Radiologic Technology Program

Student Handbook

Academic Year 2025-2026

Garrett College
Radiologic Technology Program

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ACCREDITATION STATEMENT

Garrett College is a state-approved two-year college accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Radiography program at Garrett College is a newly established program that is seeking accreditation by Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 312-704-5300

For more information about JRCERT accreditation, please visit, www.jrcert.org.

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Program Philosophy

The Radiologic Technology Program at Garrett College is founded on the belief that education should prepare students with the knowledge, skills, and attitudes necessary for success as medical imaging professionals. The curriculum is designed to promote intellectual growth, technical proficiency, and professional integrity, equipping graduates to thrive in dynamic healthcare environments.

By empowering student adaptability and resilience, the program prepares students to navigate technological advancements and evolving professional responsibilities. The Radiologic Technology Program also emphasizes the value of lifelong learning, encouraging graduates to continue their personal and professional development while contributing meaningfully to their communities.

Mission Statement

In alignment with the mission of Garrett College, the Radiologic Technology Program provides comprehensive education through classroom instruction, laboratory practice, and supervised clinical experiences. The program is committed to delivering accessible, high-quality education that empowers students—regardless of circumstance—to achieve their academic and professional goals.

We prepare graduates to serve as competent, compassionate entry-level radiographers who contribute to the healthcare community. By maintaining a student-centered and innovative program, we ensure that our graduates are equipped to meet the needs of a changing world while upholding the values of professionalism, ethical practice, and community service.

Program Goals and Student Learning Outcomes

Goal 1: Demonstrate professionalism in alignment with the American Registry of Radiologic Technologists (ARRT) Code of Ethics.

- Students will exhibit professional behaviors in academic and clinical settings.
- Students will identify and describe personal and professional goals.

Goal 2: Demonstrate effective communication skills.

- Students will demonstrate proficiency in written communication.
- Students will demonstrate proficiency in oral communication with patients and healthcare professionals.

Goal 3: Demonstrate entry-level clinical competency in radiologic sciences.

- Students will apply patient care and positioning skills effectively.
- Students will perform image acquisition and evaluation with accuracy.

Goal 4: Demonstrate critical thinking and ethical problem-solving skills.

- Students will adapt standard procedures to meet the needs of non-routine patients.
- Students will apply and analyze knowledge to make informed clinical decisions

Program Structure

The Radiologic Technology program at Garrett College consists of a 24 month-long program that includes learning in both didactic and clinical settings. As outlined in the ARRT content specifications, didactic courses will be completed in the following categories: patient care, radiation safety, imaging production, and imaging procedures. Clinical practice of imaging procedures will be conducted under supervision of clinical instructors and ARRT registered radiologic technologists. Imaging competencies will be required for students to demonstrate their proficiency in performing each radiographic procedure as required by the ARRT specifications.

This is a rigorous and time-intensive program that requires students to attend classroom instruction at least two days per week and participate in extensive clinical training on multiple additional days. These commitments are essential to ensure students gain the hands-on experience and knowledge necessary to be fully prepared for entry into the workforce upon graduation. Students must demonstrate competency in all 36 mandatory radiologic procedures and 15 of the 34 elective procedures, which are outlined in the ARRT requirements, to be eligible to sit for the ARRT certification examination required upon program completion.

Students who are enrolled in the Radiologic Technology program must be responsible, motivated individuals who are serious about completing an education in Radiologic Technology. While completing clinical experience at the student's assigned clinical site(s), the students are not considered employees of that site. They are Garrett College students and must behave in a professional manner as required by the College and in the clinical setting. This handbook has been prepared to inform students of the policies and requirements of this Program.

Professional Certification Requirements

Graduates of the GC Radiologic Technology Program meet the educational requirements to begin the application process for the certification examination in radiography administered by the ARRT. The ARRT requires that candidates be of good moral character. Traffic citations are not required to be reported unless they are related to alcohol or drug use. The ARRT has a pre-application on its website to determine eligibility. Additional information regarding requirements for the certification can be reviewed on the ARRT website. Furthermore, the ARRT may be contacted at (651) 687-0048 for individual consultation.

ARRT examinations are administered by Pearson VUE testing centers. Successful exam completion provides the graduate with the qualifications to practice as a registered technologist in radiography.

Professional Code of Ethics

Description

The Standards of Ethics for radiologic technologists are published by the ARRT and American Society of Radiologic Technologists (ASRT) and is used to regulate the profession. Failure to comply with any of the following published codes can result in expulsion from certification with the ARRT.

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients.

The Code of Ethics is aspirational.

Radiologic Technologist Code of Ethics

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The Registered Technologist respects confidence entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Academic Advisement

1. Garrett College provides student advisement, and it provides services such as academic advisement and career planning. Advising needs may be satisfied by the faculty or in other cases, the appropriate administrative personnel.
2. Students can and are encouraged to seek advice to meet their academic needs. Students may be referred according to demonstrated needs. Students are urged to consult frequently with both clinical and classroom faculty regarding their performance on exams and clinical skills. Faculty will initiate advisement as deemed necessary and appropriate.
3. Academic advisors are available throughout the year for advisement on a walk-in basis. Advisement information is available on the College's website https://www.garrettcollege.edu/advising.php.

Please contact the Advising & Academic Success Center by calling (301)387-3715 or emailing aasc@garrettcollege.edu to learn more about available services.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. For more information on FERPA, please refer to the GC Student Handbook.

Confidentiality and Health Insurance Portability and Accountability Act (HIPPA)

Any discussion of patient information must occur for the purpose of fulfilling clinical assignments. Casual conversation regarding patient information should not occur at any time. The patient owns the information contained in their medical record and the healthcare facility owns the medical record document. Therefore, students cannot remove original or photocopied medical records from the facility's premises. Any health data that identifies a patient, physician, or healthcare provider by name is confidential information.

Confidential information is privileged information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information, such as a patient's age, address on discharge, and the service or medical unit on which the patient was hospitalized. Unauthorized disclosure of health

information is a breach of confidentiality punishable by state or federal law. For infractions, refer to Program Clinical Misconduct Policy.

Patient identifying information must not be entered into the procedures log in the Trajecsys system. Health Insurance Portability and Accountability Act of 1996 (HIPAA) further ensure the confidentiality of patient records. Prospective and current students must maintain patient confidentiality. The consequences may be federal charges.

Program Progression Requirements

1. Students in the Radiologic Technology Program must earn a minimum grade of 77% in all radiologic technology courses. Students who do not meet this requirement will be dismissed from the program.
2. Students must earn a minimum grade of "77%" on all radiologic technology course exams to maintain acceptable academic standing.
    a. If a student earns below a 77% on any radiologic technology course exam, the student will be placed on program academic probation and will enter into remediation.
    b. For further details, please see Program Remediation below.

Program Remediation Plan

The remediation process is designed to support students who experience academic or clinical challenges in the Radiologic Technology Program. The goal is to provide clear expectations, individualized support, and structured opportunities for improvement while maintaining program and professional standards.

I. Identification of Need for Remediation

A student be will placed on a remediation plan when one or more of the following occurs:

- Failure to meet the minimum passing grade (77%) on a course exam in lecture or lab.
- Inability to demonstrate competency in clinical skills or professional behaviors.
- Attendance or participation concerns that impact successful completion of program outcomes.
- Observed unsafe or unprofessional conduct in the classroom, lab, or clinical setting.

II. Remediation Process

1. Identification of Need
    - The instructor identifies the area(s) of concern and schedules a meeting.
    - A meeting is scheduled between the student, the Program Director, and the course instructor or clinical preceptor to review the concern, clarify expectations, and begin development of an individualized remediation plan.
    - A conference form is completed to document the meeting.

2. Development of Remediation Plan
   - The written remediation plan will be developed collaboratively between the student and the meeting participants. The remediation plan will outline:
     - Specific area(s) of deficiency (knowledge, skills, behavior).
     - Measurable objectives the student must achieve.
     - Resources available (tutoring, skills lab practice, faculty office hours, study guides, clinical coaching, etc.).
     - Timeline for completion (e.g., 2 weeks, depending on concern).
     - Method for assessment (written test, assignment, skills demonstration, clinical evaluation).
     - The remediation plan form will be completed and signed by all stakeholders.
3. Remediation Plan Implementation
   - The student is responsible for completing all elements of the remediation plan by the stated deadlines.
   - Faculty will provide guidance and feedback throughout the process.
4. Evaluation of Remediation Efforts
   - At the end of the remediation period, faculty will assess whether the student has met the plan requirements.
   - Student will retest on the appropriate material in the attempt to earn a grade 77% or higher. The higher grade of the two attempts, will become the recorded grade.
   - Successful remediation completion allows the student to return to acceptable academic standing in the program.
   - Depending on the type and severity of the deficiency(ies), unsuccessful remediation may result in clinical removal or program dismissal.

III. Student Responsibilities
- The remediation process is mandatory. Students must attend all scheduled remediation meetings, labs, or practice sessions.
- Demonstrate professionalism and accountability during the remediation process.
- Seek clarification or assistance when needed.
- Submit and/or complete required work and demonstrate competency within the established timeline.
- Students struggling with clinical comps will be provided retraining as needed by program faculty.

