect one's personal health or the health of an unborn child
- An injury or illness can impair one's general physical and/or mental health and may hinder one's future ability to earn a living; engage in business, social, or recreational activities; or generally impair one's ability to enjoy life.
- There may also be risk of injury, illness, or death resulting from causes not specified in the Warning and Notification of Hazards and Risks.
Additional Hazards and Risks:
The student is responsible for matters of safety involving self and others. After receiving instruction,
- Students will be expected to demonstrate safety practices designed for radiology.
- Students must inform appropriate faculty of any relevant personal medical condition that might be hazardous or risky to self or others. A student may be required to submit permission from their personal physician to participate in radiology education activities.

Upon entering the Radiologic Technology Program, the student will be required to sign an Informed Acknowledgment of Consent to Hazards and Risks form.
I, ____________________________________, hereby authorize Bellingham Technical College to release the following educational records for the purpose of meeting clinical affiliate requirements, ARRT application and in discussion with potential employees.

__X__ Academic/Transcript Records (records include: GPA, grades, schedule information and assessment test scores).

__X__ Student Account Records (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information and records hold information for balances owing).

__X__ Instructor/Classroom Records (records include: attendance records and progress reports. FERPA pertains to the release of records. Instructors may have conversations about academic progress with those identified above).

__X__ Financial Aid Records (records include: satisfactory academic progress status).

__X__ Other (to act as reference with potential employers or for ARRT inquiries).

The following individual(s) are authorized to access the information indicated above: Please print full name.

Parent/Guardian: __________________________ Spouse: __________________________
Agency: Bellingham Technical College Other: Faculty or Administration at BTC
Other: __________________________

Although I understand I am not required to release this information, I am giving my consent to Bellingham Technical College to disclose these records. I also understand that this release remains in effect for the 7 quarters that I am enrolled in the Radiologic Technology Program, unless I revoke my consent in writing and deliver it to the Registration and Enrollment Office at Bellingham Technical College and to the Radiologic Technology Program Coordinator.

SID # __________________________ SSN# __________________________
Student Signature __________________________ Date __________________________
Grade Requirements:

GRADING AND ACADEMIC PROGRESS

A. Progression
1. A student must make a grade of 'C' (76%) or better in all Radiography courses before being allowed to progress to the next quarter. Students with an incomplete will be addressed on an individual basis.
2. All prerequisites and/or co-requisites must be satisfactorily met. All Radiography courses must be taken in the quarter assigned. Students will not be allowed to progress unless all courses in the current quarter have been satisfactorily passed.

B. Academic grading
1. Grading is done by the traditional method of "A" through "F". A full explanation of grading and grade point averaging is explained in the Bellingham Technical College Catalog.
2. Grades will be determined by each individual instructor based on specific criteria deemed appropriate by the instructor and published in the course syllabus.
3. The use of unauthorized materials while taking tests (cheating) will not be tolerated. Students determined to be cheating will receive a "0" for the assignment/test in question and will subject to disciplinary action by program faculty and college administrators.

C. Clinical grading
1. Clinical education courses will be graded on the same letter grade system as academic courses. Grading criteria for each clinical education course will be published in the course syllabus and will include, at a minimum: clinical performance evaluations, attendance, completion of required paperwork and competency evaluations.
Radiologic Technology Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 – 100</td>
</tr>
<tr>
<td>B</td>
<td>85 – 88</td>
</tr>
<tr>
<td>C</td>
<td>76 – 79*</td>
</tr>
<tr>
<td>F</td>
<td>Below 67</td>
</tr>
</tbody>
</table>

*Lowest possible passing score  **With grade

Probation Requirements:

1. Students must maintain a first time pass rate of at least 85% (repeat rate of less than 15%) on procedures to remain in the clinical setting. Failure to do so indicates unsafe practices.

2. The clinical supervisors or program faculty may immediately remove a student who is judged to be incapable of providing appropriate client care or who presents a threat to the health and safety of clients or personnel, from the clinical setting.

3. Students identified as unsafe in clinical performance will be reviewed by program faculty and facility clinical instructors and will be evaluated individually regarding the student’s continuation in the program.

