About this Student Handbook:

The contents of the Student Handbook do not create a contract nor do they constitute a guarantee of continued enrollment in Lincoln Land Community College’s Radiography Program. The Radiography Program reserves the right to modify, amend, or delete statements in the Student Handbook and to make changes in the curriculum, calendar, and the Radiography Program policies as deemed necessary. Each student is held responsible for the information contained in the Student Handbook. Failure to read or comply will not excuse the student from accountability.
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INTRODUCTION

Documents supporting radiography student success are the:

- Radiography Student Handbook
- RAD course syllabi
- LLCC Board of Trustees Policies and Procedures
- LLCC college catalog

It is your responsibility to read these documents and be familiar with all college, program, and course policies and requirements. Their purpose is to provide you with useful information regarding the administration, organization, and academic/clinical components of the program. This information is intended to assist you in making the transition into the college, the program, and your new career and its environment. Be sure to make yourself familiar with these guidelines. Many of the policies contained in these documents are there for specific legal reasons. It is vital that you understand and observe them.

Every student who meets the admission requirements of the program has the ability to succeed and do exceptionally well. The associate degree radiography program only wants to graduate the best. The healthcare work environment will allow no less.

The program director and clinical coordinator have been hired by the college to deliver a program in compliance with accreditation standards and curriculum requirements that is based on sound educational principles.

We've structured everything to set you up to succeed. All you have to do is your part.

Your radiography instructors at the college and clinical instructors and staff radiographers at clinical are all professionals in this field with many years of experience as clinicians and educators. Do all they expect of you and you will meet with a success you only dreamed of when you began the program.

Success is a journey, not a destination...enjoy your journey over the coming months!

MISSION STATEMENT

The mission of the Associate Degree Radiography Program complements, and is interwoven with, the mission of Lincoln Land Community College by serving patients and employers in the district's health care institutions by graduating competent, entry-level radiographers. Students will integrate the cognitive, psychomotor, and affective components of medical radiography and achieve the primary goal of clinical excellence built on academic achievement.
STATEMENT ON ACCREDITATION

The Associate Degree Radiography Program is fully accredited by the:

<table>
<thead>
<tr>
<th>Joint Review Committee on Education in Radiologic Technology (JRCERT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 North Wacker Drive, Suite 2850</td>
</tr>
<tr>
<td>Chicago, IL, 60606-3182</td>
</tr>
<tr>
<td>312.704.5300</td>
</tr>
<tr>
<td><a href="http://www.jcrt.org">www.jcrt.org</a></td>
</tr>
<tr>
<td><a href="mailto:mail@jccert.org">mail@jccert.org</a></td>
</tr>
</tbody>
</table>

The program is in compliance with the requirements in the document, “Standards for an Accredited Educational Program in Radiography”, containing the accreditation requirements for radiography program operation. This document may be viewed on the JRCERT.

If you believe the program is operating in violation of accreditation standards, please discuss your concerns with the radiography program director and/or academic vice-president. If you are not satisfied with their positions, you have the right to contact the JRCERT directly (see above contact information).

The most recent Report of Self-Study was written in 2009 and an on-site visit was conducted in December 2009. The results of that site visit and subsequent action by the JRCERT were the following:

Report of Self-Study and Site Visit: The Associate Degree Radiography Program at Lincoln Land Community College was found to meet or exceed 59 of 61 objectives covered by accreditation Standards. There were two minor recommendations issued regarding equitable experiences in clinical education that were immediately modified to ensure full compliance.

Final Accreditation Action: Final action from the JRCERT was taken at their fall 2010 meeting. The Associate Degree Radiography Program was awarded full, unrestricted accreditation for the maximum possible 8 years. The next reaccreditation is scheduled for 2017.
Program Goals and Learning Outcomes

1. Students will demonstrate a firm foundation for the profession and the imaging process taking into account patient safety and interactions.
   a. Students will discuss the value of time, distance, and shielding in relation to radiation protection.
   b. Students will summarize how exposure factors correlate specifically to radiographic image formation and quality.

2. Students will demonstrate competency in the clinical environment.
   a. Students will demonstrate appropriate patient care skills.
   b. Students will demonstrate accuracy in radiographic procedures, specifically positioning, technique and image evaluation, and radiation protection.

3. Students will develop critical thinking skills.
   a. Students will adapt standard procedures to non-routine cases.
   b. Students will analyze images for diagnostic quality.

4. Students will demonstrate communication skills.
   a. Students will demonstrate written communication skills.
   b. Students will demonstrate oral communication skills.

5. Students will exemplify professionalism.
   a. Students will demonstrate on-the-job responsibility.
   b. Students will identify with the importance of professional organizations and continuing education.
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Memorial ExpressCares, Springfield, IL – Rebecca Turner, R.T. (R)
Orthopedic Center of Illinois, Springfield, IL – Chad Nickelson, R.T. (R)
Passavant Area Hospital, Jacksonville, IL – Deidre Nicholson, R.T. (R) (N)
Springfield Clinic, Main Campus and 1st, Springfield, IL – Brandy Evans, R.T. (R), RDMS
St. John's Hospital, Springfield, IL – Sharon Adden, R.T. (R)
St. John's Hospital, Springfield, IL – Tracy Roegge, R.T. (R)
St. Francis Hospital, Litchfield, IL – Shannon Meier, R.T. (R)
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RADIOGRAPHY PROGRAM FAX: 217-786-2824

The Radiography classroom is located in Logan Hall, Room 1116.
Individuals admitted to the Associate Degree Radiography Program at Lincoln Land Community College must possess the ability to complete all aspects of the classroom and clinical curriculum. Therefore, in addition to program pre-requisites, all students admitted to the program must also possess the following abilities and meet the following expectations related to successful completion of clinical education and subsequent practice in the radiography profession.

**Communication / Interactions:** Be able to clearly communicate in English both verbally and in writing and interacting with all professionals connected with the program as it relates to:

- Obtaining and recording patient history.
- Explaining or discussing procedures and patient consent forms.
- Providing clear verbal instructions to patients either face to face or from the radiography control area, which is a distance away from the patient.
- Interacting and working collaboratively with other healthcare professionals
- Providing physical and emotional support to patients during radiographic procedures, being able to respond to situations requiring first aid, and providing appropriate emergency care to the patient until appropriate assistance arrives.
- Responding professionally with precise, quick, and appropriate action in stressful and emergency situations.
- Having the ability to control emotions and maintain composure under stress
- Being able to adjust to various personalities of patients and co-workers
- Accepting criticism and adopting appropriate modifications in behavior.
- Possessing the perseverance, diligence, and consistency to complete the radiography program curriculum.
- Learning and performing routine radiographic procedures, using intellectual capacity to select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy

**Visual Acuity:** Be able to see fine lines and distinguish gradual changes in blacks, grays and whites as related to:

- Reading department protocols for imaging procedures, examination request, computer monitors, and any written directions or orders.
- Properly positioning a patient in relation to the x-ray tube and image receptor.
- Assessing the direction of the central ray to the anatomical part being imaged.
• Reviewing and evaluating recorded images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic quality, and other appropriate and pertinent technical qualities, all under the conditions of dimmed lighting.

**Hearing Ability:** Have the ability to hear sounds as related to:

• Responding to patient questions, concerns and needs.

• Hear faint or muffled sounds when the use of surgical masks are required.

• Hear faint or muffled sounds from the control panel or away from the radiographic room, which are separated from the x-ray table and patient.

• Monitor equipment operation as may be indicated by low sounding buzzers or bells.

**Motor Functions Ability:** Good manual dexterity, motor skills, and eye-hand coordination are necessary as related to:

• Have sufficient strength, motor coordination, and manual dexterity to transport, move, lift, and transfer patients from a wheelchair or cart to an x-ray table or a patient bed

• Move, adjust, and manipulate a variety of radiographic equipment, including the physical transportation of mobile radiographic/fluoroscopic equipment, in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedures and standards of speed and accuracy.

• Don surgical gloves, fill syringes, and handle sterile trays and equipment, including the ability to perform venipuncture.

• Stand unassisted for long periods of time.