IV. Faculty Responsibilities
- Clearly communicate concerns and expectations.
- Provide appropriate learning resources and opportunities for improvement.
- Monitor student progress.
- Evaluate student outcomes and document results on Remediation Plan form.

V. Student Record
- All remediation plans will be documented and placed in the student's program file. A copy will be provided to the student.

VI. Confidentiality

- All remediation discussions and documentation are considered confidential and will only be shared with faculty or administrators directly involved in the student's progression.

Program Expectations: Students

- Students must exhibit the following personal traits: a good attitude, maturity, responsibility, punctuality, initiative, eagerness to learn, and enthusiasm.
- Students have a responsibility to have patient-centered conversations during radiographic procedures and be responsible for their own actions.
- If a student has personal/program issue(s)/complaint(s), please seek assistance. Refer to the Chain of Command for further details(please reference Student Rights and Safety: Chain of Command Section) . Many issues may be addressed by simply conferring with the instructor.
- Difficult patients/suspicious behavior: any unauthorized person loitering in or around the healthcare facility should be reported to an employee. Request assistance from qualified healthcare facility personnel.
- Comments/discussion about students' personal life should not be part of clinical experience.
- If a family member/friend works at the clinical affiliate, the student may not perform their competencies/makeup time with the relative/friend.
- Do not accept tips/gifts from a patient or other individual with whom the healthcare facility does business. Solicitation of personal gifts/donations by students is prohibited. Gifts of any kind must be refused.

Transportation

Enrollment in the Radiologic Technology program at Garrett College requires that students provide their own transportation to and from classes held at Garrett College as well as to and from the student's assigned clinical site. Garrett College, college faculty, nor staff are responsible or liable for student transportation.

Professionalism Defined

Students are guests in the clinical sites and are expected to always demonstrate professional behavior. This requires that the student abide by the clinical site standards, procedures, policies, rules, and regulations as well as those of Garrett College. The stricter policy will be enforced.

A. **Clinical Start Time:** Students must be in their assigned area, clocked in using Trajecsys, and ready to work at the beginning of the shift. *Do not plan to eat a meal at the beginning of a shift.*
B. **Creating and Maintaining Professional Relationships:**

1. With radiologists, physicians, radiologist assistants (RAs), physician's assistance (PAs), and all other healthcare professionals: by being tactful, carrying out all procedure orders, and treating them with respect and consideration. Never discuss or criticize healthcare professionals and never approach them for medical care.
2. With radiographers: by being tactful, appreciating their expertise, treating them with respect and consideration. Ask constructive questions in a tactful manner geared toward learning outcomes.
3. With patients: by being responsible. Treat patients with compassion, dignity, respect, and consideration. Avoid calling patients honey, sweetheart, darling, etc.

C. **Appropriate Behavior:**
Student must refrain from gossiping, spreading rumors, rudeness, lack of cooperation, inappropriate touching, flirting, complaining, loud talking, boisterous laughing, gum chewing, boisterous or coarse language, horseplay, sleeping during clinical, and other activities that could disturb patients and/or the clinical environment. Students must accept constructive criticism and maintain professional relationships with affiliate staff and instructors.

D. **Inappropriate Phrases:**
Students must be tactful and use professional language. It is not appropriate to use the following phrases: "that is not my job"; "I don't get paid to do this"; **"**I am paying to work for free"; "I have already comped that"; "I'll let you know if I need a comp"; "I assumed".

E. **References/Recommendations**:
Outside of professional references for education and field specific career opportunities, students shall not request references or recommendations from technologists, RAs, radiologists, or other health care professionals.

F. **Falsification of Clinical Documentation:**
Do not falsify attendance records and/or procedures logs. Examples include sharing a login and/or password with another student, clocking another student into Trajecsys, clocking into or out of Trajecsys while not on site, logging procedures in Trajecsys that were not performed, falsely accusing a student of logging procedures that were not performed; forging signatures (faculty or clinical preceptors (CPs)); withholding information, falsification of any documents (such as competency forms) pertaining to the clinical experience; and/or using another person's ID markers or giving your ID markers to someone else to use during a procedure.

General Program Attendance Requirements

Full-time attendance is required in both academic and clinical settings. The program has been planned on a definite schedule of classroom, lab, and clinical rotations. Attendance at every class/lab is expected; however, at clinicals it is required and must be documented. The attendance policy for classroom courses will follow the attendance policy stated in each syllabus. Student absences are either excused or unexcused. Absences for the didactic portion of the program will be considered excused for the following situations:

- any absence with a doctor/hospital note for yourself stating that you are unable to attend class

- a court date/jury duty date with appropriate court documentation provided to the instructor
- death of an immediate family member with documentation provided to the instructor

All other absences will be considered unexcused. All clinical absences (beyond the single personal day allowed each semester), excused and unexcused, must be made up. Please see the Clinical Attendance section for more information pertaining to special circumstances such as pregnancy/child birth.

Didactic Attendance

Students who miss more than four didactic classes in a particular course within one semester and whose academic performance is not satisfactory, should consider dropping the program. If there are extenuating circumstances, such as a family emergency or extended illness, the student may work with the program director to arrange a schedule for catching up on the material missed during their absence. The program director should be notified as soon as possible regarding all absences.

Upon return, the student and program director will determine plan of action for the student to make-up all missed work and return to program pace.

Bereavement Leave

It is the practice of the Garrett College Radiologic Technology Program to provide a student time off from clinical and/or class due to the death of an immediate family member. The student may miss three consecutive business days, and the student will be required to make up all work and missed clinical time. If additional time is needed, please consult with the program director.

The immediate family shall be deemed to include:

- spouse
- child, stepchild
- parent, stepparent, foster parent, parent-in-law
- sibling(s)
- grandchildren, grandparents
- other members of the family who reside within the home

One excused absence day may be granted at the discretion of the Program Director in the instance of death of a non-immediate family member

Inclement Weather

Students and others who have business at GC are cautioned to listen for specific mention of GC being closed, since the College does not always close when weather conditions make it necessary for the Garrett County Public Schools to close. The college utilizes a variety of methods to communicate weather closing and delay information:

- Weather Line - The College's weather-line is immediately updated with any information that relates to the altering of the normal schedule. To reach the Weather Line, dial 301-387-3198.
- GCCAlerts - Signup for emergency alerts from Regroup at the following link: GCCAlerts.
- Garrett College Website - The college website displays any delay or closing information on the homepage. Visit the website at garrettcollege.edu.
- Social Media - Important information, including delay and closing information, is posted on the College's various social media accounts, but mainly the College Facebook pages and College Twitter accounts.
- Media Outlets - The College also notifies these media outlets of closing and delayed openings

When school is closed during a school day, the students will leave the clinical affiliate upon closing of the College. Clinical days missed due to inclement weather will follow Garrett College closings. If the college closes or delays because of weather, your clinical time will do the same. If the college does NOT close due to inclement weather, but a student cannot travel safely due to weather conditions, the absence will be excused; however, the CP must be notified, and arrangements must be made to make the time up.

Technical Performance Standards Requirement

All radiography students are required to complete the professional performance standards form and complete various professional performance standards activities during program orientation. Students with documented disabilities who are not able to meet the professional performance standards for the radiologic technology program will be referred to the college's Office of Student Development. If a student cannot meet the technical requirements due to an injury or illness, student will be unable to attend lab or clinical activities until they receive permission from their physician to continue normal activities with no restrictions.

Electronics Usage

All use of electronics, including cell phones, smart watches, tablets, and computers are **prohibited** in the clinical setting. The use of cell phones is allowed during approved breaks. For infractions, there will be a 5-point grade reduction in the clinical course grade per occurrence.

Today's smart watches have many capabilities which include apps, image capture, and the ability to check email and get alerts. These functions, while convenient and easy to access, can be considered a distraction and have the potential to disrupt the clinical environment.

Additionally, capturing any image, on any device, in a patient care area could be considered a breach of patient confidentiality and subject to consequences at both the programmatic and agency level. It is for these reasons that all students should refrain from wearing smart watches while in their assigned rotations in the clinical setting. If you wear a smart watch to clinic, please remove it, and store it in a secure area. You will be able to access your smart watch during breaks and lunches.

Students will follow all clinical site provisions for storing and using personal technology.

Social Media

Do not capture or publish any information, photographs, or video images pertaining to radiographic equipment, private health information (PHI/and or HIPPA), or patients from any clinical affiliate on any social media unless given prior approval by the clinical instructor and administration. Also, do not publish any information related to course instruction and faculty.

Students should exercise caution in using social networking sites, (including, but not limited to, Facebook, Instagram, Snapchat, TikTok, and X). Personal posts on YouTube are also considered a form of social networking under this policy. Items that represent unprofessional behavior posted by students on such networking sites are not in the best interest of the College or the radiologic technology program.

Students who use these social media platforms must be aware of the critical importance of privatizing their information to access accounts. When posting information on social networking sites, students are prohibited from presenting themselves as an official representative or spokesperson for the program, any affiliated hospital or clinic, or the College.

