

# Radiologic Technology A.A.S.

Radiologic Technology • Echocardiography • Diagnostic Medical Sonography

*Image-in Your Future*



## Program Handbook Summer 2023

*(The Danville Area Community College Radiologic Technology Program faculty reserves the right to make changes to this handbook when necessary. Students will be notified of changes.)*

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## **Introduction**

Welcome to Radiologic Technology! We are happy that you have chosen our program as the beginning of your professional career in medical imaging. This should be a very interesting and rewarding career with multiple possibilities for you to advance in the healthcare field.

This handbook has been designed and prepared to assist you in your progression through the program. A thorough understanding of the policies and procedures is essential for successful completion. It is your responsibility to read through this handbook and be familiar with all college, program, and course policies and requirements. Ask for clarification of any content you do not fully understand. We hope your time with us will bring enjoyable learning experiences and lasting friendships.

## **Mission Statement**

The Radiologic Technology program at DACC prepares the student for employment upon graduation as a competent, entry-level radiographer ready to be a key member of the health care team that performs a variety of radiologic procedures by operating complex equipment and providing skilled patient care. We provide an environment that enhances critical thinking, professionalism, and life-long learning to maintain academic and professional integrity throughout the program and their career.

## **Contingency Plan / Emergent Statement**

The DACC Radiologic Technology program is not a Distant Learning program but due to unforeseen emergent circumstances such as a national pandemic or campus disaster, it may be mandated to abruptly change to an online format via Blackboard with the acceptance from the JRCERT. Students should understand that due to pandemic circumstances our clinical sites may limit or refuse student access. This could potentially lengthen the program to ensure that clinical objectives are met. Every effort will be made to maintain the rigor of the program. Students are asked to be flexible in the event of any emergent situations. DACC will continue to follow the guidelines of the CDC and government rulings for a pandemic or similar situations.

For any unforeseen circumstances/catastrophic event that classes may not be delivered in the traditional format on the DACC campus, a contingency plan will consist of: Zoom or Blackboard Collaborate lectures, and lab sessions being completed at a local clinical site depending on availability. Communication of any changes may occur via student emails, FB groups, and/or text messages. Students should be prepared to have access to Wi-Fi, computers (laptops, tablets), webcams, Respondus, and Respondus Lockdown web browser. If you are unable to attain these items please let Tammy Howard know or contact student services as the college has a loan program in place to assist these needs.

## **Description of the Profession**

Radiologic technologists, also known as radiographers, perform medical exams using X-rays on patients to create images of specific parts of the body. The images are then interpreted by a Radiologist (physician) for diagnosis and monitoring of disease. Radiographers prepare patients for the exams, move patients to the correct position, operate the equipment, and use their knowledge and skill to minimize the radiation dose to the patient.

The profession of radiologic technology requires the ability to provide appropriate healthcare services. Radiologic Technologists are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures. The radiographer should be able to:

1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on an imaging receptor.
2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection to the patient, self, and others.
5. Provide optimal patient care and comfort in an evolving and diverse society.
6. Recognize the challenges of providing direct patient care in today's health care setting.
7. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
8. Detect equipment malfunctions, report the same to the proper authority and know the safe limits of equipment operation.
9. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
10. Work collaboratively in a dynamic healthcare environment.
11. Participate in radiologic quality assurance programs.
12. Provide patient/public education related to radiologic procedures and radiation protection/safety.
13. Ensure the security and confidentiality of patient medical information.

## Standards for an Accredited Educational Program in Radiologic Sciences

The **JRCERT Standards for an Accreditation Educational Program in Radiologic Sciences (STANDARDS)** require a program to articulate its purposes and to provide assurance that it can continue to meet accreditation standards. A variety of assessment approaches in its evaluation processes strengthens a program's ability to document its effectiveness.

The **JRCERT** believes that assessment leads to programmatic improvement. The **JRCERT** does not prescribe a specific approach to assessment. That determination should be made by the program in terms of its purposes and resources. Assessment is not an end in itself but a means of gathering information that can be used in evaluating the program's ability to accomplish its purposes. An effective assessment process provides information that assists program officials in making useful decisions about the program and in developing plans for its improvement. The **JRCERT** expects programs to develop a system of planning and evaluation to demonstrate its effectiveness in relation to student achievement. The program is expected to describe and document student learning outcomes and the pursuit of academic excellence.

### **JRCERT Introductory Statement (from Standards Document)**

The Joint Review Committee on Education in Radiologic Technology (**JRCERT**) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **Standards** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes, and to provide assurance that it can continue to meet accreditation standards.

The **JRCERT** is recognized by both the United States Department of Education (**USDE**) and the Council for Higher Education Accreditation (**CHEA**). The **JRCERT Standards** incorporate many of the regulations required by the **USDE** for accrediting organizations to assure the quality of education offered by higher education programs. Accountability for performance and transparency are also reflected in the **Standards** as they are key factors for **CHEA** recognition. The **JRCERT** accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps maintain program quality and stimulates program improvement through outcomes assessment.

There are six standards. Each **STANDARD** is titled and includes a narrative statement, supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation in determining compliance with the particular objective. Review of supplemental materials and/or interviews is at the discretion of the site visit team.

Regarding each standard, the program must:

- Identify strengths related to each standard
- Identify opportunities for improvement related to each standard
- Describe the program's plan for addressing each opportunity for improvement
- Describe any progress already achieved in addressing each opportunity for improvement
- Provide any additional comments in relation to each standard

## **DACC Radiologic Technology Accreditation Statement**

The DACC program in Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and received an eight-year accreditation award in December 2014. The program just completed a site visit **April 20 & 21<sup>st</sup>**. We should have results within the next few months. If a student believes that the program is not in compliance with any of the listed Standards, he/she must meet with the Program Director to address the issue. If the student believes there was no satisfactory resolution, he/she may contact the JRCERT offices at the number provided at the end of this listing. The JRCERT uses the following standards to review programs:

### **Standard One: Accountability, Fair Practices, and Public Information**

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

### **Standard Two: Institutional Commitment and Resources**

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

### **Standard Three: Faculty and Staff**

The sponsoring institution provides the program with adequate and qualified faculty that enables the program to meet its mission and promote student learning.

### **Standard Four: Curriculum and Academic Practices**

The program's curriculum and academic practices prepare students for professional practice.

### **Standard Five: Health and Safety**

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

### **Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement.**

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

**The JRCERT can be contacted at:**

**20 North Wacker Drive  
Suite 2850  
Chicago, IL 60606  
312-704-5300  
mail@jrcert.org**

<https://www.jrcert.org> [2021 Standards](https://www.jrcert.org)

<https://www.jrcert.org/>

Danville Area Community College is accredited by the

[The Higher Learning Commission](https://www.hlcommission.org/)

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604

(800) 621-7440

email: [info@hlcommission.org](mailto:info@hlcommission.org)

Danville Area Community College is approved as a Class I Community College by: [Illinois Community College Board](https://www.illinoiscommunitycollegeboard.org/), [Illinois Board of Higher Education](https://www.illinoisboardofhighereducation.org/), [Illinois State Approving Agency for Veterans Education](https://www.illinoisstateapprovingagency.org/), and the [U.S. Department of Education](https://www.ed.gov/).