The Radiography Practice Analysis compiled by the American Registry of Radiologic Technologists (https://www.arrt.org/docs/default-source/discipline-documents/radiography/rad-practice-analysis.pdf?sfvrsn=12) will be used to answer questions regarding criteria not specifically addressed by this document. In all cases, patient safety will be the primary determining factor related to the interpretation of non-academic criteria.
COSTS

Areas where costs are incurred:

- Tuition and Fees
- Textbooks
- Background Check and Drug Screening (within the same calendar year as the year starting the program)
- Clinical Uniforms (to include lab coat, scrub top, scrub bottom, shoes, patches, and name tags)
- Transportation to clinical sites (Students may travel almost 50 miles one way to a clinical site)
- Physical examination and immunizations
- CPR Certification (must remain current during the entire 24 month program)
- Required at the beginning of 2nd year – 1 year Student membership, Illinois State Society of Radiologic Technologists (current cost is $25)
- Required at the beginning of the 2nd year – 1 year Student membership, American Society of Radiologic Technologists (current cost is $35)
- Application fee for radiography certification exam, American Registry of Radiologic Technologists (needed in final semester of the program, current fee is $200)
- State license fee upon graduation, State of Illinois, current fee is $120
- Travel/attendance at professional society meetings

FINANCIAL AID

Lincoln Land Community College administers a growing number of financial aid programs for students who are eligible. This help is provided through a combination of sources including grants, loans, and part-time employment. For more information about availability of financial aid, including scholarships reserved for radiography students, please refer to the LLCC catalog or call the Financial Aid office at 217-786-2237.

The program director and clinical coordinator are the only authorized signatures for financial aid forms requiring instructor signatures for RAD courses. Clinical personnel may NOT sign financial aid forms for clinical course attendance.

PHYSICAL EXAM, IMMUNIZATIONS, CPR

The completed physical exam form, proof of immunizations, vaccinations, and CPR card must be on file with the program director as of the announced due date. Any required information not on file will jeopardize the student's ability to enter clinical education and may result in being dropped from the program. The student should be aware that the clinical sites may request this information for their files. The documents for each student will be uploaded into the student’s profile in E*Value. If the clinical requests copies of any of these documents the student will print if from their profile. A FERPA document signed by the student will be uploaded into E*Value expressing permission for this information to be shared with the clinical site.
CRIMINAL BACKGROUND CHECK and DRUG SCREENING

As required by affiliation agreements with our clinical sites, a criminal background check and drug screening are performed on each student entering the radiography program. The background check and drug screening must have been conducted within the same calendar year that the student begins the program. If the results indicate an issue, this information will be shared with the appropriate college administrators to determine the appropriate course of action. Any ‘hits’ on the criminal background check will require the incoming student to contact the American Registry of Radiologic Technologists and cooperate on the Ethics Review Pre-Application (refer to next section). The letter of findings must be provided to the Radiography Program Director for placement in the student file. Absent this letter, the Program Director will not sign the examination application form at the end of the program.

PRE-APPLICATION REVIEW OF ELIGIBILITY (ARRT)

The American Registry of Radiologic Technologists (ARRT) provides a form that must be used by individuals who have misdemeanor or felony convictions in their past and who will need to answer ‘Yes’ to the following exam application question: Have you even been convicted of a felony or misdemeanor? In addition, convictions or charges resulting in any of the following must also be reported:

- A plea of guilty
- A plea of nolo contendere
- Withheld adjudication
- Suspended sentence
- Misdemeanor speeding violations related to alcohol or drug use must also be reported.

In order for you to handle this situation privately and confidentially, please visit the ARRT web site (www.arrt.org) for information regarding the Ethics Pre-Application Review and to download the most recent version of the form. In addition, you may also contact the ARRT office at 651-687-0048. If you have any questions regarding this issue, contact the program director.

This pre-application form can be found at https://www.arrt.org/pdfs/ethics/ethics-review-pre-application.pdf
ATTENDANCE

ABSENCES/TARDINESS

Students are expected to attend all classes, laboratories, and clinical courses for which they are registered. This is an intense program that requires not only classroom knowledge, but an application of knowledge to the clinical skills lab and clinical sites. If a class, lab, or clinical is missed, such experiences are gone forever and cannot be made up. A primary benefit of attending class is access to the instructor's experiences and anecdotal notes. If classes or labs are missed, it is the individual student's responsibility to obtain the missed information from a classmate. Labs and classes will not be re-taught by the instructors.

CLASSROOM ATTENDANCE: Any student missing more than 10% of all radiography (RAD) courses (excluding clinical internship courses) per semester will automatically be withdrawn from the program. The 10% absence policy is to provide excused time for emergencies, sickness or legal matters. Exception: Special consideration may be given to students who exceed 10% missed hours during the sixth semester based on the following criteria: Accumulative GPA of 3.0 in radiography courses and < 8% time missed in each of the preceding semesters. Ability to stay in the program will be at the discretion of the Program Director and Clinical Coordinator.

NOTE: An “hour” is defined as 50-minute college hour.

• If an in class examination is missed, the student will not be given credit for absence time when the missed exam is taken.

• Students are expected to be in class by the designated time on the schedule. If a student is late for class, the time will be calculated by quarter hour and counted as absence time in accordance with the policy of required attendance.

Example:
1-15 minutes late = 0.25 hour missed
16-30 minutes late = 0.5 hour missed
31-45 minutes late = 0.75 hour missed
46-60 minutes late = 1 hour missed

CLINICAL ATTENDANCE: All students are awarded two (2) days of absence each semester for the clinical internship course. These two days may be used in 4 hour (1/2 day) increments or 8 hour (full day) increments. Do NOT use these days for frivolous reasons. Emergencies, illnesses, etc., can occur at any time up to the end of the semester. You may need these days unexpectedly and missing more than the two provided days will result in a grade drop for the clinical course.

When absent from clinical hours, students are required to call the clinical instructor at the clinical site prior to starting time to report absence AND the program director at 786-2408 (leave a message in voicemail). Failure to make one call or the other will result in a double absence being recorded.
Absenteeism will have the following effect on the student's grade for these courses:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>Fall semester</td>
<td>RAD 100</td>
</tr>
<tr>
<td>Spring semester</td>
<td>RAD 125</td>
</tr>
<tr>
<td>Summer semester</td>
<td>RAD 200</td>
</tr>
</tbody>
</table>

- 2 absences = no effect on grade
- 2.5 - 3 absences = *missed time to be made up, drop 1 letter grade at end of semester
- 3.5 - 4 absences = *missed time to be made up, drop 2 letter grades
- 4.5 - 5 absences = 12% of course, drop from program.

Fall Semester  RAD 225
Spring Semester  RAD 250

- 2 absences = no effect on grade
- 2.5 - 3 absences = *missed time to be made up, drop 1 letter grade at end of semester
- 3.5 - 4 absences = *missed time to be made up, drop 2 letter grades
- 4.5 - 5 absences = 12% of course, drop from program.

- *All missed time in excess of 2 days each semester is required to be made up by the end of that semester. Failure to complete all make-up hours by the end of the semester will result in dismissal from the program. Missed hours may be made up during Finals Week. Arrangements for make-up time must be made with the Clinical Coordinator, who will confirm with the clinical site. A student is not allowed to make-up clinical hours during times that the college campus is closed.

- Any student missing **12% or more** of a clinical education course **for any reasons** will automatically be dropped from the program at the point at which the excessive absence occurs. The student may not stay in any RAD course from that point on.

- Attendance at all clinical sessions is mandatory. **All absences are counted, regardless of the reason.** There are no exceptions. (An injury or illness directly acquired during clinical hours and documented with a properly executed hospital incident report will not result in counted absence. This excludes travel to and from a clinical site.) Making up missed time does not erase the absence or subsequent impact on the clinical grade. Doctor's appointments during clinical hours will count as a half-day absence.

**Medically Related Leave:** Students with a medical condition, injury, or illness requiring treatment while participating in the radiography program will be required to obtain a written medical release with no restrictions from the attending physician prior to returning to class or the clinical setting. **NOTE:** A discharge paper from the emergency room or clinic will not be accepted unless the physician issues a written medical release with no restrictions.

Students with chronic health problems, including but not limited to mental health issues, diabetes, cardiac disorders, hypertension, epilepsy, skin condition or orthopedic limitations, are to be in a controlled state and free of symptoms.

**Title IX:** The classroom and clinical attendance requirements and policies set forth in the Handbook for your Health Professions educational program are subject to state and federal laws that prohibit discrimination based on sex, including Title IX of the Education Amendments of 1972. Under such laws pregnant students are eligible for any accommodations and/or services available to any other student with a documented temporary disability. Students will be allowed to make up work missed due to pregnancy-related medical conditions. Due to regulatory
requirements that must be met in order to complete your Health Professions educational program, the opportunity to make up work may be delayed until such time as required classes and/or clinical courses can be rescheduled. Such make-up work will be coordinated by the administration on a case-by-case basis and shall not result in any additional tuition or fees to the student.