Students are prohibited from posting anything about patients, their care, or any item that could indicate an individual is a patient. Students are also prohibited from creating content in any clinical spaces. Patient privacy must be maintained at all times. Confidential or proprietary information about the College or clinical sites is prohibited from being shared online under this policy. Patient information is protected under HIPAA.

Substance Use

In compliance with the Federal Drug-Free Workplace Act of 1988; the Federal Drug-Free Schools and Communities Act of 1989: The Maryland Drug and Alcohol Abuse Control Plan; the Maryland Higher Education Commissioner's policies of June 27, 1990; and the Start Talking Maryland Act of 2017, Garrett College is dedicated in spirit and in compliance with the law to provide an alcohol, cannabis, tobacco, and other drug-free environment. Students and employees are expected and required to be in appropriate mental and physical condition and to be free from the influence of alcohol or drugs.

The unlawful manufacture, distribution, sale, possession, or use of illicit drugs, and the illegal use or provision of alcohol, or cannabis as a part of any Garrett College activity (See Alcohol, Cannabis, Tobacco, Opioids, and Other Drug Policy), are absolutely prohibited, in accordance with all applicable federal, state and local laws.

Violations of this policy on or off college premises may result in disciplinary action, consistent with normal college policy and procedure (see Student Code of Conduct).

The College recognizes substance use as an illness and a major health problem. The College also recognizes substance use as a potential safety and security problem. Students and employees needing help in dealing with such problems are encouraged to use community or campus

assistance programs. Voluntary participation in an assistance program will not jeopardize continued employment or enrollment at the College and will not be noted in any personnel or student record if job performance or behavior is consistent with established standards. However, voluntary participation in an assistance program will not prevent disciplinary action for violation of the policy described here.

Garrett College Radiologic Technology Program Pregnancy Procedures

In accordance with Title IX and JRCERT requirements:

A. The pregnant student may voluntarily declare her pregnancy to the Program Director using the Notification of Pregnancy Form.
B. The student has three options:

Option I: The student may continue in the program without modification. The student will fulfill all program requirements as contained within the curriculum.

Option II: The student may elect to continue in the program with modification which may involve clinical reassignment. The student will fulfill all program requirements as contained within the curriculum; however, she understands that make-up time may occur that would extend the length of the program. See "reasonable modifications" below.

Option III: The student may elect to take a leave of absence from the program.

C. *If the student elects Option I or II:*
The student will have a conference with the Program Director, and Clinical Preceptor to review dose limits, cardinal principles of radiation protection, and ALARA principles. The student must adhere to all radiation protection guidelines and recommendations. She will continue to wear her radiation badge at the collar level. When wearing a protective apron, the student should still wear her radiation badge outside the apron at the collar level. A fetal badge will be ordered as soon as the Notification of Pregnancy Form is submitted, and this badge will be worn at the waist level. When wearing a protective apron, the student will wear the fetal badge at the waist level under the apron.
D. *If the student elects Option III:*
The student may request a leave of absence from the program. A written release from a appropriate licensed medical professional must be given to the Program Director indicating the need for the leave of absence. A written release from an appropriate licensed medical professional must be given before the student returns to the program's didactic and clinical components. (See Garrett College's Policy on Administrative Withdrawal) The student will meet with program faculty before resuming didactic courses and with the Clinical Preceptor before resuming the program's clinical component. The Clinical Preceptor and the student will meet to schedule clinical makeup time.
E. The student may withdraw the declaration of pregnancy at any time. This request must be presented in writing to the Program Director.
F. Reasonable Modifications:
A pregnant student will also be able to request reasonable program modifications in order to complete the program. Such as:

- Access to online/virtual didactic education
- Time extensions for coursework and rescheduling of tests, examinations, and clinicals
- Access to Garrett College on site counselor services, Maryland Wellness, Mountain Laurel Medical Center on campus services, etc.
- Modifications to uniform or other required clothing or equipment
- Breaks during class to attend to health needs associated with pregnancy or related conditions

For additional information, please also reference the *Garrett Colleges Pregnancy and Parenting Policy* (link) and consult the Garrett College Office of Compliance.

Clinical Procedures

Clinical Environment

Radiologic Technology offers preparation for students who want to work in radiology departments of hospitals, offices of private physicians, clinics, or other health facilities that utilize radiographic procedures. Hospital facilities provide clinical education required by the Joint Review Committee on Education in Radiologic Technology(JRCERT).

The clinical environment is an essential component for the radiologic technologist to learn and gain a strong level of competency on all clinical procedures necessary to provide optimal patient care in obtaining high quality diagnostic images. Training begins within the didactic classroom; however, the clinical setting further solidifies radiographic skills necessary to master the art of radiography.

The program strives to offer equitable and impartial education opportunities in both the didactic and clinical setting. All students must complete all required components leading to an associate in applied science degree, and graduates are eligible to apply for the national registry examination. Upon successful completion of the program and the registry examination, students may practice as registered radiologic technologists and are eligible to continue their education for a bachelor's or higher academic degree.

Within the clinical setting, the students will work with either their clinical instructor or a registered radiographer while performing procedures at all times. Students must take greater responsibility and a more active role while working with "live" patients as skills learned within the classroom lab setting are done with phantoms. Integrating didactic learning into the clinical setting is of high value and promotes a greater learning experience. The student also learns the importance of working with others and working as part of a team within an array of clinical environments conducive to their learning.

Clinical skills are generally developed by utilizing the "See one, help with one, do one" patient motto within the clinical setting. This helps to promote a more comfortable and learning curve for the student as they observe, assist and perform clinical exams together with registered

radiographers. It is important to note that all procedures will be supervised while all students are participating within the clinical setting during the two-year program.

Academic Preparation

Before attending the clinical setting, all students have a broad knowledge of education in areas such as imaging physics, imaging principles and techniques, anatomy and physiology, patient care and diagnostic procedures and positioning. During the first year, students will learn all patient care specifics and most diagnostic procedures prior to entering the second year as well as a plethora of information regarding imaging physics, technique and equipment components. All students are tested on exams prior to attending the clinical setting. Once tested on a specific exam, students may perform it in clinicals. Academic preparation is vital and key towards a successful clinical experience.

Garrett College Student Responsibilities

Students are expected to adhere to the policies and procedures of both Garrett College and their assigned clinical education site. Students must attend an orientation at their clinical site to be made aware of that site's policies and procedures. If the clinical affiliate rules/regulations are stricter than those of Garrett College, the students are expected to comply with the clinical affiliate. GARRETT COLLEGE – Student Code of Conduct
Violation(s) of these program policies and procedures may be subject to disciplinary action.

Clinical Supervision

Student radiographers must be supervised at all times. All radiographs taken by students must be checked and evaluated by a certified radiographer, quality control technologist or clinical instructor prior to the patient leaving the department and submission of the images to the radiologist for interpretation.

Clinical Education System

At the beginning of each semester, students receive a clinical course syllabus detailing competency requirements, rotational assignments, and rotational objectives. In addition, students receive a clinical rotational schedule with specific clinical assignments.

Rotational objectives are an important part of the student's clinical grade. The student will provide a rotational form to the technologist with whom the student most commonly works or to whom they are assigned. Upon completion, the student will submit the form(s) through Trajecsys to their clinical instructor on the last day of the clinical week. The clinical instructor or PD may adjust the grades if necessary.

The program cannot allow students to observe, assist, or perform hysterosalpingography (HSG) procedures at all clinical affiliates. Certain clinical sites may allow students to observe in HSGs with consent from the patient. HSG is not an exam that can be comped and is performed at limited sites.

Clinical Assignment Procedure

Placement of students at clinical sites is a privilege and will be determined by program faculty. Requests for specific clinical placement will not be accepted. Clinical sites have the right to refuse student placement. Radiologic Technology student clinical assignment criteria is as follows:

- The number of student seats in accordance with professional standards and clinical affiliate resources.
- Clinical sites and student residence proximity will be considered.
- Students should not be placed in a clinical education setting in which they have a close relative or friend who is employed at the location who could interfere with or influence the quality of the student's grade.
- Should an unprofessional relationship interfere with student achievement in clinical, the student may be transferred to another clinical site. The program reserves the right to alter clinical education assignments as needs dictate.
- Students are commonly assigned the following clinical rotations:
  - During Clinical Radiology I and II, students are assigned to a first clinical site.
  - During Clinical Radiology III and IV, students rotate to their second site.
  - During Clinical Radiology V, students rotate to their third clinical site.
  - During Clinical Radiology III, IV, and V, students may have opportunities to rotate to outpatient affiliations for observation.
  - Exceptions to this rotation may occur for some clinical sites.

  Clinical sites have the right to refuse placement or dismiss a student, which may lead to dismissal from the program.

First year students will be in their clinical rotation two (2) days each week during both Fall and Spring semesters and three (3) days each week during the summer semester. Second year students will be in their clinical rotations three (3) days each week both Fall and Spring semesters.

Clinical Attendance Procedure

Regular and punctual attendance is mandatory for all students. Missing excessive amounts of clinical time will make it very difficult for a student to successfully complete this program and may lead to dismissal from the program.