## **Program Description**

This rigorous program offers a wide variety of educational experiences in professional/technical coursework, the social and natural sciences, mathematics, the humanities, and communication. In addition to classroom and laboratory sessions, students will complete approximately 1300 hours of clinical education coordinated by the faculty at DACC and directly supervised by licensed technologists at affiliated medical facilities. This critical component of the curriculum allows students to perform real-world hands-on applications of knowledge. The program is accredited by the Joint Review Commission for Education in Radiologic Technology (JRCERT) and its graduates are eligible to apply to the American Registry of Radiologic Technologists (ARRT) to take the national certification examination and obtain state licensure.

## **Program Goals**

The DACC Radiologic Technology program is committed to:

To prepare competent entry-level radiologic technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains that will provide our community's health care facilities with qualified radiographers.

To provide both educational and employment opportunities to the individuals of this community, so that they may:

### **Communicate effectively.**

- Students will demonstrate oral communication skills to enhance patient care.
- Students will demonstrate written communication skills to enhance patient care.

### **Engage in critical thinking and demonstrate problem-solving skills.**

- Students will be able to modify standard radiographic procedures to accommodate patient conditions for the non-routine imaging procedure.
- Students will be able to show progression in critical thinking skills in the classroom and clinical setting.

### **Students will demonstrate professionalism and professional growth.**

- Students will be able to demonstrate professionalism when interacting with colleagues and patients during their clinical experience.
- Students will demonstrate a commitment to ongoing professional learning and continued development of professional skills.

### **Students will perform competently in clinical practice.**

- Students will be able to demonstrate appropriate patient care skills.
- Students will be able to analyze images for diagnostic quality.
- Students will be able to demonstrate accuracy in radiographic positioning skills.

## **Student Learning Outcomes**

Upon successful completion of the program, students will meet the Program Goals by:

1. demonstrating written communication skills.
2. demonstrating oral communication skills.
3. demonstrating the ability to modify standard radiographic procedures to accommodate patient conditions for the non-routine radiologic procedures.
4. correctly deducing the answer to complex questions.
5. show progression in critical thinking skills in the classroom and clinical setting.
6. demonstrating professionalism when interacting with colleagues and patients during their clinical experience.
7. demonstrate a commitment to ongoing professional learning and continued development of professional skills.
8. demonstrating appropriate patient care skills.
9. accurately analyzing images for diagnostic quality.
10. demonstrating accuracy in radiographic positioning.

## **Course Descriptions**

The Radiologic Technology program course descriptions and syllabi can be found on the DACC website at: [Course Descriptions](#)

## **Graduation Requirements**

Danville Area Community College Radiography Program is a competency-based program, completed in 24 months. A radiography student is eligible for graduation only after meeting the following criteria:

- Candidates for graduation must complete a formal “Intent to Graduate” during their second Fall semester.
- Successful completion by attaining a minimum 75% grade of all required didactic and clinical courses.
- Completion of all required clinical education requirements.
- Completion of any make-up hours.
- Payment of all tuition, graduation, and other fees and/or fines.
- Return of the dosimeter.

## **Commencement**

Graduates who have completed the graduation requirements are encouraged to participate in commencement. Commencement is held in the Mary Miller Complex gymnasium in May. Students are seated with the general student population alphabetically by their last name.

**Radiologic Technology Curriculum  
Associate in Applied Science Degree**

Entrance Requirements:

Math\* – placement by test into college algebra (MATH 111) or higher algebra-based mathematics or successful completion of MATH 108 Intermediate Algebra or higher algebra-based math course.

**Pre-requisite Courses\***

BIOL 136	Anatomy and Physiology I	4
BIOL 137	Anatomy and Physiology II	4
PHYS 141	Physical Science I	4
		12

**Required Courses**

**Hours**

**First Semester (Summer)**

RDTC 101	Patient Care in Radiologic Technology	3
RDTC 108	Clinical Internship I	1
<i>Total</i>		4

**Second Semester (Fall)**

RDTC 102	Introduction to Radiologic Technology	2
RDTC 103	Radiologic Physics I	3
RDTC 104	Radiologic Procedure I	3
RDTC 109	Clinical Internship II	3
SPCH 101	Oral Communications**	3
		14

**Third Semester (Spring)**

RDTC 105	Radiologic Procedures II	3
RDTC 106	Radiologic Physics II	3
RDTC 107	Radiation Biophysics	2
RDTC 110	Clinical Internship III	2
ENGL 101	Rhetoric and Composition I**	3
<i>Total</i>		13

**Fourth Semester (Summer)**

RDTC 201	Radiologic Procedures III	3
RDTC 207	Clinical Internship IV	2
<i>Total</i>		5

**Fifth Semester (Fall)**

RDTC 202	Radiologic Procedures IV	2
RDTC 203	Radiographic Pathology	2
RDTC 204	Atypical Rad. Procedures	3
RDTC 208*	Clinical Internship V	3
PSYC 100	Introduction to Psychology**	<u>3</u>
<i>Total</i>		13

**Sixth Semester (Spring)**

RDTC 205	Image Analysis	3
RDTC 206	Special Topics in Radiologic Technology	2
RDTC 209*	Clinical Internship VI	3
Humanities Elective**	(from approved IAI)	<u>3</u>
<i>Total</i>		11

\* Current within five years.