Bereavement Leave: The bereaved student shall be provided up to 3 leave days for each death in the student’s immediate family or household, i.e. spouse (either by marriage or civil union), child, parent, sibling or corresponding in-law or step-relation or any person for whom the employee is a legal guardian. Up to 1 day of leave will be provided for each death of relatives once removed, i.e., grandparent, grandchild, aunt, uncle, cousin, niece or nephew by birth or marriage.

Extenuating Circumstances: Other extenuating circumstances, as solely determined by program officials on a case by case basis, may be taken into account. An example of such would be (but is not limited to) an unanticipated nonelective surgical procedure or jury duty.

CLINICAL TARDINESS: Clinical courses begin at 0730 hours, unless modified by clinical rotations, e.g., early morning portables, assignment to outpatient clinics, etc. The student must be in the clinical work area READY TO BEGIN patient care at that time, not just arriving.

• Arrival in the imaging department should be around 15 minutes early. If the student must be tardy for any reason, the balance of the session for that day must still be attended. While the student is encouraged to stay overtime that day to make up the time, such overtime will not erase the tardiness.

• Students are responsible for clocking in and out on E*Value on a department computer with a recognized hospital IP address that can be verified. Any failure to clock in at the beginning of each day in advance of the clinical rotation start time will result in a ½-day absence. No exceptions will be made.

• If it is necessary to leave early, the student must notify the Program Director and the clinical instructor at the site prior to clocking out on the computer. Failure to do so will result in a double absence.

• Students are not excused to arrive late or leave clinical early. The only exception will be if the president closes the college in the middle of the day.

• Local weather conditions at the clinical site do NOT authorize the student to leave clinical education early. The Clinical Instructors are NOT authorized to allow students to leave early under ANY circumstances, including weather conditions.
WEATHER

The only person authorized to cancel classes due to weather conditions is the president of the college or a designee. When threatening weather approaches students should listen to Springfield area radio and TV stations for school closings or visit www.llcc.edu. The decision to cancel classes in the morning is made by 6:00 am and called to the radio stations and posted on the college’s home page.

If the college closes, classes and clinical are cancelled for the day. Local weather conditions at the clinical sites that worsen during the day do NOT authorize the student or the clinical site personnel to cancel clinical for the remainder of the day. Leaving early is subject to the attendance policy. If the college closes during the day (which is announced on the radio), students are authorized to leave clinical after informing the radiology director of the college’s closing. Note: It may not be possible for program officials to call each clinical site to inform students of a mid-day closing. The announcement on the radio or posting on the college’s web site will serve as the sole notifications.

Since our community college district is large, conditions may vary considerably from one section of the district to another. It is always up to the student to determine if local conditions allow for class or clinical attendance. If the college has not closed, students should assume that on-campus classes will be held as scheduled. Radiography program instructors hold classes on such days. There may be occasions when students make it to class but an instructor does not. In such cases, the program director will decide the best use of class time. Students are always responsible for material missed when absent on days the college is open and classes are held.

UNIVERSITY RELIGIOUS OBSERVANCES ACT

Board Policy 5.44

Students, including student workers, anticipating schedule conflicts due to religious observances shall notify their instructor and/or supervisor at least 10 college business days in advance of the anticipated absence and make appropriate arrangements for makeup examinations, assignments, and work. Any absence for religious observances shall not relieve the student from responsibility for completing required coursework and examinations. Any student who believes that the religious observance policy has not been honored should contact the instructor. If the issue is not resolved at the instructor level, then the student should contact the appropriate dean. If the issue is not resolved at the dean level, then the student may pursue a grievance under Board Policy 5.40. A student worker who believes that the religious observance policy has not been honored may pursue a complaint under Board Policy 1.10.
INSTRUCTIONAL METHODS

The Associate Degree Radiography Program utilizes a variety of instructional methods in achieving program goals. Examples of those utilized in the program are:

1. Clinical Experience
2. Lecture
3. Demonstration/Lab Practice
4. Group Discussion
5. Role-Play
6. Computer Assisted Instruction
7. Radiograph review
8. Web-based learning
9. Turning Technologies Student ResponseWare. Funding for this technology is provided by the LLCC Foundation.

Some of the above methods may be required as part of 'homework' assignments and may require extensive time outside of class hours.

OFF-CAMPUS LECTURES AND COURSES

On occasion, lectures or courses may be scheduled at off-campus sites in order to take advantage of a clinical site's facilities or clinical personnel's expertise. Attendance at such lectures is mandatory. Transportation to the lecture site is the student's responsibility. Also, due to certain speaker's availabilities, lectures may be scheduled on clinical days. Attendance at such lectures is mandatory. Transportation to the college that day is the student's responsibility. Dress code for off-campus lectures or courses is business casual; no jeans or shorts are allowed.

RECORDING

No recordings of any kind may be made in class, lab, or clinical, including teacher-student conversations in or out of class. This includes video and still photography and all forms of audio recordings.

GRADING SCALE FOR THE RADIOGRAPHY PROGRAM

The grading scale is as follows:

A =  100 - 93%
B =  92 - 85%
C =  84 - 80%
D =  79 - 69%
F =  68 - 0%
The Associate Degree Radiography Program utilizes a wide range of resources in achieving program goals. Those available are as follows:

1. Faculty:
   - Program Director
   - Clinical Coordinator
   - Lab Assistant
   - Guest lecturers

2. Clinical Staff:
   - Clinical Instructors
   - Staff Radiographers
   - Technical Staff
   - Radiologists
   - Radiologist Assistants
   - Resident Radiologists
   - Medical Physicists
   - Radiology R.N.'s

3. LLCC Learning Resource Center

4. Web-Based and Computer-Assisted Instruction

5. Professional Organizations
   - American Society of Radiologic Technologists
   - Illinois State Society of Radiologic Technologists

6. Clinical Sites:
   - Hillsboro Area Hospital, Hillsboro
   - Memorial Medical Center, Springfield
   - Memorial Medical Center ExpressCare at Koke Mill
   - Memorial Medical Center ExpressCare at South Sixth Street
   - Orthopedic Center of Illinois, Springfield
   - Passavant Area Hospital, Jacksonville
   - St. Francis Hospital, Litchfield
   - St. John's Hospital, Springfield
   - Taylorville Memorial Hospital, Taylorville

7. Required Textbooks – Specified in course Syllabi (NOTE - In most cases, textbooks are used in multiple RAD courses throughout the two year program. Students are specifically advised not to dispose of their radiography textbooks.)
COURSE REQUIREMENTS AND ASSIGNMENTS

The structure of courses in the Associate Degree Radiography Program utilize sound educational methodology. The following assignments are followed to varying degrees in RAD coursework:

1. Independent reading of required material in the textbook
2. Writing out workbook assignments and/or completing in-class activities
3. Independent study using computer-assisted instruction and/or web-based assignments
4. In-class pre-test over material the student has studied, to determine areas of strength and weakness
5. In-class lecture with traditional presentation by the instructor, including discussions, questions and answers, and film critique
6. In-lab practice of procedures with additional opportunity for instructor presentations and questions and answers
7. In-class test over material
8. In-lab competency testing
9. In-clinical competency testing
10. In-clinical proficiency documentation
11. In-lab competency re-checks / terminal competency exams

It is vital you take responsibility for your learning. By coming to class prepared, you're taking an active role in your learning. Be sure to review your course syllabus for all the information you need to successfully complete each course.

An objective of using a variety of learning experiences is to prepare the student for professional employment. After graduation, self-learning may be needed to meet job requirements or for continuing education requirements. Hospital in-service programs and orientations use computer-based instruction, online activities, and traditional lectures. Many such presentations are mandatory and it's not possible to choose between presentation styles. Increasingly, graduates will are expected to self-teach using material on the Internet.

Graduates will have to be able to learn in all possible formats such as those used in these courses. Continuing education programs increasingly make use of online instruction. These programs don't necessarily allow for question and answer periods. It will be your responsibility to seek out the appropriate individuals or do the research to have your questions answered. This is part of preparing for your future.