Clinical Time Documentation

It is the student's responsibility to ensure all clinical time is accurately recorded by clocking in and out in Trajecsys on time for each clinical shift. The first two instances of not clocking in or out of Trajecsys are excused.

Clinical Attendance System

Clinical Time Off

Students will receive one (1) Clinical Time Off (CTO) day per semester for a total of five (5) CTOs for the whole program. These CTOs are to be used wisely, but do not need to be made-up. To use a CTO, students must request it from their CP at least 48 hours (business days) in advance of the start of the clinical shift assigned for the day requested.

Example: If a student is requesting a Tuesday 8:00 am – 3:00 pm off, they must make their request before Friday at 8:00 am.

CTOs do not roll over from one semester to the next; if you choose to not use your CTO for one semester, you will lose that CTO. CTOs must be used within the semester they are provided.

When a student uses their CTO, any subsequent clinical days missed must be made up as soon as possible.

Absences

Students who miss more than four (4) total accumulated clinical days in one semester without making them up, risk being dismissed from the program, due to the possibility that they may not have adequate time to obtain the necessary number of procedures and competencies. Missed clinical days may be made-up if/when the clinical site can accommodate the student. Allowing a student to make-up a clinical day is completely at the discretion of the clinical site, so students must be sure an absence is absolutely necessary. Grades will be reduced per the following chart for absences beyond the CTO allowance for the semester. Penalties are cumulative (see example in chart).

Clinical Absence Penalties *This is with notification and make up time.*	
Absence Beyond CTO day allowance	**Penalty per occurrence** + makeup time
1st	1 percentage pt
2nd	2 percentage pts
3rd	3 percentage pts
4th	4 percentage pts
5th	5 percentage pts
Example: 2nd absence = 3 percentage pts. total deduction	

A students grade will not be reduced if sent home from clinical by their CP due to having a communicable disease or if a student's absence is excused with a note from a physician's office. The note must indicate that the student cannot attend clinical for that day. **The student must make up the time missed from clinical.**

An absence is defined as missing more than two hours of a shift.

Absences due to special circumstances may be approved by the program director (PD) on a case-by-case basis, and the student may not have a grade reduction. The student must make up the time missed from clinical.

If a student must miss a class or clinic time, it is required that they inform the program director as soon as possible **prior to the shift.** If the student does not inform the PD, three percentage points will be deducted from their final course grade per occurrence.

Punctuality is also mandatory for clinical instruction. Clinical hours are considered the same as if the student were arriving at work. Extenuating circumstances, such as a flat tire, delayed traffic, etc., will be allowed. However, the student must call their clinical preceptor/clinical site as soon as possible to inform them of the circumstance(s) that is/are causing the late arrival. Make-up time is dependent upon the amount of time the student is late, and up to the purview of the clinical preceptor.

Clinical Tardiness Procedure

Tardiness is defined as reporting to/leaving from an assigned area five minutes later/earlier than the scheduled time.

When a student is going to report to the clinical facility later than the designated time or must leave early, the student must inform the PD and the appropriate clinical preceptor as soon as possible.
Tardiness will result in a grade reduction per the following chart. The only exception will be doctors' appointments; however, the visit should be scheduled at the beginning or end of the clinical day. A note is required from the physician's office.

Clinical Tardy Penalties per Semester

Infractions beyond four infractions will result in a conference meeting with the program director.

Tardy	Penalty
1st	1 percentage pt
2nd	2 percentage pts
3rd	3 percentage pts
4th	4 percentage pts

Any tardy of 30 minutes or more will require makeup time, to complete the 8-hour clinical day. Arrangements can be made with the CP to make up the tardy time possibly at the end of the clinical shift. Missing 2 hours or more is regarded as an absence (see clinical attendance policy).

Timeliness: Early Departures / Late Arrivals

If you must be absent or need to leave early or arrive late the student will be docked points according to the excused/unexcused absence policy.

Only the clinical preceptor may initiate early departure from a clinical shift. This is dependent upon patient workload only. **Do not ask your clinical preceptor to leave early**, unless there is a valid excuse (e.g., sudden illness). If the clinical site is not busy, the clinical preceptor will initiate sending the student's home.

Busy times in the clinical setting can vary from minute to minute. If there is down time during your clinical time, use it to study, ask technologists questions, stock x-ray rooms, practice with your fellow students, etc. There is always something you can do. Any student leaving their clinical facility without approval from the CP will receive a 7-point reduction in the final course grade per occurrence, repeated infractions will result in remediation referral.

Also note, when a student comes unprepared to a clinical session (missing items etc), leaving to retrieve the items and returning to the clinical session will result in a tardy.

Makeup Time Procedure

- Students are required to make up all clinical time due to absences, unless they are using their CTO.
- If the makeup time is in excess of 2 hours, it must be completed in a minimum of 2-hour increments. Only one 2-hour increment can be made up at the beginning/end of a clinical shift.
- Makeup time must be scheduled and approved by the CP. This request must be documented on the Makeup Time Form and submitted to the CP.
- If the student does not get makeup time approved prior to completion, the student will not receive credit for any hours completed.
- Makeup time must be completed **within 2 weeks** of the absence or an additional point reduction will occur at the CP's discretion.
- Makeup time must be completed in the same rotation/area, shift, and clinical site where the original absence occurred.
- If make-up time is not completed before Garrett College's deadline for semester grade submission, the student will earn an incomplete. No delinquent clinical time will be carried over from one semester to the next unless recommended by the CP, and approved by the PD. Resolving incompletes will follow Garrett College's Incomplete Grade Policy.

Clinical Schedule

The clinical schedule is provided to students and clinical preceptors at the beginning of each semester. The schedule follows a Sunday through Saturday format with dates specified on the clinical schedule. Schedules may not be altered except by the PD. Students will rotate between day shift and evening shift during each semester. Additionally, during the summer semester (Clinical III), students will have a weekend rotation(s). Students must begin clinicals at their scheduled time. Do not plan to eat a meal at the beginning of a shift. Meal break is included in the scheduled clinical education hours. Students are not allowed to leave the clinical education center during meal times unless approved by the CP.

Students **must** notify a tech and clock out of Trajecsys prior to leaving the department for lunch and clock in upon return. Students can take a 30-minute meal break. If the break extends past the allowed 30 minutes the tardy policy will be applied. Holidays for the clinical schedule will follow the same as the college schedule. There will be no clinical time on any Garrett College scheduled holiday.

Shift Changes

Scheduled shifts cannot be changed. The Program Director will assign a schedule that must be followed. Students will not be permitted to switch shifts with other students, and will not be permitted to alter hours to accommodate activities outside of clinicals. Please arrange all activities around your clinical schedule. Your clinical schedule has been made to allow for learning and it is imperative that all students follow the schedule provided them. Your schedule has been made in advance to also allow you to arrange outside activities around scheduled clinical hours.

Clinical Dress Code Policy

- Students are required to wear the uniform(scrubs) provided by Garrett College that are embroidered with the Garrett College Radiologic Technology logo and “student” on the shirt. Students will be provided with one set of uniforms and may purchase additional sets if desired. If the provided set becomes stained, torn, or otherwise damaged, the student must purchase an additional set. Students may only wear uniforms approved by the College.
- Uniforms are to be kept clean, in good repair, and free of wrinkles, stains, tears, frays, and rips. The uniform must be the appropriate size and fit.
- Students may also purchase a lab coat or jacket with the approved Garrett College Radiologic Technology logo and “student” label to wear at clinicals. These may be purchased from Tom and Jerry's Home Medical Service by the student. Only garments monogrammed with the approved Garrett College Radiologic Technology logo and “student” label can be worn.
- Tops worn under uniform shirts must be royal blue, white, gray, or black. Undershirts must be worn when the scrub top neckline exceeds 2” (approximately 4 fingers) below the medial clavicle.

- Shoes must be a solid black, white, gray, or blue and must be fully enclosed, solid, and entirely constructed of leather, faux leather, or other non-porous material. Shoes must be kept clean.
- No large or cumbersome jewelry may be worn as it may present a health/safety hazard to the patient/student. Therefore, necklaces, hoop or dangly earrings, or bracelets are prohibited. No more than one ring per hand can be worn (except a wedding band set). It is advised that pronged rings are not worn due to the risk of compromising the primary protective barrier formed by gloves. Body piercing ornaments or body piercing retainers that present a health/safety hazard or inhibit communication, as determined by the program faculty, are not permitted in the clinical environment. Therefore, no nose rings, body piercings (eyebrows, lips, etc.), or tongue rings are permitted.
- Facial cosmetics shall be conservative and appropriate for a professional appearance. Perfume, cologne, and scented lotions/deodorant may not be worn. Good personal hygiene and grooming are required. Fingernails must be kept short. Artificial nails are not permitted. Nail polish should be neat, unchipped, and not be bright/dark.
- Visible tattoos must be covered. Exceptions may be approved by the program director, depending on tattoo content and location.
- Hair must be kept clean, neat, and away from the face. Extreme hairstyles may not be worn. Long hair must be secured away from the face and restrained off the shoulders. No extremely unnatural hair color, including but not limited to pink, green, blue, purple, and rainbow colors. Male students must shave or have neatly groomed beards or mustaches.
- If not in compliance, the student will be sent home to modify their appearance and return to the clinical site that day. Violation(s) of these expectations may result in a grade reduction.
- In the event of a conflict between the clinical site's dress code and the Garrett College Radiologic Technology program's dress code, students are required to adhere to the stricter of the two policies.