\*\* Recommended sequence for general education courses

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Total Program credits: 71

Required Courses / Class Schedule				X-ray Classroom 015 Mary Miller
<b>First Semester / Summer</b>				
RDTC 100	Patient Care in Radiologic Technology	<b>T</b>	3	M, W 8:30-10:20 / Lab 10:30-1:30
RDTC 108	Clinical Internship I	<b>M</b>	1	Tues/Thurs 7:30 – 4pm
Total			4	
<b>Second Semester / Fall</b>				
RDTC 101	Introduction to Radiologic Technology	<b>T</b>	2	Tues/Thurs 12:30 – 1:20
RDTC 103	Radiologic Physics I	<b>S</b>	3	Tues/Thurs/Fri 2:30 – 3:20 / Fri Lab 8:30 – 11:30
RDTC 104	Radiologic Procedures I	<b>T</b>	3	Tues/Thurs/Fri 1:30 – 2:20 / Fri Lab 11:30-2:30
RDTC 109	Clinical Internship II	<b>M</b>	2	Mon/Wed 7:30 – 4:00
SPCH 101	Oral Communications**		3	
Total			13	
<b>Third Semester / Spring</b>				
RDTC 105	Radiologic Procedures II	<b>T</b>	3	Tues/Thurs/Fri 12:30 – 1:20 / Fri Lab 11:30-2:30
RDTC 106	Radiologic Physics II	<b>M</b>	3	Tues/Thurs/Fri 1:30 - 2:20 / Fri Lab 8:30 – 11:30
RDTC 107	Radiation Biophysics	<b>S</b>	2	Tues/Thurs 2:30 – 3:20
RDTC 110	Clinical Internship III	<b>M</b>	2	Mon/Wed 7:30 – 4:00
ENGL 101	Rhetoric and Composition **		3	
Total			13	
<b>Fourth Semester / Summer</b>				
RDTC 201	Radiologic Procedures III	<b>M</b>	3	Tues/Thurs 8:30 – 10:20 / Lab 11:00 - 2
RDTC 207	Clinical Internship IV	<b>M</b>	2	Mon/Wed/Fri 7:30 – 4:00 / 4-10pm
Total			5	
<b>Fifth Semester / Fall</b>				
RDTC 202	Radiologic Procedures IV	<b>T</b>	2	Mon/Wed 12:30 – 1:20
RDTC 203	Radiographic Pathology	<b>M</b>	2	Mon/Wed 1:30 – 2:20
RDTC 204	Atypical Radiologic Procedures	<b>M</b>	3	Mon/Wed 2:30 – 3:50
RDTC 208	Clinical Internship V	<b>M</b>	3	Tues/Thurs/Fri 7:30 – 4:00 / 4-10pm
PSYC 100**	Introduction to Psychology **		3	
Total			13	
<b>Sixth Semester / Spring</b>				
RDTC 205	Image Analysis	<b>T</b>	3	Mon/Wed 12:30 – 1:50
RDTC 206	Special Topics in Radiologic Technology	<b>T</b>	2	Mon/Wed 2:00 – 2:50
RDTC 209	Clinical Internship VI	<b>M</b>	3	Tues/Thurs/Fri 7:30 – 4:00 / 4-10pm
Humanities Elective** (from approved IAI)			3	
Total			11	

Some evening rotation will be required as part of Clinical Internship IV, V, & VI

**T = Tammy**  
**M = Madison**  
**S = Sturgeon**

DACC / RADIOLOGIC TECHNOLOGY / PROGRAM COSTS

**Effective Summer 2023**

District Resident Tuition and Fees.

General education courses (\$180.00)	24 cr. = \$4320.00*
<u>RDTC courses (\$332.00)</u>	<u>47 cr. = \$15,604.00*</u>
<b>Total</b>	<b>\$19,924.00</b>

Books \$1000 (approx.)

Clinical Fee/Software \$150.00

RadTechBootCamp Program \$130.00

ARRT Review \$199.00

Physical exam, drug screen,  
Background check \$300 (approx.)

Uniform items \$150 (approx.)

Estimated Total \$21,853.00

Program Costs

The special rates for the Radiologic Technology program are based on the general college tuition rate by residency plus the in-district rate. That results in the following:

The in-district rate of \$304.00 per credit hour (\$152.00 plus \$152.00)

The 7 County Indiana rate of \$380.00 per credit hour (\$228.00 plus \$152.00)  
(Counties included: Vermillion, Parke, Fountain, Warren, Tippecanoe, Benton, and Montgomery)

The out-of-state/out-of-district rate of \$422.00 per credit hour (\$270.00 plus \$152.00)

Summary:

<b>In-district:</b>	<b>\$332.00 per credit hour tuition and fees*</b>
<b>Special Indiana:</b>	<b>\$408.00 per credit hour tuition and fees*</b>
<b>All others:</b>	<b>\$450.00 per credit hour tuition and fees*</b>

\*Includes the \$28 per credit hour Technology/Activity Fee.

After graduation fees: National ARRT exam: \$225.00  
Illinois license IEMA: \$120.00

## Required Textbooks

1. Introduction to Radiologic Science and Patient Care; Adler and Carlton 7<sup>th</sup> Ed;  
RDTC 100  
RDTC 101
2. Essentials of Radiographic Physics and Imaging; Johnston, Fauber 3<sup>rd</sup> Edition  
RDTC 103  
RDTC 106
3. Textbook of Radiographic Procedures and Related Anatomy; Bontrager; 10<sup>th</sup> Edition
4. Bontrager Handbook of Radiographic Positioning and Techniques 10<sup>th</sup> Ed.
5. Workbook for Textbook of Radiographic Positioning and Related Anatomy 10<sup>th</sup> Ed.  
RDTC 104                      Clinical Internships I, II, III, IV, V, VI  
RDTC 105  
RDTC 201  
RDTC 202  
RDTC 204  
RDTC 205
6. Radiation Protection in Medical Radiography; Sherer, Visconti, Ritenour, Haynes. 9<sup>th</sup>  
Edition  
RDTC 107
7. Digital Radiography and PACs, 3rd Edition; Carter, Veale  
RDTC 106
8. Sectional Anatomy for Imaging Professionals, 4th Edition; Kelly & Peterson;  
RDTC 202
9. Workbook for Comprehensive Radiographic Pathology, 7th Edition
10. Radiographic Pathology for Technologists; Mace and Kowalczyk;  
RDTC 203
11. Radiographic Image Analysis; McQuillen Martensen;  
RDTC 205
12. Mosby's Comprehensive Review of Radiography; Callaway; 8<sup>th</sup> Edition  
RDTC 206

## Recommended

1. Taber's Cyclopedic Medical Dictionary; F.A. Davis Publishing;

## Medical Imaging Library Holdings

DACC maintains a library in the Clock Tower building. The DACC Library provides students with access to a range of electronic resources, video, and print materials. Hours for the library are located on their website. Students can also access the library's extensive electronic resources at any time over the internet using their user ID and password.

Students can search for books, articles, and videos using Primo, the library's single-search-box discovery tool (known locally as Primo 1Search). The library provides access to *CINAHL Plus with Full Text*, *PubMed Central* and *Health Source: Nursing/Academic Edition*, *PsycArticles*, and *Elsevier's ScienceDirect*. E-books are available through *EBSCO eBook Community College Collection*, *EBSCO eBooks*, and *ProQuest eBook Central*.

[https://dacc.libguides.com/primo\\_help](https://dacc.libguides.com/primo_help) Directions

<https://dacc.edu/library> Library Website

### Books Located on the Reserve Shelf:

1. Bontrager's Textbook of Radiographic Positioning and Related Anatomy, 9th & 10<sup>th</sup> Edition, by John Lampignano and Leslie E. Kendrick.
2. Workbook for Bontrager's Textbook of Radiographic Positioning and Related Anatomy - Elsevier eBook on VitalSource, 9<sup>th</sup> & 10<sup>th</sup> Ed. Lampignano & Kendrick
3. Merrill's Atlas of Radiographic Positions and Radiologic Procedures Vol I, II, III Volume 13th, Ballinger and Frank, Elsevier (Mosby) 0323016049 2016
4. Comprehensive Radiographic Pathology & Workbook 7<sup>th</sup> Edition, Eisenberg & Johnson, Elsevier 2016
5. Digital Radiography and Pacs 3<sup>rd</sup> Edition, Carter & Veale, Elsevier 2019
6. Introduction to Sectional Anatomy 2<sup>nd</sup> Ed & Workbook & Board review guide 3<sup>rd</sup> Ed. Madden
7. Sectional Anatomy for Imaging Professionals 3<sup>rd</sup> Ed. Kelley & Petersen

### Books Held by our Library (Stacks) (Search Words Radiology, Radiologic Technology, Medical Imaging, Sonography, Echocardiography. Use filter held by the library.)