REFERRALS FOR PROFESSIONAL ASSISTANCE

Radiography program officials, instructors, and clinical personnel are not qualified by education or training to provide personal counseling for students. Students may be referred to the Study Skills Professionals in the Learning Lab for assistance with study skills, time management, etc. Students may be referred to the Student Development Professionals for assistance with counseling, personal challenges, etc. Radiography program officials will respectfully decline to become involved with these issues and will refer the student for appropriate professional intervention so that a resolution may be reached that is most beneficial to the student.
CLASSROOM ETIQUETTE and CIVILITY

Civility is behaving in a polite way. We have high expectations of each member of the class regarding behavior towards each other and the instructor. Classroom etiquette is basically good manners. All students are expected to conduct themselves as mature adults.

Being late for class or lab should be a rare exception. Part of being a master student learning to be a professional is to arrive on time for class. It is helpful to arrive early and review your notes and/or readings before class. To habitually arrive late for class shows a lack of respect for the instructor and classmates and could ultimately jeopardize your grade.

During class you are expected to pay attention to what the instructor is saying. It is rude and distracting if you talk with those around you during class. If you have a question, it is better to ask the instructor to repeat or clarify something than to ask your neighbor. If the instructor has to ask you to stop talking during class, you may be asked to leave. If it persists, you may be dropped from the program. People who are ready for college-level learning should be able to sit quietly and attentively for at least 50 minutes at a time.

If you do not agree with something the instructor is requiring or the way class is being conducted, you need to set an appointment with the instructor of the course to discuss the matter. This is the mature and professional thing to do. You must remember, however, that it is the instructor who has the final word on setting rules and assignments for the class.

Cell phones, etc., must be turned off before coming into the classroom or lab. At no time is a student to take a call or leave the room to take a call. Such devices are not to be used at any time while in clinical. If the student is asked to leave class or clinical due to a cell phone violation the student will receive an absence.

It should be expected that the class will be in session the entire time for which it is scheduled. Please do not ask the instructor to end class early. It is expected that you will give your full attention the entire class period. To close your notebook and begin gathering your things to leave before class is over shows a lack of respect for the instructor and can be distracting to your classmates.

No rude behaviors or outbursts will be tolerated. Instructors reserve the right to dismiss any student at any time for any behavior judged to be disruptive in any way.

CLINICAL SITE CONDUCT

As a student, you are expected to cooperate with hospital/clinic personnel at all times. While in the facility, you must observe all regulations imposed by that facility regarding patient safety, welfare, and personal cleanliness and appearance. Remember we are guests in the facility. If any problems arise about the performance of a task that seems unreasonable you are encouraged to report the incident to your Clinical Coordinator or Clinical Instructor and they will assist you in handling the matter. Each clinical facility reserves the right to disallow a student from completing clinical rotations at their facility due to behavioral issues, etc. This is at the clinical facility’s discretion and out of our hands. Students dismissed from a clinical facility based on performance issues will thereby be immediately dismissed from the radiography program. Students will not be placed in any other clinical facility.
CLINICAL SITE ASSIGNMENTS, SAFETY, AND RELATIONSHIPS

Clinical Site Assignments

There are a limited number of student slots at each clinical site. No guarantee is made that a student will be able to attend clinical at a preferred site. Prior to clinical site assignments, each student is provided a form on which they may express their 1st and 2nd choice for clinical assignment with the understanding that there are no guarantees.

Students are assigned to one clinical site for the first fall and spring semesters and half of the second summer semester. Transfers to other clinical sites during that time are not allowed.

Switching clinical sites for second year is mandatory and is determined by the program director and clinical coordinator only. Decisions regarding clinical site assignments are based on the student's previous clinical performance, competencies remaining, and the instructors' professional judgment. Some students may benefit from certain sites while others may not. No guarantees are made or implied that requests for certain clinical sites will be honored.

Work schedules and other commitments will not be factors in deciding clinical site assignments. Additionally, insofar as possible, students will not be assigned for clinical in departments where they are employed.

Rotations for radiologic specialties during the second year may be at a clinical site other than the one to which the student is regularly assigned. This is to take advantage of certain facilities or particular clinical personnel's expertise or desire to work with students. Attendance at such rotations is mandatory.

Rotations for radiologic specialties during the second year is mandatory for specific modalities. The program also includes optional rotations to four other modalities.

The following modalities are mandatory with the specified time frame:

- Computed Tomography ........... 3 weeks
- Evening Rotation .................. 4 weeks (11:30-8, Noon-8:30, 12:30 – 9 or 1 – 9:30)  
  No shift changes once the desired evening shift has been selected.
- Surgery .............................. 4 weeks (This rotation may require students at outlying facilities to return to their original clinical site.)

MRI, Nuclear Medicine, and Ultrasound - 1 day in each with an option to choose 2 modalities for additional time in that modality; this would also include the modalities listed below as an additional time option.

The following modalities are OPTIONAL and need to be scheduled with Clinical Coordinator AND Clinical Instructor:

- Cath Lab ............................ 1 week with option to return for additional time
- Interventional ..................... 1 week with option to return for additional time
- Mammography ..................... 1 day with option to return for additional at MMC
- Cardiac Sonography .............. 1 day with option to return for additional at MMC or St John’s
- Surgery .............................. Additional time after mandatory is completed
- Radiation Therapy ................ 1 day with option to return for additional time
Clinical Rotation Objective sheets are required to be completed and returned to the Clinical Coordinator following the initial rotation.

Mammography rotations – All students, regardless of gender, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to availability of a clinical setting that allows males to participate in mammographic imaging procedures.

The basis for this policy correlates with the sound rationale presented by The Joint Review Committee on Education in Radiologic Technology (JRCERT) in their Position Statement on Mammography Clinical Rotations. The JRCERT position statement is available on the JRCERT website at www.jrcert.org.

Clinical Site Safety

Radiation: Students will be exposed to low levels of scattered x-rays emanating from the patient and equipment during fluoroscopy, mobile, and surgical procedures. A lead apron is required to be worn when performing these examinations. Use of a thyroid shield is strongly recommended.

Disinfectant: Students will be using powerful disinfectants to clean surfaces touched by patients. Gloves are required to be worn when using these chemicals.

Communicable diseases: Students will be exposed to a multitude of communicable diseases. Standard Precautions, as defined by the Centers for Disease Control and Prevention, must be practiced at all times.

Clinical Site Relationships

As a student, you are expected to cooperate with hospital/clinic personnel at all times. While in the facility, you must observe all regulations imposed by that facility regarding patient safety, welfare, and personal cleanliness and appearance. Remember we are guests in the facility. If any problems arise about the performance of a task that seems unreasonable you are encouraged to report the incident to your Clinical Coordinator or Clinical Instructor and they will assist you in handling the matter. Each clinical facility reserves the right to disallow a student from completing clinical rotations at their facility due to behavioral issues, etc. This is at the clinical facility’s discretion and out of our hands. Students dismissed from a clinical facility based on performance issues will thereby be immediately dismissed from the radiography program. Students will not be placed in any other clinical facility.

Clinical Internship Student Rotations

Students are assigned to various clinical areas based on the individual clinical site. The student is expected to stay in the assigned area unless it is without patients. In this instance the student should seek reassignment or follow the instructions of the clinical instructor. In the event that there are no cases to observe or assist with the student should seek other clinical tasks. If students need to leave the assigned area for any reason, it is their responsibility to inform either their assigned technologist or the supervisor.
Clinical education is not the time to study textbook assignments. Please do not take your textbooks to clinical. Clinical education time must be used to the fullest extent possible to refine clinical skills.

VENIPUNCTURE & ADMINISTRATION OF CONTRAST MEDIA

The policy of the Associate Degree Radiography Program regarding students performing venipuncture and administration of contrast media stipulates that they may not perform these procedures until they have passed the skills competency in the lab at the college. These lab competencies are performed during the fall semester of the student’s 2nd year in RAD 220 Advanced Patient Care. During clinical practice, the college requires that students be **directly supervised** by a staff RN or technologist for the entire procedure of venipuncture with resulting injection of contrast once it is allowable for the student to perform such skills.

CLINICAL SITE SUPERVISION

It is the student's responsibility to make sure that the following supervision requirements are strictly adhered to:

**Direct Supervision:** The Joint Review Committee on Education in Radiologic Technology requires that the student be **DIRECTLY SUPERVISED** when performing exams until they have passed an evaluation on that exam for an instructor. **DIRECT SUPERVISION** requires a registered radiographer to:

1. review the procedure in relation to the student’s achievement
2. evaluate the condition of the patient in relation to the student’s knowledge
3. be present during the procedure
4. review and approve all radiographs
5. be in the room with the student for any repeats

**Indirect Supervision:** Once students pass a competency test, they may perform that procedure with **INDIRECT SUPERVISION.** The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. **INDIRECT SUPERVISION** requires a registered radiographer to:

1. Be immediately available to assist the student regardless of the level of student achievement
2. Review and approve all radiographs
3. Be in the room with the student for any repeats.