Lead Identification Markers

The student will have their own personal lead markers. Markers must be present on all radiographic exams the student performs. Students are required to have their lead markers with them at all times during clinicals. If a student forgets their markers, the student must go home to retrieve his/her markers and will be counted as tardy or absent. If they do not retrieve their lead markers, they will be sent home for the day, and a grade reduction will occur. Students are not permitted to use markers other than their own for any reason when taking radiographs of patients. Students are not permitted to loan their markers to others for any reason. Each student will adhere to the clinical site's policy on marking radiographs.

Clinical Record Keeping

A. The student is required to document the date, procedure, and indicate whether the student observed, performed with assistance, or performed independently the procedure.

a. The student must document the technique, exposure index number, number of repeats, and the reason for each repeat in the procedure log in Trajecsys and on the clinical procedure logbook.

b. **The student must be present during the entire procedure to log the patient exam as observed, performed with assistance, or performed independently.**

B. Unless deemed appropriate by the CP, all exams on a patient must be performed by the same student. Students are required to document a variety of procedures while in the clinical setting.

C. Procedures cannot be logged/comped during the hours in which a student is a paid employee at a clinical site.

D. Types of Examinations (Procedure):
   a. Observed Exams: a patient procedure during which the student did not set technique and did not assist with positioning. The student must be actively watching the exam being performed, including patient transporting, transferring the patient to the table, cleaning the rad room, and/or handling paperwork.
   b. Performed with Assistance Exams: a patient procedure during which the student assists with positioning and/or sets technique. The student must complete 50% of the exam.
   c. Performed Independently Exams: a patient procedure during which the student gathers patient history, sets technique, positions the patient, and has a lead ID marker on the image(s).

E. Students must log a minimum number of exams per semester as described in each semester's syllabus.

Course	# of exams
Clinical Radiology I	100
Clinical Radiology II	150
Clinical Radiology III	350
Clinical Radiology IV	250
Clinical Radiology V	250

All exams must be recorded on the Trajecsys website and clinical procedure logbook within a maximum of 7 days of the date of the procedure. Students are encouraged to maintain an accurate and up-to-date log of procedures. It is appropriate to log procedures when patient volume is low during clinical. Procedures with assistance and those performed independently will be spot checked by the CP to assure accurate recordkeeping.

Student Supervision Policy

In accordance with *JRCERT Standard 5.4*, the program ensures that all medical imaging procedures are performed under the appropriate supervision of a qualified radiographer. Supervision policies are designed to ensure patient safety and to support proper educational practices.

1. Direct Supervision

Students perform radiographic procedures under direct supervision of a registered radiographer until competency is achieved.

Definition (JRCERT): Direct supervision means that a qualified radiographer:

- Reviews the procedure in relation to the student's level of achievement.
- Evaluates the patient's condition in relation to the student's knowledge.
- Is physically present during the conduct of the procedure.
- Reviews and approves the procedure and/or image.

Requirements:

- Students must remain under direct supervision until competency is achieved.
- Direct supervision is always required during:
    - Surgical procedures.
    - All mobile examinations, including mobile fluoroscopy procedures, regardless of competency level.

2. Indirect Supervision

After competency has been achieved, students may perform radiographic procedures under indirect supervision.

Definition (JRCERT): Indirect supervision means that a qualified radiographer is immediately available to assist the student regardless of the student's level of achievement.

Interpretation of "Immediately Available":

- The qualified radiographer must be physically present adjacent to the procedure room or location where the student is performing the radiographic procedure.

Exceptions: Indirect supervision does not apply in the following situations. Students must be directly supervised during:

1. Surgical procedures.
2. All mobile procedures, including mobile fluoroscopy, regardless of competency level.
3. Repeat imaging.
4. Post-processing and image approval.

3. Repeat Imaging

- All repeat images must be performed under direct supervision.
- A qualified radiographer must be present during the repeat to assure patient safety and proper educational practice.

4. Post-Processing and Image Approval

- All post-processing must be approved by a registered technologist.
- A registered radiographer must approve all images prior to submission to PACS.
- Documentation in the RIS system must include both the student's name and the name of the verifying technologist.

5. Student Responsibility and Compliance

- Students are personally responsible for adhering to the Clinical Supervision Policy.
- Violation of this policy will result in a 10-point deduction from the final clinical course grade.

Consequences of Noncompliance:

1. First Offense: Conference with the Program Director (PD) and Director of Clinical Education (DCE), and a 10-point deduction from the clinical course grade per occurrence.
2. Second Offense: Conference with the PD and DCE/Clinical Coordinator (CC), and dismissal from the program.

Conclusion

- Students must remain under direct supervision until competency is achieved.
- After competency, students may perform procedures under indirect supervision unless the exam involves:
    - Surgical or mobile/fluoroscopy procedures.
    - Repeat imaging.
    - Post-processing or image approval.
- Compliance with the supervision policy is mandatory; violations carry significant academic and disciplinary consequences.

- Violation of the Clinical Supervision Policy will result in a (10) point deduction from the **final clinical course grade**.
    - First offense of noncompliance with the supervision policy or 2nd offense of behavior(s) will result in a student conference with the student by the PD and DCE and a **10-point** grade reduction in the clinical course grade per occurrence.
    - Second offense of noncompliance with the supervision policy will result in a student conference with the PD and CP. Infractions in this category may result in **dismissal** from the program.

Performance Evaluations/Continual Maintenance

Student Performance Evaluations are based upon specified levels of technical and professional competency and provide an opportunity for guidance for continuous quality improvement during the course of the program in clinical education. Student performance evaluations affect clinical education grades.

Once a student achieves competency on exams, they will need to continue perfecting those skills. Therefore, students are expected to continue performing those exams; however, they can now perform those exams with the Indirect Supervision policy. In the event a repeat must be performed, as stated previously, the repeat will be done with Direct Supervision of a registered technologist!

Clinical Site-Specific Requirements

Patient procedure protocols may vary from site to site. If site requirements change, students will follow all site protocols as instructed by supervising staff.

Radiologic Science Program Clinical Misconduct Policy

Students may receive oral warnings, written warnings, and/or conferences with grade deductions for unacceptable conduct or behavior; however, the faculty member(s) will meet with the student prior to the write-up to gather information about the incident.

A. First two instances of not clocking in or out of Trajecsys are excused. Any subsequent incident of not clocking in or out will result in 1-percentage point course grade reduction per occurrence.
B. Dress code infractions will result in a 2-percentage points course grade reduction per occurrence.
C. The following behaviors will result in a student conference with the CP or PD and a 5-percentage points course grade per occurrence.
    1. Insubordination – not following instructions provided by a superior.
        a. The second offense of noncompliance with the supervision policy may result in dismissal from the clinical site or the radiological technology program.
    2. Noncompliance with the professionalism policy
    3. Noncompliance with the electronics usage policy
    4. Noncompliance with social media policy

D. The following behaviors, on the 1st offense, will result in a student conference with the PD and CP and possible dismissal from the program:
    1. Violation of substance abuse policy
    2. Violation of the Professional Code of Ethics
    3. Falsification of clinical documentation (Refer to the Professionalism Policy, Part F)
    4. Gross carelessness in regard to safety of patients, colleagues, faculty, clinical instructors, or clinical staff
    5. Substantiated theft
    6. Confidentiality/HIPAA violations

Garrett College Radiologic Technology Program

Student Rights and Safety

Garrett College Policies and Procedures

GC policies and procedures ensure that students are protected and address emergency preparedness, discrimination, harassment, and substance use. A complaint and grievance procedure with steps for formal resolution is available to students. In addition, GC's Emergency Procedure is posted in the classroom, and it addresses information regarding evacuation, fire safety, hazardous materials.

A. GC's Safety-Emergency Management website can be viewed here.
B. GC's Inclement Weather Policy can be viewed by clicking here.
C. GC's Policies related to misconduct, complaint and grievance procedure. Student Code of Conduct
D. GC's Policy on Equal Opportunity, Harassment, and Nondiscrimination can be viewed here.

Allergies

All student allergies must be reported to the PD or CP. Only non-latex gloves are utilized in the lab and clinical setting. The lab and clinical setting will utilize various medical resources.

Communicable Disease

A. Students receive classroom instruction regarding Standard Precautions during the first semester of the radiologic technology program.
B. Students with diseases that require airborne, droplet, or contact precautions must provide a written diagnosis to the CP. The student will be excused from clinical attendance until the student is no longer contagious and must make up any missed hours. The grade will not be reduced with a note from a physician's office.