1. Introduction to Radiologic & Imaging Sciences & Patient Care, Adler, McKenna, 7<sup>th</sup> Edition
2. Bushong, Stewart C. Radiologic Science For Technologists: Physics, Biology, And Protection. St. Louis, Mo. : Mosby/Elsevier, 2013.
3. Critical Care Radiology, Schaelfer-Prokop. 2011
4. ABC of Emergency Radiology, Chan, 2013



5. Principles of Radiographic Imaging, Carlton and Adler, Delmar, 0766813002 2013
6. Radiation Protection in Medical Radiography, Statkiewicz, Elsevier, 0323014526 2014
7. Patient Care in Radiography: with an introduction to medical imaging, Ehrlich and McCloskey, Elsevier, 0323019374 2013
8. Adaptive Radiography with Trauma, Image Critique and Critical Thinking, Carroll & Bowman, Delmar, 2014
8. Applied Angiography for Radiographers, Laudicina and Wean, Elsevier, 0721632831 1994
9. Trauma and Mobile Radiography, Drafke, FA Davis, 0694-X 2001
10. Introduction to Radiologic Technology, Gurley and Callaway, Elsevier, 0323014488 2011

### **Journals**

1. Journal of Ultrasound in Medicine – AIUM --
2. Radiologic Technology - ASRT
3. Applied Radiology – Anderson Publishing
4. Diagnostic Imaging – CMP Media

### **Online Journals**

Over 100 available. See the librarian for a complete list.

Reviewed and Updated Sept. 2021

## Administration and Faculty

Stephen Nacco, Ph.D. Vermilion Hall, Rm 203; 443-8848 <a href="mailto:s.nacco@dacc.edu">s.nacco@dacc.edu</a>	President
Carl Bridges, Ph.D. Vermilion Hall, Rm 202; 443-8771 <a href="mailto:c.bridges@dacc.edu">c.bridges@dacc.edu</a>	Vice President Academic Affairs
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## **Technical (Non-Academia) Requirements**

Individuals admitted to the Radiography program at DACC must possess the ability to complete all aspects of the classroom, lab, and clinical curriculum. The student will identify any disability to performing any one of these requirements and the doctor will confirm the disability on the Health Physical Form. Therefore, in addition to program prerequisites, 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. These technical requirements enable all student technologists to carry out the essential functions of the profession throughout the program and include, but are not limited to, the following skills and abilities:

### **Communication / Interactions**

The student must be able to clearly communicate in English both verbally and in writing and interact 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.
- Having the ability to control emotions and maintain composure under stress and emergency situations.
- Being able to adjust to various personalities of patients, clinical staff, and physicians.
- Accepting criticism and adopting appropriate modification 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**

The student must be able to see fine lines and distinguish gradual changes in blacks, grays, and whites as related to:

- Reading department protocols for imaging procedures, examinations requests, computer monitors, and any written directions or orders.
- The ability to observe a patient accurately at a distance or close at hand, requiring the functional use of the sense of vision and hearing.
- Properly position a patient in relation to the x-ray tube and image receptor.
- Assessing the directions of the central ray to the anatomical part being imaged.
- Reviewing and evaluating recorded images to identify 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**

The student will 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 a surgical mask is required.
- Hear faint or muffled sounds from the control panel or away from the radiographic room.
- Monitor equipment operation as may be indicated by low-sounding buzzers or bells.

### **Motor Functions Ability**

The student will have good manual dexterity, motor skills, and eye-hand coordination 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, transport, and manipulate a variety of radiographic equipment including (i.e. mobile radiographic/fluoroscopic equipment, portable units), 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, handle sterile trays, and equipment, including the ability to perform venipuncture.
- Stand unassisted for long periods.

### **Not Meeting Technical Requirements**

Those who do not meet the technical requirements of the program will be assessed individually by a team from the College which shall include but not be limited to representatives from Health Professions, Student Services, and Administration. In all cases, patient safety will be the primary determining factor related to the interpretation of non-academic criteria.

The situation will be evaluated according to the following process:

- The evaluation team will determine if there is a reasonable basis to believe that the individual's continuation in the Program will pose a substantial risk of harm to him/herself or to others (i.e. patients, clinical staff, other students, or faculty.) This will be assessed through the examination of all relevant information including medical history and work history in terms of Program requirements. This information shall be provided in full by the applicant and will be evaluated as related to the probability and severity of harm. The team must then determine if reasonable accommodations can be made by the College that will allow the applicant to gain admission and meet the technical requirements.
- Each applicant will be evaluated individually, based on the documents submitted.
- Each student who is evaluated shall be notified as to whether they will be granted continuation in the Program based on the availability of reasonable accommodation.
- Anyone who is denied continuation in the program may appeal this decision by following the grievance policy.

## **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 program. The background check and drug screening will be conducted after acceptance but prior to starting 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**. The letter of findings must be provided to the Medical Imaging Director for placement in the student file. If the student does not share the letter with the program director, she will not sign the examination application form at the end of the program. If the results from the ARRT are found that the student is unable to sit for their ARRT examination he/she will be dismissed from the program. If during the two-year program a student is placed under arrest it is up to that student to file the proper application with the ARRT. This must be completed within **thirty days** of the arrest.

### **Pre-Application Review of Eligibility (ARRT)**

The ARRT provides a form that must be used by individuals who have a **misdemeanor or felony convictions** in their past and who will need to answer ‘Yes’ to the following exam application questions: Have you ever been charged with or convicted of a misdemeanor or felony?

Answer "Yes" if you have:

- Charges or convictions—including those that were stayed, withheld or deferred, set aside, or suspended
- Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
- Court conditions applied to your charge--including court supervision, probation, or pretrial diversion
- Traffic violations charged as misdemeanors or felonies
- Traffic violations that involved drugs or alcohol

Answer “No” if you have no offenses. Also answer “No” if you have:

- Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court
- Speeding and parking tickets that weren’t charged as misdemeanors or felonies and that didn’t involve drugs or alcohol (if you have any traffic violation that involved drugs and/or alcohol, you must answer “Yes”)
- Charges that were dismissed with no court conditions required (if conditions were required, you must answer “Yes”)
- Court records that were sealed or expunged (if you don’t have court documents that prove your case was sealed or expunged, you must answer “Yes”)
- Offenses you’ve already reported to ARRT and about which ARRT has sent you communication

In order for you to handle this situation privately and confidentially, please visit the ARRT website ([Ethics Review](#)) 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.