**Repeat Exposures:** Repeat exposures may only be made if the radiographer is present at the control panel with the student and has personally verified the appropriate modifications have been made prior to the exposure.
CORRECTIVE ACTION

The program in radiography will take equitable and consistent corrective action for any acts of misconduct. Repeated minor violations are grounds for counseling and possible dismissal of the student. **Serious violations may result in immediate dismissal from the program.**

Misconduct in clinical or didactic courses includes, but is not limited to:

- misappropriation of radiation, including performing exams without proper supervision (also see radiation safety guidelines).
- any compromise of patient care or safety
- dishonesty or falsifying any record, including financial aid documents, student clocking information, and clinical site preference forms, etc.
- possession of, or being under the influence of, illegal drugs or intoxicants (also see substance abuse policy)
- fighting or disorderly conduct, including disruption of any kind in class or lab
- acts of violence
- the possession of unauthorized weapons
- using vile, abusive, or suggestive language toward any person
- violation of the harassment-free environment policy
- disregard for safety rules
- theft
- unexcused lateness or absence, or chronic absenteeism and/or tardiness
- violation of dress policy
- deriding comments regarding the conduct of the program, courses, assignments, etc., made to clinical personnel

It is the policy of the program to allow students whose actions are not considered proper the opportunity to correct such conduct. **However, certain actions, due to their seriousness, may result in immediate dismissal.**

1. The first minor infraction of policy will result in an oral warning and the discussion will be recorded in the student file.

2. A second minor infraction of any type (or the first major violation of policy) will result in a mandatory discussion with the Program Director and Clinical Coordinator and will include a written warning.

3. A third minor infraction (or second major violation) of any type will result dismissal from the program. This will be recorded in the student file.

4. Major infractions will result in immediate suspension or dismissal after meeting with the Program Director and Clinical Coordinator. This will be permanently recorded in the student file.
The following are guidelines that should be followed when creating blogs, commenting on a blog, creating a LinkedIn profile, using Facebook, Twitter, Instagram, Snap Chats, or MySpace, and/or engaging in any other social networking, including contributing to or through any of the other online media.

**Personal Expression**

Personal blogs and social networking contain the views of a particular student, not the views of the college or clinical site; however readers may not immediately appreciate this concept. Students are discouraged from discussing clinical experiences while using social networking sites. Students must avoid all discussions of personalities involving the doctors and hospital personnel at your assigned clinical site. Discussion of problems, issues, or experiences encountered in the hospital or clinic should not be given on any social network.

**Protect Confidential/Trade Secret Information**

When posting blogs and/or contributing to or through any social networking site, students must refrain from disclosing confidential, proprietary, sensitive and/or trade secret information of the clinical and third parties.

**Be Respectful and Exercise Common Sense**

Students and employees are free to express their views in social media but are responsible for what they post and should utilize good judgement and common sense. All blogs and social networking contributions must comply with the Radiography Program’s policies, including the programs code of conduct and Lincoln Land Community College policies and procedures. When posting to your blog and/or contributing to or through any social networking site, be respectful of others. Assume co-workers and future employers are reading your blogs and contributions.

**Violation of Policy**

The Radiography Program will determine, in its sole discretion, whether a particular blog or social networking use violates the programs policies. As will all other policies, violation of this policy may result in discipline, up to and including dismissal from the program.
Information obtained as a result of clinical education must be treated as confidential and released only to authorized personnel. This policy covers information obtained through the use of or access to reports or automated data processing systems or any other source of information.

Information regarding patients, physicians, hospital bills, personnel, salaries and other business data is often encountered by students due to the nature of their clinical involvement. The information may be compromised by unintended discussions with other students, volunteers, friends, family members, or other outside parties. In order for health care organizations to maintain the trust of patients, physicians, visitors and employees, it is imperative that sensitive information remain confidential.

Information regarding any patient including patient names, diagnoses and treatments may not be divulged under any circumstances. Information regarding psychiatric patients is particularly sensitive and should not be discussed in any situation.

In 1996, Congress amended an Internal Revenue Code known as HIPAA (Health Insurance Portability and Accountability Act). This act was to improve the portability and continuity of health insurance coverage in the group and individual markets, to combat waste, fraud, and abuse in health insurance and health care delivery, to promote the use of medical savings accounts, to improve access to long-term care services and coverage, and to simplify the administration of health insurance.

On December 28, 2000, the Department of Health and Human Services published the final portion of HIPAA dealing with Standards of Privacy. The regulations are aimed at protecting confidential health information.

**Information about patients’ status may not be disclosed to other patients or to staff not involved in their care. Legal and ethical obligations require you to keep information about patients strictly confidential.**

All health care agencies have developed comprehensive compliance strategies along with the required policies, procedures, and educational programs to preserve the confidentiality of patients’ health care information, while maintaining the patients’ trust and confidence in how their medical information is used, stored and transmitted.

Students violating HIPAA standards of confidentiality violate a federal law and are subject to fine and/or imprisonment and will be immediately dismissed from the radiography program.
CLINICAL DRESS CODE

In the contractual agreement Lincoln Land Community College has with the clinical sites, we state students will abide by the established policies and procedures of the agency. The agency’s dress code or uniform regulations, with some additional components, serve as a basis for Lincoln Land’s dress code policy.

There are specific legal reasons for much of the clinical dress code. Neither students nor clinical personnel are authorized to change the dress code in any way at any time for any reason. Variations from, or violations of, the dress code will be immediate grounds for corrective action and/or probation.

Professional attire and appearance play an important role in establishing and maintaining rapport with patients, physicians, and staff members.

Radiography students will observe the following dress code for clinical education:

1. Wear name tag(s) and *dosimeter. Name tags must be plainly visible for the patient to see. Patients have the right to informed consent and the right to refuse to have a student perform a procedure. If the clinical site also requires their name tag to be worn, it is worn in addition to the program’s tag. If lost, the name tag must be replaced. A fee may be charged. See the Program Director for replacement instructions.

*Dosimeter- The student dosimeter is considered part of the dress code and as such should be worn during all clinical hours. If lost, the student should contact the Program Director immediately. The student may still attend clinicals but if their current clinical rotation involves fluoroscopy and/or mobile radiography, the student is reassigned for the duration he/she is without a dosimeter and the missed clinical assignment will need to be made up. Lack of an assigned dosimeter is considered a dress code violation and as such, one point for each day without a dosimeter will be deducted from the clinical final exam for that semester.

2. Wear program uniform, clean and neatly pressed. Program lab coats may be worn for comfort if preferred. All scrub tops and lab coats must have a Radiography program patch attached to the left upper arm. Sweaters/sweatshirts are NOT allowed since this material may harbor bacteria. A long sleeved (reaching just to the wrist) t-shirt may be worn under the scrub top for comfort or to cover any exposed tattoos. The t-shirt must be only all black, white, or hunter green. The only uniforms allowed in the program are those designated as radiography uniforms. Radiography program uniforms, patches, and name badges are to be purchased at the LLCC Bookstore. (Should the use of maternity uniforms become necessary, approval must be obtained in advance from the Program Director). Shoes used for clinical may be purchased in the LLCC Bookstore or from any other source. Shoes must be all black or all white in color.

3. Hair – clean, neat, and dry. Dangling ribbons or other attachments may not be worn. (Such accessories can be grabbed by the patient or caught in equipment). Long hair (touches shoulders when worn down) must be pulled back away from face and secured. Hair color must be of a natural human hair color.

4. Use effective deodorant, toothpaste, and mouthwash.

5. Fingernails shall be fingertip length to prevent harm to the patient and to reduce harboring of bacteria. No artificial nails, wraps, etc., are allowed. Nail polish shall be clear or natural, no colors.
6. No excessive makeup or fragrances.

7. Small non-dangling necklaces, earrings, and rings are permitted. Accessories that dangle can be grabbed by the patient or caught in equipment. Maximum of two studs may be worn in each ear. The only body piercing that may be visible during clinical education are pierced ears. Tongue piercing is considered visible and unacceptable.