Injuries, Illness, Or Incident

A. The student should immediately notify clinical staff and/or the clinical preceptor if the student sustains an injury or illness or have an incident requiring medical attention. The student may seek treatment from an independent physician and/or facility of the student's choice. The hospital may agree to treat students for accidents/injuries sustained while in the clinic setting, but the student must pay for the treatment. Neither GC nor the clinical affiliate will assume responsibility for the cost of treatment.
B. Supervising and program faculty and appropriate clinical personnel must be immediately contacted if any student is responsible for or involved in an unusual incident in the clinical area. Examples of such include, but are not limited to:
    1. unusual occurrences to self, patient, staff, or visitor
    2. injury to self, patient, staff, or visitor
    3. formal complaints lodged against a student

4. major equipment damage attributed to student misuse
5. improper administration of contrast agents or procedures

C. The student and CP must submit a completed Radiologic Science Program Incident Report to the PD within 24 hours. Additionally, the clinical facility's incident protocol procedures must be followed, and required reports must be completed.

Radiation Safety

A. Dosimeters are ordered when students are accepted to the program. The fee is included in the cost of tuition for clinical courses. If an accepted student has prior radiation exposure, the student will complete an Occupational Exposure Form. The students will receive their dosimeter before the first day of their clinical education. After receiving the badges from Garrett College, the CP will issue new ones and collect old radiation badges from the previous quarter. The students will be provided a quarterly statement to review regarding their dosimeter monitor by their instructor.

B. It is the student's responsibility to wear the assigned dosimeter when the student is in clinicals, or the student will not be permitted to attend clinicals. The dosimeter should be worn at the collar level. When wearing a protective apron, the student should wear the dosimeter outside the apron at the collar level. **Garrett College dosimeters are to be worn only by the student in only clinical assignment; dosimeters are not to be worn by a student during employment hours or other activities. Your employer should provide you with a second dosimeter to wear when working as a student technologist. Students may NOT wear another student's dosimeter.**

C. Should the dosimeter become lost or damaged, contact the PD immediately. A replacement dosimeter will be ordered. Student's may not participate in clinical experiences until they have received a replacement dosimeter.

D. If the student arrives at the clinical site without the dosimeter, the student will be sent home to retrieve it and promptly return. Clinical make-up time must be scheduled.

E. Students are required to practice the *As Low As Reasonably Achievable* (ALARA) principle and apply the cardinal principles of radiation protection. Students must not hold image receptors during any radiographic procedure. Also, students must not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

F. The Radiologic Technology Program Director at Garrett College maintains and monitors student radiation exposure data. The PD alerts the student and the CP if a quarterly whole-body exposure is greater than 125 mrem, a quarterly eye dose equivalent is greater than 375 mrem, and/or a quarterly skin/extremity is greater than 1250 mrem. Then, the PD investigate and report the findings to the appropriate exposure monitoring facility.

G. The investigation findings are made available to students on Trajecsys within 30 school days following receipt of data.

H. PD can accommodate student requests for a record of cumulative dose.

Radiologic Technology Positioning Lab

A **non-energized laboratory** with one radiographic unit is used to coordinate clinical practice with didactic material. Phantoms are available to practice positioning.

JRCERT Standards for Programs

Students may access the Standards for an Accredited Educational Program in Radiography on the JRCERT website and have the right to submit allegations against the program for non-compliance with the JRCERT Standards or those conditions at the program which appear to jeopardize the quality of instruction or the general welfare of its students. The JRCERT requires that complaints be addressed directly with GC/program official using the program grievance process. If the student is unable to resolve the complaint with GC/program officials or believe that the concerns have not been properly addressed, the student may submit allegations of noncompliance directly to the JRCERT.

Chain of Command

Students are required to address concerns with the appropriate clinical/faculty member.

1. **Clinical Concern**
    - Step 1: Clinical Preceptor
    - Step 2: Program Director
    - Step 3: Dean of Academic Affairs

2. **Didactic Concern**
    - Step 1: Faculty Member
    - Step 2: Program Director
    - Step 3: Dean of Academic Affairs

3. **Program Concern**
    - Step 1: Program Director
    - Step 2: Dean of Academic Affairs

4.**Other Concerns**

Office of Institutional Compliance is available for other concerns or other grievance option made available at https://www.garrettcollege.edu/institutional-compliance.php#ro

Student Complaint Process

A system of due process is available to all students enrolled at Garrett College. For the grade appeal process, refer to the GC Student Catalog Policies and Procedures Student Code of Conduct. The following steps provide a process for radiologic science students with a complaint related to the program:

A. Appeal to the Clinical Preceptor (if clinical complaint):

The student may prepare a written appeal (formal letter) for the clinical preceptor with whom the concern rests. After receiving the appeal letter, the clinical preceptor will have 10 business days to review the complaint and respond to the student in writing through the student's GC e-mail account. The clinical preceptor may make an appointment to meet with the student during the 10-day review.

B. Appeal to the Program Director/Faculty:

The student may prepare a written appeal (formal letter) to the program director/faculty if the student is not satisfied with the decision of the clinical preceptor. An appeal can be made directly to the program director if the student has a program-related concern. After receipt of the appeal letter, the program director will have 10 business days to review the complaint and respond to the student in writing through the student's GC e-mail account. The program director may make an appointment to meet with the student during the 10-day review.

C. Appeal to the Dean of the Academic Affairs

If the student is not satisfied with the decision of the program director, the student can appeal the decision in writing (formal letter) within 10 business days to the Dean of Academic Affairs (or designee). After receipt of the appeal letter, the Dean (or designee) will have 10 business days to review the complaint and notify the student in writing through the student's GC e-mail account. The Dean (or designee) may make an appointment to meet with the student during the 10-day review. The decision rendered is final.

Garrett College Radiologic Technology Program

Curriculum and Academic Practices

Program Schedule

First Year			
Summer Semester			
RAD101 Intro to Radiologic Technology	**1**		
Fall Semester		**Spring Semester**	
RAD110 Radiologic Technology I	4	RAD111 Radiologic Technology II	4
RAD130 Radiologic Procedures I	4	RAD131 Radiologic Procedures II	4
RAD140 Clinical Radiology I (14 hrs/wk)	3	RAD141 Clinical Radiology II (14 hrs/wk)	4
Total Credits	**11**	**Total Credits**	**12**
Summer Semester (10 weeks)			
RAD240 Clinical Radiology III (24 hrs/wk)	**5**		
Second Year			
Fall Semester		**Spring Semester**	
RAD210 Radiologic Technology III	4	RAD211 Radiologic Technology IV	3
RAD230 Radiologic Procedures III	3	RAD280 Ethics & Law in Medical Imaging	2
RAD241 Clinical Radiology IV (16 hrs/wk)	3	RAD242 Clinical Radiology V (16 hrs/wk)	2
		RAD294 Radiologic Technology Capstone	1
Total Credits	**10**	**Total Credits**	**8**

Curriculum Procedure

Didactic and clinical courses are integrated so the student can learn cognitive, affective, and psychomotor skills in radiography. The curriculum is subject to change as needs dictate, and modifications are communicated to students in a timely manner. If the student earns an incomplete in any RAD course, the student must make up any course material and/or requirements prior to the next semester or course. See Garrett College Incomplete Grade Policy in the College Catalog.

Total didactic and clinical hours combined cannot exceed 40 hours per week. Hours exceeding these limitations must be voluntary on the student's part.

Clinical Orientations

Before the beginning of Clinical Radiology I, students complete clinical site orientations that introduce them to clinical processes including HIPAA, MRI safety, and the patient electronic health record software utilized by the clinical site.

Student Clinical Performance Evaluations

Through the course of the program, a student's clinical performance evaluation will include general patient care procedures, completing competencies, proficiency evaluations, and mastery evaluations.

General Patient Care Procedures

Students must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

General Patient Care Procedures	Date Completed	Competence Verified By
CPR/BLS Certified		
Vital Signs – Blood Pressure		
Vital Signs – Temperature		
Vital Signs – Pulse		
Vital Signs – Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture*		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

**Venipuncture can be simulated by demonstrating aseptic techniques on another person, but then inserting the needle into an artificial forearm or suitable device.*

Completing Competencies

The student can only complete competencies on a procedure once the procedure has been covered in the corresponding procedures course. Images may not be repeated while performing a competency. After the student successfully completes competency on a procedure, they may not complete another competency on the same procedure.

- A total of 8 mandatory competencies must be completed by the end of Clinical I.
- A total of 16 mandatory competencies must be completed by the end of Clinical II.
- A total of 32 mandatory competencies must be completed by the end of Clinical III.
- All remaining mandatory competencies must be completed by the end of Clinical IV.

If the minimum number of required competencies is not met, a grade of 0 will be assigned for each missing competency. The only exception to this rule is when the student does not have an opportunity to complete a competency, and the CP verifies the lack of opportunity.