The [ARRT Standards of Ethics](#) define the following ethical violations:

- Fraud or deceptive practices
- Subversion
- Unprofessional conduct
- Scope-of-practice violations
- Being unfit to practice
- Improper management of patient records
- Violation of state laws, federal laws, or regulatory rules
- Failure to report violations or errors

### **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 the program and may result in being dropped from the program. It's the student's responsibility to ensure these items are up to date and on file with the program director. The student should be aware that the clinical sites may request this information for their files. It is highly recommended that students receive the COVID vaccination as it is a clinical site mandate unless a medical or religious exemption has been approved.

### **Substance Abuse Policy**

Students must adhere to DACC's drug-free policy as stated in the Health Professions Student Code of Conduct (back of this book) and the DACC Student Code of Conduct, <http://www.dacc.edu/student-handbook>, and must meet the criteria of each clinical site utilized by the program. The nature of substance abuse includes denial and pervasive inability to think and behave logically. Thus, the safety of patients is greatly influenced by the cognition and behavior of the radiologic technology students caring for them.

It is the policy of the Radiologic Technology Program that drug screening is done on admission and immediately upon suspicion of substance abuse. Any student with a positive drug screen will be considered ineligible for the program and ultimately dismissed from the program because you will not be allowed to attend clinical due to their requirements. The test(s) required will be done at a designated health occupation facility and the cost of the test(s) will be at the student's expense. The student must sign a release of information form allowing the results of the test to be released to the Director of Medical Imaging at DACC. Failure to do so will result in the student's dismissal from the program. If drug testing is inconclusive and there is suggestive of inappropriate temperature or the use of someone else's urine will result in immediate dismissal from the program.

The full health professions substance abuse policy is located in the back of this book.

### **Satisfactory Progress/Grading Scale**

Students are required to make satisfactory progress by earning a grade of C or better in each major (RDTC) course and general education course (BIOL 136 and 137, PHYS 141, MATH 108, ENGL 101, SPCH 101, PSYC 100 or their equivalents and the humanities elective). A student who receives an **unsatisfactory grade in an RDTC** course during the term of the program cannot remain enrolled in the program. Students are allowed **one re-test for a failed lab practical for the entire two-year program**. A second failure within any class lab practical will result in a failing grade in that class and dismissal from the program. Any student who fails a test (below a 75%) must meet with that instructor within 7 days of the graded test. If a student questions a test score they have to meet with the instructor within 7 days of receiving their graded test to discuss their concerns.

#### **GRADE SCALE** (any grade below a 75 is failing)

93% - 100% = A

84% - 92.9% = B

75% - 83.9% = C

66% - 74.9% = D

Below 65.9% = F

#### **Absences on Test Days**

Students are allowed to miss one test without penalty for each class providing they have an excused absence. The student will be expected to take the missed exam on the first day returning to class. It is the student's responsibility to make arrangements to take the exam. Students will be allowed to make up additional absences on a test day (including lab practicals) using the same process described above but will receive a 7% deduction of the test score unless the absence has been pre-approved and the test can be taken prior to the absence. Students may be requested at the instructor's discretion to take a different exam than those who were present for the test day.

#### **Drops / Withdrawals / Readmission**

A student must notify the Program Director if dropping/withdrawing from the program. The Director will withdraw the student from his/her respective RDTC courses. The student must withdraw him/herself from any general education courses if he/she so desires. Students can refer to <https://www.dacc.edu/ar/withdraw> for more details.

If the student wishes to re-enter the program, he/she must apply for reinstatement. A student applies for reinstatement by writing a letter to the program director, which outlines the steps the student has taken to improve their chances of success. Reinstatement is not a guarantee and will be considered in the circumstances of each case and will be dependent upon space availability. Students are allowed to be reinstated only one time. The time limit for reinstatement petitions is two years from the date of withdrawal or unsatisfactory grade. The final decision on returning to the program will be based on the professional judgment of the program faculty and admission committee.

Students that have been dismissed from the program for clinical incompetence or conduct violations **are not eligible** for reinstatement.

## **Medical Conditions / Leave**

Declaration or disclosure of medical conditions is a voluntary act. Students with medical conditions will be expected to meet the same conditions and objectives stated in the handbook.

### **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 before returning to class or the clinical setting. If the student is unable to meet the technical standards that are required of all students, they will be allowed to withdraw and return the following year based on class and space availability.

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

Students who experience extended absences from the classroom and or clinical due to a documented medical condition must make arrangements with the Director and appropriate Instructor(s) for a leave of absence and program re-entry plan.

### **Bereavement Leave**

The bereaved student shall be provided up to three days of leave for each death in the student's immediate family or household, (spouse, child, parent, sibling, in-law, or step relations). One day of leave will be granted for those relatives once removed. This leave includes absences from class, lab, and clinical. This type of absence will not reflect in their grade or missed tests. However, all absences during clinical outside of the one day will need to be made up if past allotted time off. The student is responsible for obtaining missed work immediately upon return.

### **Extenuating Circumstances**

Any other extenuating circumstances that could cause extended absences are solely determined by program officials on a case-by-case basis.

## **Working in a Healthcare Facility**

Rad Tech students that are employed by a healthcare facility (hospital, dr. office, and chiropractor) as a tech aide/student in training are not allowed to make any exposures and are not allowed to wear their DACC student uniform. Students may not identify themselves as radiography students outside of clinical time. Immediate dismissal from the program will occur for violations of this policy. If the student is employed by their clinical affiliate he/she will not be pulled away from clinical experience, for any reason, to fulfill responsibilities as an employee (i.e., meetings, discussions, etc.).



### **Professional Conduct/Student Responsibilities**

Students must demonstrate not only academic and technical competence but also proper professional conduct. The classroom, lab, and clinical are a forum for open discussion and the free exchange of ideas. However, with that privilege, students and instructors also have the responsibility to conduct themselves civilly and respectfully. Each student at DACC is expected to exhibit conduct that corresponds with the educational mission of the College. It is the student's responsibility to become familiar with and adhere to the DACC Health Profession's Student Conduct Code (found in the back of this handbook), DACC Student Conduct Code, and the Academic Integrity Policy, as contained in the DACC Student Handbook.