8. No gum chewing or tobacco use of any kind is permitted during clinical hours.

9. Beards and moustaches - clean, neat, and well-trimmed

10. All visible tattoos, except those on the hands, must be covered when in the clinical area.

11. Complete set of undergarments.

If students come to clinical in any other uniform or a variation of the uniform policy, they may be sent home to change, a full day's absence will be recorded, and a written warning will be given. Whereas clinical personnel may not fully enforce this policy, program officials make unannounced visit to the clinical sites. The only exception to the uniform policy is when the student must wear scrubs in surgery or portable work or if the uniform becomes unacceptably soiled during clinical hours. Surgical scrubs will only be worn as appropriate and are not a substitute uniform for the entire surgery rotation.

Clinical staff, the clinical instructor, or program officials may note violations of the clinical dress code during site visits. To avoid unnecessary confrontations in the clinical area, a notation of the violation will be made. For each dress code violation, one point will be deducted from the clinical final exam for that semester. Deductions will be tracked on the clinical absence form posted in the classroom bulletin board. Students are encouraged to check this regularly and may inquire as to the nature of the violation.

School uniforms should only be worn during clinical assignments and in transit. They may not be worn in any employment situation.

Gum chewing is never acceptable in a professional health care setting; breath mints are an acceptable alternative.

The Program Director, Clinical Coordinator, and clinical personnel retain the right to determine 'professional appearance'.

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**SMOKING POLICY**

The student must observe smoke-free policies of the college and each clinical site. Students who smoke are not entitled to any break periods during clinical hours to satisfy their smoking needs. If such breaks are taken and are reported to program officials, the student will be placed on clinical probation for unexcused absence from clinical. The smoking student should also be aware that patients may find a smoke-saturated uniform offensive and, in some cases, a health hazard.
**HARASSMENT FREE ENVIRONMENT**

It is the policy of Lincoln Land Community College (see Board of Trustees policies at www.llcc.edu) and the Associate Degree Radiography Program that students are entitled to quality didactic and clinical education in a safe and professional environment, reasonably free from danger and harassment. Students have rights under applicable laws of the state of Illinois and the Federal government. They have a right to be treated with dignity and respect as a human being. They do not have to tolerate words or actions from anyone which may be considered insulting, offensive, hurtful, intimidating, hostile, threatening, or harassing.

Any such behavior must be reported directly to the Program Director and Clinical Coordinator jointly; this may require an appointment. The student may request anonymity, but should be aware that this could limit an investigation. Alleged harassment of any kind directed towards students is taken very seriously and will be dealt with by program and college officials.

Due to the nature of such behavior and its consequences, students are also advised not to take part in any such harassment towards another.

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**EMERGENCY HEALTH / ILLNESS AT CLINICALS**

The contract the hospitals have with Lincoln Land Community College states:

While in the clinical setting, the cooperating agency will provide students emergency care that is usually given in like circumstances. In such an occurrence the student will be responsible for any and all financial charges that may occur.

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**POTENTIAL FOR NEEDLESTICK INJURIES**

Use and disposal of needles and other sharps are potentially hazardous procedures for health care personnel. Needle stick injuries pose a serious risk for infection with Hepatitis B virus, human immunodeficiency virus (HIV), and many other pathogens. OSHA has set standards to prevent such injuries including, but not limited to, use of appropriate puncture-proof disposal containers to dispose of uncapped sharps, never bending or breaking needles before disposal, and never recapping used needles except under specified circumstances.

If a needle stick injury occurs during a clinical rotation, the LLCC student radiographer MUST report the incident immediately to the clinical instructor and follow the specific steps outlined by the agency.

Steps could include referral for health care testing and/or administration of medications to minimize the risk for infection. Costs incurred as a result of testing and/or other healthcare services are at the expense of the student.
The Associate Degree Radiography Program fully supports the concept of ALARA – as low as reasonably achievable and the Image Gently campaign. These concepts emphasize all behaviors and practices that will keep the radiation dose to the patient and radiographer as low as reasonably achievable.

All students working in areas using ionizing radiation are furnished dosimeters that are processed quarterly. Dosimeters are worn on the front pocket or at collar level, outside lead aprons when worn. The radiation dosimeter must be worn on all clinical days. It may not be worn during work hours when the student is working as an employee. If lost or damaged, contact the Program Director immediately.

The dosimeter readings are reviewed by the program director and posted in L-1116 so students may know their exposure. Students must initial the report within one week of posting to acknowledge they have read their dose.

In the event of readings surpassing one-tenth (0.5 rem or 500 mrem) Nuclear Regulatory Commission annual dose limits the program director and student will meet with the Radiation Safety Officer and Imaging Director at the assigned clinical site to review clinical rotations and possible causes of the dosimeter readings. ALARA principles will be reviewed. Should dosimeter readings exceed 5 rem or 5000 mrem in one year the student will be terminated from the program.

During RAD 101, the Program Director will explain the issues of exposure to ionizing radiation, including radiation protection and radiobiology.

Students shall not be exposed to the primary beam except for rare occasions when assisting a patient during fluoroscopy may result in the hands entering the primary beam. However, this should be prevented, if possible, by wearing lead gloves.

***Students are never permitted to hold patients during a radiographic exposure nor are they permitted to hold an image receptor during a radiographic exposure.***

**JRCERT, Standard 4.3:**
Students must understand basic radiation safety practices prior to assignment to clinical settings. Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. As students’ progress in the program, they must become increasingly proficient in the application of radiation safety practices.

If someone else is holding the patient, the student must never make the exposure if any part of the person holding the patient will be in the primary beam. This will be considered a misappropriation of radiation and is subject to serious disciplinary action.

Any errors resulting in the misadministration of radiation shall be reported to the radiology supervisor at the clinical site and the program director at the college. A misadministration of radiation is defined to be the unwarranted exposure of patients, personnel, or general public to diagnostic x-rays, for example, performing an x-ray exam not ordered by a physician, irradiating the wrong patient or wrong part, or violating student clinical supervision requirements.

Misadministration of radiation may be grounds for immediate termination from the radiography program. Such a decision would be made following an investigation of the incident.

On a routine basis, collimating to the specific area of interest is used to reduce patient exposure. Gonadal shielding is to be used for exams when the gonads are included in the primary field and the shielding does not compromise the informational content of the radiograph. When a patient is pregnant, or a questionable pregnancy exists, the student should consult a radiographer or radiologist before proceeding.
MRI SAFETY GUIDELINES

All students in the Radiography program will be instructed in MRI basic safety prior to the start of their first clinical rotation and within the first week of their clinical site orientation. The students are required to watch the SMRT Basic MRI Safety video that is available on the International Society of Magnetic Resonance Imaging website prior to the first day of their first clinical internship. The certificate of completion will be kept on record in the student’s file and in E*Value. During the first week of orientation at each new clinical site, the Clinical Instructor will have each student complete a MRI Screening form. A copy will be kept by the clinical site and the original will be provided to the Program Director. The screening form is also kept in the student’s file and in E*Value. No student will be allowed to participate in any MRI clinical experience without completion of the form and the education component. Students will be responsible for reporting any changes which impact this screening and may thus compromise safety.

PREGNANCY POLICY

The LLCC Associate Degree Radiography Program has adopted the following policy in regard to activities of pregnant radiography students in the clinical affiliate setting.

1. The pregnant student is strongly encouraged to declare herself pregnant as early in the pregnancy as possible. This voluntary declaration must be made to the program director and clinical coordinator jointly. The declaration will also be made in writing, using a form supplied by the program director. The pregnant student may also rescind a declaration of pregnancy, in writing, at any time.

2. The declared pregnant student will be provided a copy of NRC Regulatory Guide 8.13 and any other documents as may be required at the time. Customary radiation safety practices for pregnant radiation workers shall be followed. The student shall cooperate with the observation of proper radiation safety practices. http://www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/active/8-13/index.html

3. Adoption of the guidelines for occupationally exposed pregnant students identified in the NCRP Report #39. "During the entire gestation period, the absorbed dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.5 rem (500 millirem)." The student will be provided, free of charge, a second dosimeter to be worn at the abdomen.

4. If fluoroscopy and mobile radiography is performed, the pregnant student radiographer must wear an apron with a minimum of 0.5 mm lead equivalent that will attenuate approximately 88% of the 75 kVp primary beam.

5. It is not recommended that pregnant student radiographers perform radiographic procedures on patients containing sources of gamma radiation.

6. Upon written request of the pregnant student to the program director, clinical rotation schedules may be modified so as to schedule the student through low radiation areas. However, this may result in the inability to complete required competencies and may lengthen the time necessary to complete the program. The pregnant student radiographer is expected to meet all other objectives and clinical competencies of each radiography course. Any time missed from clinical education or classes will be subject to the attendance policy for that course.
7. The student also has the option of continuing in the program with no changes in clinical rotations.