MANDATORY COMPETENCIES Graduates must demonstrate competence in all of the procedures listed below:		
Chest or Thorax	**Abdomen**	**Surgical Studies**
Chest Routine *(Clinical I only)*	Abdomen (KUB) *(Clinical I only)*	Exam in Surgery (portable, C-Arm case, or fluoro in surgery suite) *(Clinical I or II preferred)*
Chest – wheelchair or stretcher *(2 view min.)*	Abdomen Upright	
**Pediatric Chest Routine	Portable Abdomen	C-Arm Procedure - requiring manipulation around a sterile field
***Geriatric Chest Routine		
Chest Portable	**Pediatric Abdomen	Orthopedic C-Arm Procedure - requiring manipulation to obtain more than 1 projection
Ribs		
Upper Extremity	**Lower Extremity**	**Spine and Pelvis**
Thumb or Finger (3 views)	Foot (3 views)	Cervical Spine (5 view minimum)
Hand (3 views)	Ankle (3 views)	Thoracic Spine (3 views)
Wrist (3 views)	Knee (3 views)	Lumbar Spine (3 view minimum)
Forearm	Tibia-Fibula	Cross table lateral spine
Elbow (3 views)	Femur	Pelvis (1 view)
Humerus	*Trauma: Lower Extremity	Hip
Shoulder (3 views)		Cross Table Lateral Hip
Clavicle		
*Trauma: Shoulder or Humerus (Scapular Y, Transthoracic, or Axial)		
*Trauma: Upper Extremity (No shoulder) *		

*ARRT defines trauma as a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition. A fracture is not required to classify as a Trauma

**ARRT defines pediatric patients as being age 6 or younger.

***ARRT defines geriatric patients as being at least 65 years old and physically or cognitively impaired as a result of aging.

Elective Competencies:

- A total of 4 elective comps must be completed by the end of Clinical III.
- A total of 8 additional elective comps must be completed by the end of Clinical IV.
- A total of 3 additional elective comps must be completed by the end of Clinical V.

A total of fifteen elective competencies for the entire program.

ELECTIVE COMPETENCIES **Complete a minimum of 15 competencies from ONLY the procedures below:**			
AC Joints	Sacrum and/or Coccyx	**Fluoroscopy** *(complete two procedures from this column)*	**Head** *(complete at least one procedure from this column)*
Arthrography	Scapula	UGI (single or double)	Facial Bones (3 view minimum)
Abdomen Decubitus	Scoliosis Series	Contrast Enema (single or double)	Mandible (No Panorex)
Calcaneus	SC Joints	Small Bowel Series	Nasal Bones (3 view minimum)
Chest Lateral Decubitus	SI Joints	Esophagus	Orbits (3 view minimum)
Patella	Sternum	ERCP	Paranasal Sinuses (2 view minimum)
Pediatric Upper Extremity	Toes	Cystography or Cystourethrography	Skull (2 view minimum)
Pediatric Lower Extremity	Upper Airway (Soft-Tissue Neck)	Myelography	TMJs
Pediatric Portable Exam	Geriatric Hip or Spine		

Simulations: If competency achievement is not feasible to complete on patients, a maximum of 8 simulations on mandatory procedures may be performed during the last semester of the program; however, pediatric and geriatric competencies may not be simulated. The PD will determine on an individual student basis which competencies may be simulated. Simulations will be performed in the Garrett College positioning lab during final exam week.

Proficiency Evaluations

To ensure continued competency in the performance of radiographic procedures, it is required that the student perform a minimum of two proficiency evaluations per semester during Clinical II – V. Proficiencies are designated per semester to include:

- Clinical II: upper and lower extremities
- Clinical III: hip-pelvis and spine
- Clinical IV: headwork, contrast, or C-arm (complete two of the three choices)
- Clinical V: chest and abdomen

The proficiency evaluations grade will be averaged in with all the other competency grades for the course, and a minimum grade of 85% is acceptable.

Mastery Evaluations

After completing mandatory or elective competencies on a procedure, a student may request to perform a mastery evaluation. Mastery evaluations must be completed on patient cases that require advanced skill and critical thinking due to elements such as pathology, injury, age, disability, or altered mental status.

Due to the challenging nature of these exams, repeating is acceptable. However, multiple repeats will not be accepted.

Three mastery evaluations must be completed during the fifth and sixth semesters of the program. A minimum of 1 mastery evaluation must be completed during Clinical IV. All remaining mastery evaluations must be completed during Clinical V. Mastery evaluations include evaluation of a procedure approved by the CP/PD in the following categories:

- C-Arm: requiring manipulation to obtain more than 1 projection (examples include AP and lateral)
- Contrast: barium sulfate or water-soluble iodine
- Head: examples include skull, facial bones, orbits. (Does not have to be done on the same body part as your elective headwork.)
  Example: If a student comped on facial bones, the student could do a mastery evaluation on a skull.)
- Musculoskeletal: minimum of 3 procedures (Example: L-Spine, Hip, and Knee)
- Pediatric: Challenging pediatric patients requiring critical thinking, any procedure on a difficult patient age 0 – 6.
- Spine: be prepared to discuss all regions of the spine during grading
- Thorax: Examples include difficult stretcher chest, wheelchair chest, or portable chest
- Trauma: procedural modification due to patient injury required

Categories may overlap, but at least one mastery should be completed in each area.

Example 1: A student has previously completed a pediatric mastery. A skull on a 2-year- old patient is ordered. This could be categorized under head rather than pediatric.

Example 2: A student completed 4 procedures on a trauma patient. This could be categorized as trauma or musculoskeletal.

Students are not required to complete procedures 100% independently. Students may ask for assistance with patient transfers or positioning if one person cannot perform the task due to the patient's condition. Examples include asking a technologist to hold a patient during an exposure.

Competency, Proficiency, and Mastery Evaluation Grading

Prior to the exam the student must request evaluation grading. The student will present a competency form to the technologist indicating that the student is ready to complete a competency, proficiency, or mastery evaluation. Once completed, the competency evaluation must be submitted into Trajecsys by the CP/technologist. Once started, the competency cannot be aborted without the permission of the clinical preceptor.

Competencies are administered by clinical staff and CPs. A critical error will result in a failed competency. A critical error is defined as a suboptimal radiograph with more than two errors including equipment usage, improper radiographic procedure, and/or unsatisfactory image evaluation. It also includes the following gross errors: no marker on an image, student-caused repeat on any image, student endangering the patient, taking an image of the wrong patient or body part, and violation of ALARA.

During the image review portion of the competency, students should be prepared to verbalize their thought process to the technologist. Students will demonstrate critical thinking skills to evaluate images through identifying radiographic anatomy, discussing procedural guidelines such as central ray angulation and centering points, and assessing methods to improve the image(s). For trauma, pediatric, geriatric, and mastery competencies: students should also be prepared to explain the procedural difficulty and any variation from the routine procedure.

Requirement to repeat a competency is at the discretion of the CP specific to the patient, procedure, or clinical site protocol. If the comp grade is below 85% or there is a repeat, the original competency must be performed until it is passed. The original competency and repeated attempts will all be averaged in the student’s clinical course grade. If a student demonstrates a lack of proficiency in performing a procedure after successfully completing a competency, the CP or PD may require that the student repeat the competency evaluation.

Radiologic Technology Program Grade Policy

Due to the close patient contact and radiographer responsibilities, mastery of academic material and technical competency are required. Therefore, the grading policy in radiologic science courses is as follows:

Garrett College Academic Grading Scale

93 – 100	A	90 – 92	A-
87 – 89	B+	83 – 86	B
80 - 82	B-	77 – 79	C+
70 – 76	C*	60 – 69	D*
0 - 59	F*		

**considered unsatisfactory and a failing grade.*

Garrett College Radiologic Technology Program Forms

Garrett College Radiologic Technology Program

Remediation Plan Form

Student Name: _____

Course/Clinical Rotation: _____

Date of Plan: _____

Faculty/Instructor: _____

1. **Area(s) of Concern**

☐ Didactic performance (tests, assignments, quizzes)
☐ Clinical skills/competency
☐ Professionalism/behavior
☐ Attendance/participation
☐ Other: _____

2. **Specific Deficiencies Identified**

(Describe the exact issue—missed competencies, exam grades below passing, unsafe clinical practice, etc.)

_____

_____

_____

3. **Remediation Objectives**

(Measurable goals the student must achieve, e.g., "Demonstrate correct patient positioning for a chest x-ray with 90% accuracy in skills lab.")

1. _____
2. _____
3. _____

4. **Remediation Activities/Resources**

(Assignments, lab practice, tutoring, faculty meetings, study sessions, clinical coaching, etc.)

_____

_____

_____

5. **Timeline for Completion**

Start Date: _____

Completion Deadline: _____

6. **Evaluation/Assessment Method**

☐ Written exam/quiz
☐ Skills check-off
☐ Clinical observation/evaluation
☐ Assignment submission
☐ Other: _____

7. **Outcomes**

☐ Successfully met remediation objectives—student may progress in program
☐ Did not meet remediation objectives—refer to program progression policy

Faculty Comments:

_____

_____

_____

Signatures:

By signing below, the student and faculty acknowledge that they have reviewed and agreed to the terms of this remediation plan.