#### **Immediate Dismissal from the Rad Tech Program will/may occur if any of the following violations occur:**

- Failing below 75% in any class/clinical
- Unsatisfactory clinical performance (receiving a 1 or 2 three times in any given category on the Professionalism Evaluation) or being removed from a clinical site permanently
- Unsafe clinical performance (see student responsibilities under clinical section)
- Reporting to class, labs, and clinical while under the influence of alcohol or illegal drugs, or drugs for which the student does not have a prescription. If a student has a prescription he/she must be able to perform all duties without being in an altered state.
- Conviction of a felony or misdemeanor during the academic year and the ARRT does not grant permission/pass the ethics review.
- Misappropriation of radiation, including performing exams without proper supervision and failure to protect yourself and the patient from exposure.
- Violations of ARRT standards of ethics & ASRT practice standards
- Any compromise of patient care or safety
- Dishonesty including cheating, plagiarism, and/or falsifying any record
- Acts of violence, possession of unauthorized weapons
- Repeated violations of the absence/tardiness policy
- Repeated violations of dress code policy
- Disregard safety rules
- Repeated violations of handbook/classroom rules
- Violations of HIPAA and Confidentiality
- Failure to honestly answer questions on admission/medical forms

## **Classroom Professional Conduct**

(The following are a few examples of unacceptable classroom conduct that will not be tolerated). If any of these behaviors continue after remediation the dismissal process will begin:

- Cell phones, smartwatches, and other electronic devices must be turned off and put away during class and lab time. They are not allowed on your desk.
- Extraneous conversations during class time. 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, ask the instructor, not your neighbor. If the instructor has to ask you to stop talking you may be asked to leave.
- Arguing with classmates, instructors, and/or clinical staff is inappropriate. If you disagree with something the instructor is requiring or the way class is being conducted you need to schedule an appointment with the instructor to discuss the matter.
- Use of vile, abusive, or suggestive language toward any person.
- Harassment in any form.
- Sleeping in class, lab, or clinical.
- Students are not allowed to work the previous eight (8) hours prior to clinical/class/lab to ensure patient safety and decrease the potential for errors from practicing in a sleep-deprived condition; therefore, working the eight (8) hours immediately preceding the clinical day will result in immediate dismissal from clinical and will constitute an unexcused absence.
- Children, other family members, and friends are not permitted in the classroom or labs.
- Chronic tardiness and absences.

## **Classroom Attendance/Tardiness**

- It is mandatory to email your instructors prior to missing class (excused or unexcused) or if tardy.
- Three (3) unexcused classroom absences and (1) lab (Fall & Spring) are grounds for dismissal from the program. During the summer semester (2) unexcused classroom absences and (1) lab are grounds for dismissal.
- Do NOT attend class/lab/clinical if you have any infectious symptoms (fever, chills, sweats, cough, etc.). If you attend class, lab, or clinical with symptoms you will be sent home.
- Students arriving late will not be permitted into the classroom, including during testing. Students will be expected to take the missed test on the first day of returning to class and a 7% will be deducted from the test score.
- Students who are tardy three times within the semester will have their grade dropped by 1 letter grade. Four times will result in a drop of two letter grades and five times will result in dismissal.

## Laboratory Rules & Procedures

### Attendance

Students are required to be at every laboratory session.

### Punctuality

Students are expected to arrive on time for their lab sessions. Late arrivals will earn no (0) points for that laboratory session.

### Uniform / Dress Code: Labs/Clinical

In the contractual agreement Danville Area 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, with some additional components, serve as a basis for the DACC dress code policy.

**\*\*\* Any uniform violations will result in the student being sent home. Time will need to be made up and this will be considered unexcused as part of the attendance policy.**

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

- Students must wear the appropriate scrub top and pants in the laboratory/clinical. Cherokee brand uniforms will be teal in color. They must be clean and wrinkle-free, pressed. Scrub jackets may be worn for comfort and will be teal in color. Uniforms should have a loose fit and be conservative in the cut. Pants should not touch the ground.
- Solid white or black long or short sleeve undershirts may be worn under scrub tops.
- Complete set of undergarments must be worn and are not visible.
- Name tag, dosimeter, and patch in the proper location on the scrub top or lab coat. (Nametag (left upper chest), patch (left upper arm at midline).
- Radiographic Identification Markers - The student must have their markers with him/her at all times while in the clinical area or the radiography lab on campus.
- Shoes must have closed toes and heels, no clogs. Shoes will be solid white or black shoes with no mesh and very little color on them. Good shoes are recommended due to the amount of time on your feet.
- Hair should be clean and neat. Hair must be out of the eyes and secured only with subtle hair accessories. Hair must be of natural color. Hair must be pulled back or up and held in place while the student is in the lab/clinical setting and must not fall forward when leaning over the patient. Messy buns should look neat and professional.
- Beards and mustaches – clean, neat, well-trimmed, and no longer than two inches. If facial hair impairs a student's ability to be fit-tested for an N95 mask the student must shave all hair off.

- Jewelry such as bracelets, earrings, necklaces, etc. must not dangle more than one inch from the body. No ear gauges, bars, or facial jewelry (including nose & tongue rings) can be worn. Rings should be kept at a minimum.
- Tattoos will need to be covered at all times during clinical.
- No gum chewing or tobacco use of any kind is permitted during clinical/lab hours. If you smoke on lunch break it's imperative that you do not smell like smoke when returning to clinical. Wash your hands when returning but do not use excessive body sprays to cover up the smoke smell.
- Smoking at home or in a closed vehicle before clinical – is seen as a health hazard to patients. Students should not smell like smoke during clinical/lab.
- No artificial nails, nail jewelry, or nail enhancement is allowed (this includes gel and powder polishes). Nails should be kept to no more than ¼” above the nail bed. Nails must be natural with no polish and be kept clean.
- No excessive makeup or fragrances. Makeup should be conservative.
- Good personal hygiene, being well-groomed, without body odor, no hickeys, and clothing in a clean condition are expected at all times in the classroom, lab, and clinical settings. Appearance is part of a professional appearance. Washing uniforms after each use will reduce the effects of body odor.
- The Program Director, clinical coordinator, and clinical personnel retain the right to determine **‘professional appearance’**.

### **Equipment Handling**

Everyone must operate the laboratory equipment in the manufacturer's prescribed manner. If a student encounters a problem with the equipment or is uncertain about its operation, he/she must seek assistance from an instructor. If a student intentionally damages any equipment, he/she will face serious disciplinary action. All equipment must be **turned off and placed back** in the appropriate location.

### **Eating/Drinking**

Eating and drinking are not allowed in the laboratory setting. Students are expected to follow clinical sites guidelines for food in patient care areas. This includes chewing gum, tobacco, candy, etc.

### **General Safety**

Horseplay in the laboratory will not be tolerated. Students and instructors will follow all radiation, electrical, and biomedical safety protocols at all times.

### **Needle Handling**

Needles used for any part of the injection process are NOT to be re-capped. They must be immediately disposed of in the red sharps container.

## **Darkroom Operation**

Always turn on the exhaust fan and safelights when working in the darkroom. Make sure equipment is turned back off before leaving.

## **Disinfectant**

Students will be using powerful disinfectants to clean surfaces during lab and clinical. Gloves are required to be worn when using these chemicals.

## **Communicable diseases**

Students will be exposed to a multitude of communicable diseases including bloodborne pathogens. Standard Precautions, as defined by the Centers for Disease Control and Prevention, must be practiced at all times including the use of proper PPEs and hand hygiene.

## **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 disinfectants used in the lab are available on the classroom bulletin board.

## **Lead**

Most radiographic markers contain lead encased in plastic or acrylic. Students should wash their hands frequently during clinical to reduce any possible skin exposure.