4. A student may be placed on clinical probation for reasons which include but are not limited to
   - unprofessional conduct in the clinical setting
   - less than satisfactory clinical performance
   - errors in performing procedures
   - performing procedures without appropriate supervision
   - repeating radiographs without appropriate supervision
   - actions which create an unsafe experience for patients/clients.

5. Further explanation of unsafe practices are listed below, this list is not all inclusive but intended to guide you towards responsible behavior in the clinical setting.

6. Students placed on clinical probation will not receive a grade higher than “C” for the quarter clinical course regardless of the graded earned.

7. No student will be allowed more than two probationary contracts within the seven-quarter program.
Examples of unsafe practices include but are not limited to:

<table>
<thead>
<tr>
<th>Violates or threatens the physical safety of the client or staff</th>
<th>i.e. neglects use of side rails, restraints: fails to provide adequate supervision while patient moves from stretcher, chair or ambulatory onto imaging apparatus; disregards supervisory technologists instructions concerning patient safety; disregard for patient when moving equipment to obtain images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violates or threatens the psychological safety of the client or staff</td>
<td>i.e. uses clichés repeatedly, does not address the patient with respect; does not encourage verbalization or is not aware of client’s inability to communicate</td>
</tr>
<tr>
<td>Violates or threatens the microbiological safety of client or staff</td>
<td>i.e. inability to establish and maintain a sterile field; failure to declare a contaminated field when knowledge of such contamination exists</td>
</tr>
<tr>
<td>Violates previously mastered principles / procedures</td>
<td>i.e. unable to perform procedures student has previously proved competent in; unacceptable number of repeated exams; refusal to perform procedures; inability to customize procedure to meet patient needs</td>
</tr>
<tr>
<td>Assumes inappropriate independence in actions or decisions</td>
<td>i.e. fails to follow guidelines of direct and indirect supervision as defined in this handbook; repeat of radiographic positions without direct supervision; submits images for reading without Radiographer’s approval</td>
</tr>
<tr>
<td>Violates professional or ethical standards of this program</td>
<td>i.e. reporting to clinic while under the influence of drugs or alcohol; behaves in condescending or defiant manner to patients or staff; neglects to follow instructions by Radiographer; violates HIPAA standards. Students who fail to report to faculty an accident or incidence in clinic within 8 hours of incident. Students who are noncompliant with program standards (drug or criminal activity) or receive court ordered reprimand during the course of this program are required to self-report the infraction and consequences to program faculty, within 24 hours of the incident.</td>
</tr>
</tbody>
</table>
CLINICAL PROBATION

Students may be placed on clinical probation as a result of failing clinical evaluations (less than 80%), behaviors observed by clinical staff or program faculty, failure to report an incident or accident, or by concerns expressed to faculty by clinical supervisors regarding patient safety.

1. Immediate probation is a possibility when patient or personnel safety is at risk. Students determined to have acted in disregard for program, facility or college policies, acutely endangering themselves, patients or others, may be placed on probation immediately.

2. Egregious infractions of patient care and safety or unprofessional behavior may result in removal from the clinical setting. Without access to clinics the student will not be able to proceed in this program.

3. Probation is a written contract between student and program. This contract will contain an explanation of program concerns, program actions, requirements of student to demonstrate satisfactory progress and suggestions for success.

4. Probation will require additional clinical evaluations (as determined by program faculty) to monitor student progress.

5. Terms of the probationary contract must be satisfactorily completed within the designated time-frame for the student to continue in the clinical setting.

6. Based on the chronological order of courses, students failing to successfully complete any course within this program will not continue.

7. Students who feel they have been unfairly treated or who cannot reach resolution through normal discussions with faculty may pursue actions as outlined in the Bellingham Technical College Grievance Procedures.
Students are required to have a physical examination within 6 months prior to starting clinical education. Clinical education will start on January 7. Do not complete your physical examination before July 7.

PHYSICAL EXAMINATION

The radiologic technology curriculum requires students to engage in a variety of specific experiences fundamental to the acquisition and practice of essential radiologic technology skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform the functions of a student radiologic technologist. These essential qualifications ensure safety for patients and are required for student participation in the radiologic technology program at. To demonstrate that a student has met the essential qualifications students are required to complete a physical exam prior to beginning clinical rotations or any time after a major change in health status, such as surgery or childbirth. Essential qualifications include (but are not be limited to) the following:

MOTOR SKILLS

- Demonstrate sufficient motor function to be able to execute movements required to provide general care and treatment to clients in all healthcare settings. Such as crouching, grasping, pulling and pushing with 25lbs of force, lifting up to 50lbs, stooping, reaching, standing for long periods, and walking several miles in an 8-hour shift.
- Perform data entry on a computer, set techniques on imaging equipment, palpate veins for IV insertion, basic life support, including CPR, and function in an emergency.