Student Signature/Date: _____

Faculty Signature/Date: _____

Program Director Signature/Date: _____

Garrett College Radiologic Technology Program

Clinical Incident Report

Directions: This incident report must be completed when a clinical-related injury, illness, or unusual circumstance regarding the radiologic science student occurs during clinical hours. The Clinical Coordinator must be notified of the incident, and copy of the incident report must be submitted (faxed) to the program within 24 hours of the occurrence. The report will be filed in the student's folder in the program director's office at Garrett College.

Student's Name: _____ Date of Incident: _____

Clinical Site: _____ Clinical Instructor: _____

Describe the clinical-related injury, illness, or unusual circumstance in detail: _____

_____

_____

_____

_____

The student is advised of affiliate protocol for the management of the incident and is encouraged to follow the physician's recommendations. The student, as any patient, is responsible for any health care costs incurred and has the right to refuse treatment.

Did the student have to see their physician due to the related incident? Explain. _____

_____

Did the student lose time from clinical due to the related incident? Explain. _____

_____

Additional comments: _____

_____

Signed: _____ _____

Student Date

Signed: _____ _____

Clinical Instructor Date

Garrett College Radiologic Technology Program

Notification of Pregnancy Form

In accordance with the Student Pregnancy Policy, I submit this notification of pregnancy to the Program Director and wish to select:

_____ **Option I** - I plan to continue in the program without modification.

_____ **Option II** - I plan to continue in the program with modification, which involves clinical reassignment. I will fulfill all program requirements as contained within the curriculum; however, I understand that make-up time may extend the length of the program.

_____ **Option III** - I elect to take a leave of absence from the program.

Student: _____ Date: _____

Conference Date: _____

The ALARA principle, estimated dose to the fetus during radiation exposure, cardinal principles of radiation protection, fetal badge placement, recommended protective apron, and embryo/fetus dose limits were discussed during the conference.

Comments: _____

_____

_____

Student: _____ Date: _____

Program Director: _____ Date: _____

Garrett College Radiologic Technology Program

Written Warning

STUDENT'S NAME: _____

1. Describe the situation.

_____

_____

_____

_____

2. Student explanation/comments.

_____

_____

_____

Signed: _____ _____
Student Date

Signed: _____ _____
Faculty Member Date

Garrett College Radiologic Technology Program

Conference Form

STUDENT'S NAME: _____

1.Describe the situation:

_____

_____

_____

_____

2.Student explanation:

_____

_____

_____

3.Corrective action:

_____

_____

4.Academic remediation recommended:(Circle) Yes No N/A

Signed: _____ _____

Student Date

Signed: _____ _____

Faculty Member Date

Garrett College Radiologic Technology Program

Statement of Understanding and Responsibility

1. I understand all patient information is confidential and can be exclusively used for educational purposes. I understand there may be legal action and/or dismissal from the program for HIPAA violations.

2. I understand that placement of students is determined by program faculty. Requests for a specific clinical site are not accepted. Assignment of students at clinical affiliates is a privilege. I am a guest in the clinical education center(s) and will conduct myself accordingly. Clinical sites have the right to refuse student placement.

3. I understand the clinical education centers vary in location, and all students meet the same clinical requirements. Therefore, distance and weather do not change the program schedule unless Garrett College closes.

4. I understand that I will rotate to a new clinical site during the second summer semester and will remain there for the fall semester of my senior year.

5. I understand that I am responsible for monitoring the expiration dates of my CPR certification, TB skin test, Tdap, and immunizations entered in CastleBranch. Automated expiration reminders will be emailed, and I am responsible for updating my records. I will not be allowed to participate in clinical education if any requirements lapse and this will result in absences, grade reductions, and make-up time.

6. I understand that I must immediately inform the clinical preceptor if I lose my radiation dosimeter. I am not allowed to be present in the clinical environment without a dosimeter. This may result in absence(s) or tardies, grade reductions, and make-up time.

7. I agree to abide by the program's policies, procedures, and chain of command. I understand that changes in policies/procedures can be made during the program, and I will be made aware of them. When I have a question or concern, I will contact the appropriate faculty member. I understand that failure to meet any program expectation may result in negative consequences, including but not limited to those in the professionalism and clinical misconduct policies.

8. I understand the requirements are delineated in the student supervision policy and agree to follow the policy.

9. I understand that equipment located in the radiologic technology classroom, lab, and control room is intended for educational purposes and should not be handled in a rough manner.

10. I have reviewed and understand the content of this handbook. I have been provided opportunities to clarify any questions, and I possess a copy of the handbook to use as a reference.

Print Name: _____

Student Signature: _____ Date: _____

Garrett College Radiologic Technology Program

Personal Data Sheet

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone Number: _____Cell Phone Number: _____

E-mail Address: _____

In Case of an Emergency, Contact:

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone Number: _____

Cell Phone Number: _____ (text?)

Garrett College Radiologic Technology Program

Exit Interview

Student's Name:	E#
Address:	Phone #:
Employment:	Program and date of Exit Interview

Course Status

Programming Course:	Semester/Year:
Status:	
❑ Course (_____) - Completed	❑ Failed course – theory average: ❑ Failed course – total points ❑ Failed course - clinically unsafe ❑ Failed prerequisite course(s) ❑ Passed course
❑ Course (_____) - Did not complete	❑ Passing at the time of exit ❑ Failing examination average at time of exit: _____ ❑ Marginal/clinical warning at the time of exit

Interview Summary

1. Reason for Departure

Why are you exiting the program currently?

2. If due to academic or clinical deficiencies . . .

a. What hindered your performance and ability to successfully complete course requirements?
b. Were you eligible for any special academic assistance, such as tutoring, counseling, etc.

3. If due to financial deficiencies...

Did you receive any special financial assistance or services, such as financial aid or work study?

4. Future Educational Plans

Do you plan to apply for readmission to the program in the future?

5. Recommendation – Action Plan

Recommendation for the student's readmission to the program.

_____ _____

Student Signature DATE

_____ _____

Faculty Signature DATE

Garrett College Radiologic Technology Program

Professional Appearance (Dress Code)

Students should adhere to Standards of Professional Appearance: Students in the Radiologic Technology Program are expected to wear appropriate attire for the classroom, clinical education, and laboratory experiences. Clothing should be neat, clean, and modest at all times. In the classroom, students should wear attire that is clean, well maintained and is appropriate for a college student in a medical professional program. Professional clinical attire is expected to ensure that all scheduled guest lecturers are appropriately welcomed to the program. Students are expected to always have appropriate laboratory dress available**.**

Violation of the professional appearance (dress code) policy may be subject to disciplinary actions. Program personnel may decide to discuss the situation with the student, issue a verbal warning, and use the situation as a teachable moment. No sanction is applied, and the issue is considered closed. If the program personnel, consider the situation warrants disciplinary action the student will be asked to leave and receive a deduction in points as outlined by the course syllabus and student handbook of guidelines and procedures.

Skills Lab and Classroom Dress

1. All clothing must be laundered, neat, and in good repair. Clothing must have appropriate fit and be opaque enough not to reveal undergarments. Sagging and/or tight-fitting clothing is not acceptable.
2. Tops are not to be low cut, backless, or revealing. Tank tops are not appropriate. All tops should be of sufficient length not to expose skin on the lower abdomen/upper waist/lower back. Basic T-shirts or polo shirts work best.
3. Modest shorts (mid-thigh length), capris, pants, or jeans can be worn. Short shorts and/or skin-tight shorts are not acceptable.
4. Wear comfortable shoes. Closed-toed shoes with hard soles are required in the skills lab.

Clinical Dress

1. Please refer to Program Handbooks for detailed information on the dress code policy for the dental hygiene clinic and radiography and respiratory therapy clinic sites.

Print Name: _____

Student Signature: _____ Date: _____

Garrett College Radiologic Technology Program

Clinical Makeup Time Request Form

Student Name:
Clinical Site:
Date of Request:

Section 1: Missed Clinical Time

Date Missed:
Scheduled Shift Time:
Reason for Absence:
_____
_____
_____

Section 2: Requested Makeup Time

Proposed Makeup Date: _____

Section 3: Approvals

Clinical Preceptor Approval:
Signature: _____ Date: _____

Program Director Approval:
Signature: _____ Date: _____

Section 4: Student Acknowledgment

I understand that makeup time must be completed in accordance with program procedures and clinical site availability.

Student Signature: _____ Date: _____

Occupational Radiation Exposure Disclosure Form

Radiologic Technology Program

Student Name: _____

Date of Birth: _____

Program Start Date: _____

Date of Completion of This Form: _____

Section 1: Prior Radiation Exposure History

Have you had any occupational exposure to ionizing radiation prior to entering this program (circle one):

Yes or No

If yes, please complete the following:

- Dates of Exposure: _____
- Location/Facility Name: _____
- Job Title/Role During Exposure: _____
- Type of Radiation Exposure (e.g., X-ray, CT, Fluoroscopy): _____
- Estimated Dose (if known): _____
- Were you monitored with a dosimeter (circle one)? Yes or No
    - If yes, please attach a copy of your dose records if available.

Section 2: Declaration

I certify that the information provided above is accurate to the best of my knowledge. I understand that this disclosure is necessary for the program to ensure compliance with radiation safety standards and to maintain appropriate monitoring protocols.

Student Signature: _____

Date: _____