## **Radiation Safety**

Radiation safety is an integral part of the medical imaging profession. Therefore, students must be aware of radiation protection rules that must be followed by all personnel. This concept was developed by the National Council on Radiation Protection (NCRP) and is accepted by all regulatory agencies. This concept allows Medical Radiographers, Students, and Radiologists to share the responsibility to keep occupational and non-occupational absorbed doses below their allowable maximum levels. This can be achieved through the employment of proper radiation control procedures. Students are required to adhere to safe radiation protection practices at all times. Student participation in unsafe protection practices is prohibited and may constitute dismissal from the program.

1. The ALARA (As Low as Reasonably Achievable) concept will be followed. A student is expected to exercise sound radiation protection practices at all times. **At no time** should a student participate in a procedure that exhibits unsafe protection practices. Danville Area Community College will provide optically stimulated luminescent dosimeters (OSLs) to all students for laboratory and clinical education.
2. Students must wear a lead apron/shield during fluoroscopy, portables, and surgery. It is highly encouraged to wear a thyroid shield.

## **Radiation Protection Rules Governed By ALARA**

1. Do not make radiographic exposures when individuals are in an unprotected beam path area. Always stand behind the lead barrier in the control booth when making an exposure.
2. Always wear the OSL when participating in labs or clinical.
3. The OSL is to be worn at the neck level and outside the lead apron
4. Never leave the OSL in an exposure room.
5. Never wear the OSL if you are having medical or dental radiographs taken of yourself.
6. Never make an exposure while the door to the radiographic room is open.

7. Never enter a radiography room without knocking to be sure an exposure is not in progress.
8. The student is responsible for the controlled storage of the OSL. Keep the dosimeter away from radiation sources, heat sources, cold temperatures, high humidity levels or direct sunlight, or fluorescent lights. **Do Not Store/Leave it in your car.**
9. If an OSL is lost or damaged, report it immediately to the Program Director. The student is responsible for replacement expenses incurred.
10. Report any inadvertent exposure or any other irregular radiation incident to the Program Director.
11. The Program Director will announce when the latest exposure report is available. The report will be made available for the student to sign within thirty days of the report. Danville Area Community College will maintain a radiation exposure report on all Radiologic Technology students indefinitely.
12. If any OSL reading reaches (1mSv) 100 mrem in any given bi-monthly reporting period, the Program Director will initiate an investigation into the cause and, if necessary, implement steps to prevent a re-occurrence.

### **Corrective Actions**

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

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

1. The first infraction will result in an oral warning and the discussion will be recorded in the student file.
2. A second infraction of any type will result in a mandatory discussion with the Program Director and Clinical Coordinator and will include a written warning.
3. A third infraction of any type will result in dismissal from the program.

### **Grievance Policy**

When a student of the DACC community experiences a situation or a conflict in which the student thinks his/her rights have not been fully recognized or have been compromised in some manner, the student may resolve the conflict or his/her perceived grievance by following the College's process for the resolution of the grievance. Grievances may be resolved on an informal basis or a formal basis. The Radiologic Technology Program follows the campus policy as outlined in the DACC Student Handbook. This policy can be found online in the Student Handbook at <https://www.dacc.edu/student-handbook>

### **Informal Resolution Process**

1. Students are to meet with individual faculty within 10 business days of the situation or conflict to resolve any issues.
2. If the issue is not resolved to the satisfaction of the student at the point of origin within 5 business days, the student may contact and talk with the Director of Medical Imaging.

3. If the issue is not resolved with the Director, within 5 business days, the student should meet with the Dean of Math, Sciences, and Health professions.

**Students are expected to follow the chain of command:**

1. Individual faculty/clinical preceptor
2. Director of Imaging
3. Dean of Math, Sciences, and Health Professions
4. Dean of Student Services
5. Vice President, Academic Affairs
6. College President.

Due to the nature or the seriousness of some potential student complaints, such as a complaint of harassment or knowledge of a serious conduct violation, the student is encouraged to bypass step one and immediately contact the Medical Imaging Director. A student submitting complaints of harassment or serious conduct violation should request an appointment immediately with the Medical Imaging Director. The Resolution Process Flow Chart reflects issues that would be of a level of seriousness to warrant this action. This may be found online in the DACC Student Handbook page 62. [StuHandbook2021-22.pdf](#)

After meeting with the Director and/or Dean, if a student feels their grievance is not resolved to their satisfaction (through the informal process noted above), the student may submit a formal grievance as stated in the DACC Student Handbook. <https://www.dacc.edu/student-handbook>

### **MRI Safety**

Magnetic fields and radio waves can pose safety hazards to individuals with certain implants and/or foreign objects in their bodies. Many implant devices and foreign bodies are not considered MRI compatible (safe). **The magnet is never off** and the chance for injury due to projectiles is significant. If a student believes he/she has had or will have such an object placed in his/her body, he/she must inform the Program Director immediately. All students will undergo MRI compatibility screening prior to clinical rotations and watch an MRI safety video. If a student's screening is questionable the student will need to be medically cleared by their physician before clinical rotations. **Students are not allowed to enter the MRI suite until a safety screening has been conducted.**

### **Open Lab Times**

The Rad Tech room will be open for extra practice times, these will be announced and made available by the instructors. This time should be shared amongst the class to ensure equal time for all. Students will need to wear their student ID badge and dosimeter during all practice sessions. These practice sessions are not mandatory but highly encouraged to help with performance for lab and clinical. When arriving, the student will have appropriate staff unlock the door, sign in and out, and make sure all safety measures are followed. If there is any equipment malfunction it should be reported immediately to Rad Tech faculty.

## Pregnancy Policy

The National Council of Radiation Protection and Measurements (NCRP Report #39) recommends that the DL equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 5 mSv (0.5 rem) for the entire gestation period. It is recommended by the NCRP that persons involved in the occupation should notify the supervisor immediately if pregnancy is suspected. Through proper instruction of all safety precautions and personnel monitoring and strict adherence to these precautions, it can be possible to limit all occupational exposure to under 5 mSv (0.5 rem) per year and prevent fetal DL levels from being surpassed.

Declaration or disclosure of pregnancy is a voluntary act. It is not required, nor will it be coerced of a student technologist. The declaration will consist of the following steps:

1. Declare pregnancy immediately to the Program Director who will review this policy with you.
2. The pregnant student will be provided a copy of **NRC Regulatory guide 8.13**
3. Sign off on Declaration of Pregnancy Form.
4. If complications are anticipated, submit a statement from your physician. The statement must include the physician's recommendation as to which of the following options is advisable:
  - a. Immediate withdrawal from the program.
  - b. Continued full time status.
5. The student may withdraw, in writing, the Declaration of Pregnancy at any time.
6. Under the regulations, the dose received by the embryo/fetus due to occupational exposure is limited to 5 mSv (0.5 rem) for the entire pregnancy. Also monthly exposure to the embryo/fetus cannot exceed 0.5 mSv (.05 rem). DACC does provide a monitoring device to monitor the fetal radiation dose.