SENSORY/OBSERVATION

- Observe a client accurately, at a distance and nearby, and observe and appreciate non-verbal communications when performing assessment and interventions.
- Perceive changes in condition through physical assessment where information is derived from observation of the body surfaces and auditory information (client voice, pulse, contrast exams).

COMMUNICATION

- Communicate effectively in oral and written forms, in English with patients, faculty, and healthcare team members.
- Hear sounds at a normal range including the ability to receive dictated information.

BEHAVIORAL/EMOTIONAL HEALTH

- Emotional health required for the full utilization of intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibility’s when caring for the clients and families.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.

Student has met the Essential Qualifications of Radiologic Technology students. ☐ YES ☐ NO

If not, please explain: ________________________________

Are there any health problems or limitations that may interfere with the student’s ability to complete academic or clinical assignments? ☐ YES ☐ NO If yes, please explain: ________________________________

__________________________ ________________________________
Print Name of MD, ARNP, DO or PA Signature of MD, ARNP, DO or PA
STUDENT NAME ___________________________________________ Date ______________________

REQUIRED IMMUNIZATIONS Signatures by health care providers are required for each immunization. Please do not attach records to this form.

<table>
<thead>
<tr>
<th>TST/TB (Tuberculin Skin Test)</th>
<th>TST Initial 2-step 1st Injection Date:</th>
<th>Provider Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Read Date:</td>
<td>Results:</td>
</tr>
<tr>
<td></td>
<td>TST Initial 2-step 2nd Injection Date:</td>
<td>Provider Signature:</td>
</tr>
<tr>
<td></td>
<td>Read Date:</td>
<td>Results:</td>
</tr>
<tr>
<td>OR</td>
<td>Negative Initial QuantiFERON/TB Gold Testing Date:</td>
<td>Provider Signature:</td>
</tr>
<tr>
<td>OR</td>
<td>Chest x-ray result: Treatment:</td>
<td>Provider Signature:</td>
</tr>
</tbody>
</table>

| MMR (Measles, Mumps & Rubella) | 1st dose date:             | Provider Signature: |
|                               | 2nd dose date:             | Provider Signature: |
| OR                             | Titer date (verifying immunity): | Provider Signature: |

| Hepatitis B (Hep B) | 1st dose date:             | Provider Signature: |
|                     | 2nd dose date:             | Provider Signature: |
|                     | 3rd dose date:             | Provider Signature: |

| Tdap (One injection since 2006) | Injection date: | Provider Signature: |

| Influenza | Immunization date: | Provider Signature: |

| Varicella (Chickenpox) | 1st dose date: | Provider Signature: |
|                       | 2nd dose date: | Provider Signature: |
| OR                     | Titer date (verifying immunity): | Provider Signature: |

CONSENT: I understand that the information provided above is to remain confidential, with the exception that clinical facilities may be informed that the required immunizations are in order or appropriate treatment is under way.

Student’s signature ___________________________________________ Date ______________________
The use of human subjects for educational purposes carries with it the responsibility to protect the rights, well-being and personal privacy of individuals; to assure a favorable climate for the acquisition of practical skills and the conduct of academically oriented inquiry; and to protect the interests of Bellingham Technical College. Courses in the Radiologic Technology Program will require activities where learning by students requires the use of fellow students as part of training procedures and/or demonstration.

I am aware that in and during the classroom and lab experience, in which I am participating under the arrangement of Bellingham Technical College, certain risks may occur.

These risks may include, but are not limited to the following: Mild discomfort, Back/Neck Strain, Needle punctures, Allergic Reactions, Exposure to blood borne pathogens, and Exposure to hazardous substances.

**Benefit Analysis:** I fully understand that in order to be successful in my field of study, I must practice the required procedures for that area. In doing so, I fully accept responsibility for my actions. I also understand that in using fellow students as “human subjects,” as well as allowing myself to be used in the same manner, I am participating in a learning experience that is an integral part of my coursework, in order to show proficiency of necessary skills and to gain an understanding of empathy for future clients undergoing these procedures.