8. Signing the cover sheet for this handbook verifies that the student has read this policy and has been given the opportunity to ask questions regarding this policy. The policy is also covered during new class orientation prior to starting the program.

SAFETY – MATERIAL SAFETY DATA SHEETS

**Radiation**
Students will be exposed to low levels of scattered x-rays emanating from the patient and equipment during fluoroscopy, mobile, and surgical procedures. A lead apron is required to be worn when performing these examinations.

**Disinfectant**
Students will be using powerful disinfectants to clean surfaces touched by patients. Gloves are required to be worn when using these chemicals.

**Communicable diseases**
Students will be exposed to a multitude of communicable diseases. Standard Precautions, as defined by the Centers for Disease Control and Prevention, must be practiced at all times.

**Material Safety Data Sheets (MSDS)**
Material Safety Data Sheets for chemicals used in clinical are available at each clinical site by request from the clinical instructor. MSDS for lead markers and hand disinfectant used in lab are available on the classroom bulletin board.

SUBSTANCE ABUSE POLICY

- The safety of patients is greatly influenced by the cognition and behavior of the radiography students taking care of them. The nature of substance abuse includes denial and a pervasive inability to think and behave logically. It is the policy of LLCC’s Radiography Program to require a urine and/or blood test immediately upon suspicion of substance abuse. The test(s) will be done at the student’s clinical site or at a designated health occupation facility. The cost of the test(s) will be the student’s responsibility. The student must sign a release of information form allowing the results of the test to be released to the Director, Associate Degree Radiography Program.

- If a student refuses testing, they are immediately dismissed from the program.

- If testing is positive, the student is dismissed immediately from clinical the remainder of the day and a family member or friend must drive them home.
• **The student may continue in the program if they:**

  Have an alcohol/drug assessment at an approved program identified by the Dean of Health Professions and sign a release of information permit for the Dean to be sent the results of the assessment.

  o If the student is identified to have a drug/alcohol problem, they are referred for appropriate treatment. The student must present written proof of attending/completing appropriate treatment.

  o **Any student that refuses the assessment or does not attend or complete the designated treatment program will be immediately dismissed from the program. Readmission will only be considered if a treatment program has been completed.**

  o If the student at anytime tests positive for illegal drugs, the student will be dismissed immediately from the program.

It is the student’s responsibility to ask his/her physician whether a prescribed drug may affect clinical performance.

Students must report the use of any prescribed drug or other substance that may impair clinical performance to their instructor. Failure to report use of such drugs or other substances or failure to provide proper evidence of medical authorization may result in the student’s termination from the program.

Every student who observes or has knowledge of another student in a condition that impairs the ability to perform clinical duties or poses a hazard to the safety and welfare of others, must promptly inform the program director.

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**LEARNING RESOURCE FACILITIES**

The Learning Resource Center consists of library and audio-visual services designed to meet the various instructional and research needs of students and faculty. A wide range of media including are available. Reserve books are set up at the request of faculty to enable students to obtain materials that are required reading. LLCC students also may borrow library materials through the computerized database available at the time.

Students needing assistance with skills including note taking, test taking, mathematics, etc. are directed/referred to the Study Skills Center located in the LRC. If students are directed to the Study Skills Professionals, proof of an appointment will be needed to return to class.

The office of Student Services provides a staff of professional counselors who offer educational, vocational, and personal counseling to all students at LLCC.

Through the Peer Advisors' office, students may receive and/or provide tutoring services.
ACADEMIC INTEGRITY

Board Policy 4.13

The college shall act with consistency in dealing with issues of academic integrity and in guaranteeing students every opportunity for due process. Faculty, students, and the larger college community actively foster a climate promoting the highest academic standards.

The following list, which is not all-inclusive, represents unacceptable actions and violations of this academic integrity policy:

- intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise, including placement, proficiency and CLEP tests;
- intentionally falsifying or inventing information (or citations) in an academic exercise;
- intentionally or knowingly helping or attempting to help another to commit any act of academic dishonesty;
- committing plagiarism by intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise. Plagiarism includes undocumented direct quotation or paraphrased and/or unacknowledged borrowed facts or information;
- bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a grade or an evaluation of academic performance;
- taking an exam for someone else;
- stealing, destroying or tampering with another student’s work;
- falsifying college records, forms or other documents;
- accessing college computer systems, or files when not authorized; and
- Other items determined to be inconsistent with college policy and philosophy.

Violations of this policy shall be addressed in accordance with established procedure.

STUDENT SUCCESS PLAN

The program in radiography utilizes a Student Success Plan as both a communication and educational tool to provide corrective feedback and promote student success. The plan incorporates a form that is used to provide documentation of the actions that were recommended by the program and then outlined and taken by the student. The form is included in this handbook on pages 32 and 33.
Student Success Plan
LLCC Associate Degree Radiography

Student Name

Date

Course

Semester

A report of a student classroom occurrence is both a communication and educational tool to provide corrective feedback and promote student success. This plan is intended to promote student success by allowing you, the student, to outline obstacles, solutions, and use of appropriate academic resources.

<table>
<thead>
<tr>
<th>Course Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of professionalism in conduct, appearance, punctuality, attendance, etc.</td>
</tr>
<tr>
<td>Unsatisfactory course grade (course grade &lt; 84%)</td>
</tr>
<tr>
<td>Unsatisfactory skills lab completion</td>
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<tr>
<td>Unsatisfactory clinical evaluation</td>
</tr>
<tr>
<td>Failure to follow through with a previously outlined Student Success Plan</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

Identify the obstacles that led to this referral.
Using the chart below, identify the two greatest obstacles you have faced this semester (i.e. Working too many hours, working overnight, didn’t keep up with the reading, etc.) and how they interfere with your academic success.

<table>
<thead>
<tr>
<th>Identify the obstacles that led to this referral.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the chart below, identify the two greatest obstacles you have faced this semester (i.e. Working too many hours, working overnight, didn’t keep up with the reading, etc.) and how they interfere with your academic success.</td>
</tr>
</tbody>
</table>

Commit to workable and achievable solutions.
Using the chart below, list a potential solution for each obstacle (i.e. I will cut my hours, I will ask for different hours, etc.). Then describe how these solutions may help you, and the sacrifices you will need to make to achieve your goals.

<table>
<thead>
<tr>
<th>Commit to workable and achievable solutions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the chart below, list a potential solution for each obstacle (i.e. I will cut my hours, I will ask for different hours, etc.). Then describe how these solutions may help you, and the sacrifices you will need to make to achieve your goals.</td>
</tr>
</tbody>
</table>

At this time, you also need to make plans to meet with the following people:
- A Professional at Academic Success 217-786-2396
- Janelle Murphy, Program Director Associate Degree Radiography
- Not Applicable
- Other
Faculty and/or Program Director Comments:

Comply with these additional requirements from the Academic Success Professional:

*This Student Success Plan becomes valid and active with the signatures of the faculty, student, and any academic resources to whom you were referred.*

**I have participated in, read, and agreed to the above Student Success Plan.** I understand that if I violate this plan I will be required to meet with the Program Director. I understand this plan will be placed in my file. I understand that this report is intended as an educational tool, but may be used for remedial action or dismissal from the Radiography Program should it be deemed necessary at a future date.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Faculty Signature</th>
<th>Date</th>
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<tbody>
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<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Academic Success Professional Signature</th>
<th>Date</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Program Director Associate Degree Radiography</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

The completion of this Student Success Plan is your “Ticket to Test” for your test on _________________. If you have not completed this plan and **all** of the components, you will be allowed to test, but will receive a deduction of 5%, per handbook policy. For future test dates, you may be asked to submit further documentation noting your compliance with the above said plan. When applicable, those signed documents will also serve as your ‘Ticket to Test’ in subsequent weeks.

In addition, students receiving referrals based on clinical evaluations may experience a 5% deduction towards their final clinical evaluation grade if they fail to comply with this plan in its entirety.
1. Students who wish to appeal any decision made by program officials (e.g., probation, dismissal) must first meet with the Program Director and Clinical Coordinator jointly to discuss the nature of the grievance within 10 working days of the disputed event to be accompanied by a written description of the issue. The student will receive a written reply from the program director within 10 working days.

2. Should no acceptable resolution be found, the student may follow the grievance procedure established by the LLCC Board of Trustees and published in the most recent edition of the college catalog and by contacting the Vice-President, Student Services.

LLCC Grade Review Process

Board Policy 4.14

Any student who feels that a final grade has been unfairly or inappropriately assigned may request a grade review. Every effort should be made to resolve the issue informally before pursuing the formal grade review process. This procedure is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent nor diminish academic freedom in any way.

Reviews are appropriately claimed, but not limited to, allegations such as the following:

- assignment of grades on the basis of factors or by methods not stipulated in the course syllabus;
- errors in the calculation or recording of course grades;
- inconsistency in the assignment of course grades; and
- assignment of grades on the basis of factors unrelated to academic performance or quality of work in a course.

For a copy of the Grade Review Procedure, contact Academic Services at 217.786.2212 or an LLCC department dean/associate dean.

LLCC Student Grievances and Appeals

Board Policy 5.40

The college shall ensure that students be served equitably and appropriately at all times. Any student who feels unfairly or inappropriately treated is encouraged to pursue resolution through this policy. Every effort should be made to resolve the issues informally before pursuing formal petition and hearing mechanisms.

Grievances are appropriately claimed with regard to, but are not limited to, allegations of the following nature:

- a violation of rules and/or procedures of the college;
- arbitrary or capricious action by a college employee;
- improper removal from the college or a program of the college for academic reasons;
- improper denial of admission or re-admission to the college or a program of the college;
- inaccurate or inappropriate information contained in the student’s record; and
- improper suspension from the college for disciplinary reasons.
Complaints regarding the assignment of course grades should be made in accordance with the college’s Grade Review policy and are not subject to this Student Grievance and Appeal Procedure.

Complaints of discrimination toward students on the basis of race, age, handicap, creed, religion, marital status, national origin or gender should be reported to the appropriate college officials in accordance with the college’s non-discrimination policy (in the front of the catalog) and are not subject to this Student Grievance and Appeal procedure.

Complaints of sexual harassment toward students should be reported to the appropriate college officials in accordance with the College’s Sexual Harassment policy and are not subject to this Student Grievance and Appeal procedure.

This policy is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent nor diminish academic freedom in any way.

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**DROPS AND READMESSIONS**

Generally, the reasons for drops from the program are:
- Academic – failing grades in RAD courses
- Personal – Unforeseen circumstances warranting withdrawal
- Medical – condition or injury that prevents continued attendance
- Disciplinary Action – removal from the program. (A student removed from the program due to disciplinary action will not have the opportunity to return to the program.)

**Academic:** Students earning a final course grade of D or F in a RAD course will be required to immediately withdraw from the program.
- Any student failing any RAD course in the first semester will be dropped from the program. If they would like to attempt the program again, they will need to reapply by completing the admission application and registration process along with all other prospective students.
- If a student fails in any semester other than the first semester then they will have the opportunity to apply for readmission into the next cohort but will be required to repeat the course in which the D or F was earned. The opportunity for readmission in the next cohort will be dependent on space in the program and at the discretion of the Program Director and Clinical Coordinator. (See Conditions for Return). If a subsequent D or F is earned in that course the second time, the student will be required to withdraw from the radiography program with no opportunity for readmission to the program. If a D or an F is earned in any other RAD course, either the same semester or later, the student will be required to immediately withdraw from the program with no opportunity to repeat the course or for readmission to the program.
- If a final course grade of D or F is earned in a RAD clinical course due to the grade on clinical evaluations, the student must drop from the program with no opportunity for readmission.

**Personal:** A student dropping from the program due to personal reasons may re-apply for the program but would be required to repeat the courses from the semester during which the student withdrew. The program reserves the right to require the student to repeat prior
completed courses if it is felt to be warranted. The opportunity for readmission in the next cohort will be dependent on space in the program and at the discretion of the Program Director and Clinical Coordinator.

**Medical:** A student dropping from the program due to a physician-verified, non-elective medical condition may apply to return to the program on a space-available basis with a physician’s letter of approval. The readmit point will be agreed upon by the program director, clinical coordinator, and the student based on space availability. No guarantee is made as to when a return may be possible.

**Conditions for Return:** If a previously enrolled student requests readmission, the Program Director and Clinical Coordinator will make the decision based upon the reason for withdrawal, available space, and likelihood of success. Consultation with clinical instructors and clinical staff may affect the decision, as appropriate. Requesting readmission does not in any way guarantee return to the program. The request for readmission must be initiated in writing to the Program Director within 6 months of the drop or withdrawal date.

Returning to the program may contain stipulations such as: repeating previous coursework to ensure competency, re-starting the clinical competency list, taking other support courses as needed, etc. The stipulations will be provided in writing and must be abided by as a condition of the return.

The final decision on returning to the program will be based on the professional judgment of the Program Director and Clinical Coordinator. It will include, but is not necessarily limited to, factors such as the ability of the student to succeed in the radiography program, previous performance in the program, clinical-related issues, etc.

**POLICY ON VISITORS**

Students are not allowed under any circumstances to bring visitors of any age to class, clinical, lab, or off-hour lab practices. This includes family members, children, acquaintances, etc. This is also in keeping with LLCC Board Policy 5.45 in regards to children under the age of 16 being left unattended. There are NO exceptions. Should the student bring a visitor, both the student and visitor will be asked to leave.

**CHANGE OF PERSONAL INFORMATION**

The student is required to notify both the Program Director and the college registration office immediately regarding changes of name, address, or telephone number. Any information or messages not able to be delivered due to an unreported change is the student’s responsibility.
PROFESSIONAL SOCIETIES

All students in the Radiography Program are required to become members of the Illinois Society of Registered Radiologic Technologists (ISSRT), www.members.issrt.org and the American Society of Radiologic Technologists (ASRT), www.asrt.org. Membership in these societies provide the students with opportunities for professional development, scholarships, educational readings, career advancement, and registry review. With their student membership in these two organizations, each student will be able to attend and participate in local, state, and national meetings.

PROFESSIONAL MEETING ATTENDANCE

Attendance at all professional society or other radiography-related meetings and field trips is optional. The decision concerning attendance during school hours will be made only by the program director. Such decision will be based on which meeting(s) or experiences will be most educationally valid and in congruence with the program's mission.

Students attending meetings during school hours will be required to sign a statement of understanding and release of liability form. In addition, the program reserves the right to require attendance at certain sessions of the meeting being attended. This will be communicated to students from the program director.

It is expected that students attending any professional meetings will observe appropriate standards of conduct. Students are reminded that while in attendance they are representing this college and its radiography program. While attendance at classes, exhibits, and other presentations may be a requisite for attendance, students are reminded that attendance at social functions held during a meeting is completely optional. Students will assume responsibility for their own actions at all times. Students are required to comply with all rules established by the sponsor of the meeting, the proprietor of the meeting site, and the laws of the state in which the meeting is held. Failure to comply may result in expulsion from the meeting, dismissal from the radiography program, or action taken by law enforcement officials representing the state or locality in which the meeting is being held.

Students attending conferences are required to professionally participate in the conference. Listed below are potential conferences that may be attended during the program:

**Association of Collegiate Educators in Radiologic Technology (ACERT)**
- Submission of Three Minute Thesis into competition

**Illinois State Society of Radiologic Technologists (ISSRT)**
- Submission of research paper into competition (may involve presentation)
  - And/or
- Submission of electronic poster
STUDENT EMPLOYMENT

The program makes no policy regarding student employment in non-radiographer roles. Students are advised that, based on previous students’ experiences, excessive employment while in the program compromises the student's ability to succeed in the program.

Any violation of Illinois radiation protection law will result in immediate dismissal from the program. Students are specifically advised to exercise caution if working in the role of technologist assistant and to be completely familiar with the job description for such positions as provided by the employer.

Clinical education is not an employer/employee relationship. This time is considered part of the clinical education course in which the student is enrolled.

PROGRAM OFFICIALS’ PROFESSIONAL JUDGEMENT

The professional judgment of the program director and clinical coordinator will serve to interpret any and all policies or requirements in this handbook, course syllabi, or other documents. Such judgment will also serve to determine action related to issues not included in this handbook or as a result of errors. This judgment will be based on clinical experience, classroom experience, the profession's code of ethics, and the requirements of the Joint Review Committee on Education in Radiologic Technology, the American Society of Radiologic Technologists, and the American Registry of Radiologic Technologists.

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This handbook is current as of 4/26/2017. The Associate Degree Radiography Program may subsequently update sections. The student will receive notification of any updates and be given the opportunity for discussion concerning any changes. Specific course requirements are explained in the syllabus for each course. Final interpretation of policies is the prerogative of the Director, Associate Degree Radiography Program.