**Important:** Proper infection control guidelines and safety measures will be observed during practice and performance of all procedures. Any questions you may have concerning these procedures can be directed to the course instructor. You are free to withdraw from participation at any time, however, students who choose not to participate as a human subject, nor accept an alternate activity, will not be able to complete the coursework successfully.

As a participant in the Radiologic Technology Program at Bellingham Technical College, I am aware of the possible risks, discomforts, and benefits to my voluntary participation. I agree to abide by the policies and procedures of Bellingham Technical College and the instructors of courses as relates to my participation in this course/program. I have made the instructor aware of any pre-existing condition that may put me, or others, at risk through my participation. I further agree that I have read and understand the terms of this agreement, and that I sign this agreement as an act of my own free will.

**Student Name (print):** ______________________________________________________________

**Student Signature:** ___________________________ **Date:** ___________________________
MEDICAL POLICY STATEMENT OF AGREEMENT

I aware that during the clinical lab experience in which I am participating under the arrangements of Bellingham Technical College certain dangers may occur, including, but not limited to the following:

- Abrasions and cuts
- Back/Neck strain
- Infectious conditions (e.g. Hepatitis, HIV, and TB)
- Needle punctures
- Allergic reactions
- Complications of pregnancy
- Physical violence by clients

In consideration of and as part payment for the right to participate in this clinical laboratory experience and the other services of Bellingham Technical College, I have and do hereby assume all the risks involved. I will hold the Bellingham Technical College, its employees, agents, and assigns harmless from any and all liability of actions, causes of action, debt, claims, and demands of every kind and nature whatsoever that may arise from or in connection with participation in any activities arranged for me by Bellingham Technical College. The terms thereof shall serve as a release and assumption of risk for heirs, executors, administrators, and members of my family, including minors.

By my signature on this document, I acknowledge that I have been informed, and further that I understand that I should have either personal health insurance prior to enrolling in this program, or that I should enroll in student health insurance. I understand I do not qualify for Worker’s Compensation if I am injured while at clinical education. My preference is shown by the choice below:

______Personal Health Insurance          ______Student Health Insurance

Student Name (print):___________________________________________________________

Student Signature: __________________________Date:________________________
This declination is documentation of the pregnancy of __________________________

As a student enrolled in the BTC Radiologic Technology Program
(Acknowledge with initials at each statement)

_____I voluntarily submit this document informing program officials of my pregnancy. Conception date was approximately __________________ and Expected delivery date is __________________________.

_____I shall submit documentation from my attending physician that indicates their knowledge of my participation in this program, their counsel on appropriate precautions and endorsement of my continued participation in the program.

_____I will wear two dosimeters during pregnancy. One designated as a routing monitor (worn at chest level) and another designated as a fetal monitor worn only at waist level.

_____I agree to read the U.S. Nuclear Regulatory Commission, Regulatory Guide 8.13: Instruction Concerning Prenatal Radiation Exposure.

_____I agree to adhere to all BTC Radiography guidelines pertaining to proper radiation protection as stated in the program student handbook.

Student Signature                                                                             Date

Program Coordinator                                                                        Date
Students entering the Radiologic Technology Program at Bellingham Technical College are required to read the details and requirements that are in the Student Handbook. This signed document serves as the student’s acceptance and agreement to follow the program policies and procedures.

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
</tr>
<tr>
<td>TELEPHONE NUMBER:</td>
</tr>
<tr>
<td>Home:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>DATE OF BIRTH:</td>
</tr>
<tr>
<td>SOCIAL SECURITY NUMBER:</td>
</tr>
</tbody>
</table>

I have received the following forms and requirements sheets for the Radiologic Technology Program:

- Attendance Policy
- Criminal & Ethical Behavior Policy
- Dress Standards & Professionalism Requirements Policy
- Essential Qualifications of Radiologic Technology Students
- Grade & Probationary Requirements Policy
- Health Status Reports Forms:
  - Physical Examination & Immunization Requirements
- Radiologic Technology Student Handbook

- I have read the RT Program Student Handbook.
- I agree to follow the policies and procedures of the program.

Student Signature: ___________________________ Date: ___________________________