If continuing the program, you must abide by the following:

1. Strict adherence to ALL safety precautions for protection purposes.
2. Submit statements from your physician as to any changes or problems in your pregnancy and advisability of continuation full-time.
3. Wear two (2) personnel monitoring devices; one on collar and one on abdomen for fetal monitoring. Readings will be monitored closely by the radiation safety officer and you will be subject to immediate leave of absence from the clinical environment if at any point the radiation safety officer deems it necessary.
4. At any time you feel you are working in an unsafe area or under conditions you feel detrimental to yourself or the fetus, stop immediately and report to the clinical preceptor or clinical staff.
5. At no time and for no reason will you place yourself in the primary beam of radiation.
6. The student will receive no special modifications and all expectations must be maintained.



**Declaration of Pregnancy  
DACC Radiologic Technology Program**

I, \_\_\_\_\_ (print name), am making a voluntary declaration of pregnancy.

My expected due date is \_\_\_\_\_. I understand that this information is used to track the amount of radiation throughout my pregnancy.

I understand that I do not need to provide any medical proof in completing this form and that I may withdraw this declaration at any time.

I have been advised of and understand the limits on the dose to an embryo/fetus and I further understand that I will be given a dosimeter whereby the school will monitor the dose to the embryo.

I have reviewed and understand the Pregnancy Policy initially provided to me in the Radiologic Technology Student Handbook.

Initial one of the following choices:

\_\_\_\_\_ I choose to remain full-time in the Radiography Program and I understand I am expected to perform all of the same responsibilities.

\_\_\_\_\_ I choose to voluntarily withdraw from the program and wish to reapply for the following year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Change of Address / Name**

Students must notify the Program Director and the College Records Office immediately of a new address, telephone number, or e-mail address.

Since all school records become a part of an overall permanent record which may frequently be used for references, all records must at all times bear your LEGAL NAME. Only a student's legal name will be used on records that are presented to the American Registry of Radiologic Technologists for certification.

In the event a student's name is legally changed through marriage, divorce, or court order, one copy of a change of name affidavit must be filed in the school office within ten (10) days after the legal change of name has been made.

## **Accidents, Injuries, Illnesses (Communicable Diseases), & Reporting**

Danville Area Community College is committed to providing a safe and healthy learning environment. All accidents or illnesses which occur during school hours in the classroom, lab, and/or clinical setting must be reported immediately to the instructor/clinical preceptor and program director. The Radiologic Technology program follows the campus policy as outlined in the DACC Student Handbook [dacc.edu/student-handbook-2021-2022/emergency-response-guidelines](http://dacc.edu/student-handbook-2021-2022/emergency-response-guidelines). However, the student is responsible for the maintenance of his/her own health needs. Each student should carry medical insurance to cover illnesses and accidents. The student is responsible for obtaining his/her own medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the facility. It is DACC's policy to initiate an emergency medical response.

Students must provide proof of immunizations prior to the beginning of the program and all health requirements must be up to date throughout the program. Students may be exposed to communicable illnesses during clinical education. If exposure occurs and the student was not using proper PPEs this should be reported immediately to the clinical coordinator and/or program director.

If any student is suspected or confirmed of harboring contagious diseases this must be reported immediately to the clinical coordinator and/or program director. Students that are deemed contagious will not be able to report to class, lab, and clinical. Signs and symptoms of being contagious include but are not limited to; having a fever, uncontrolled cough, chickenpox (shingles), open wounds, pink eye, or any other signs, symptoms, or diseases that are considered communicable or contagious. Clinical preceptors and the clinical coordinator have the right to initiate communication and send a student home if they show signs of being infectious.

Students are expected to follow the college's Covid policy which is based on the executive order from the Governor [COVIDSafetyPlan Fall21](#). Students must either be vaccinated or have an approved exemption status. If an exemption is approved, the student will complete weekly Covid testing to be compliant for class and clinical. The testing results must be shared with the program director and uploaded into the web-based program cleared for class. Students showing signs/symptoms of Covid should test and not attend class or clinical until their results are in. If positive for Covid, students will need to complete the Covid report form located on the college's website.

Students are ethically obligated to provide patient care with compassion and demonstrate respect for all patients. Students are not able to refuse to care for the patient based on their diagnosis of communicable diseases. Students will undergo education and fit-testing for communicable diseases to ensure their safety. Students are expected to follow all guidelines for standard precautions with all patients.

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

If a needle stick injury occurs during a clinical rotation, the student **MUST** report the incident immediately to the supervising clinical faculty who will follow the recommendations set forth by the attending clinical agency.

### **Off-Campus Lectures and Courses**

On occasion, lectures or courses may be scheduled at off-campus sites 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 speakers' availability, lectures may be scheduled on clinical days. Attendance at such lectures is mandatory.

### **Blackboard Testing Policy**

#### **Academic Integrity**

Academic honesty is the expected behavior of all students. Academic dishonesty may include but is not limited to, using prohibited resources, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. All online exams are closed-book unless otherwise designated. Downloading, copying, screen shooting, or printing any exam or part of an exam is considered academic dishonesty unless otherwise designated by your instructor, and will result in disciplinary action. Students who engage in academic dishonesty in any form, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from DACC.

#### **Online Exams**

Dates and times for online exams will be announced accordingly. It is the student's responsibility to have a reliable internet connection and computer for examinations. DACC will be implementing the program Respondus Lockdown Browser & Respondus Monitor for tests that are administered via Blackboard.

#### **Students must take the exam at the designated time.**

Missed online exams will be managed in accordance with the Absences on Test Day policy found within this handbook. Should an exam be missed due to a medical emergency, faculty may require alternate forms for examination. Students will be informed of the length of time allowed for the exam and the time when the exam will be available. It is the student's responsibility to adjust their schedule to take the exams during the scheduled time.

## The American Registry of Radiologic Technologists Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which *Registered Technologists and Candidates* may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational. <https://ARRT Code of Ethics> and <https://arrt-standards-of-ethics-2020.pdf>

1. The radiologic technologist acts in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## **Lifelong Learning**

Registered technologists are required to complete 24 hours of continuing education every two years to maintain their certification and license in good standing. R.T.s who have earned their credentials must complete ARRT's Continuing Qualifications Requirements (CQR) every 10 years. CQR helps identify gaps in knowledge and skills that might cause you to fall behind today's entry-level qualifications. After identifying the gaps CQR will facilitate in developing a plan for refreshing your understanding and abilities.

This concept of "lifelong learning" is critical in acquiring new knowledge and updating skills. Students are introduced to this concept in the following ways:

- Encouragement to attend and participate at the annual Association of Collegiate Educators in Radiologic Technology (ACERT) Conference held in Las Vegas, NV in early February
- A one-day field trip to the Radiologic Society of North America (RSNA) convention in Chicago, IL, held in late November, early December
- Encouragement to join and participate in the Illinois State Society of Radiologic Technologists (ISSRT) and the American Society for Radiologic Technologists (ASRT)

## **HIPAA and Confidentiality**

As part of our affiliation with clinical agencies, students are required to comply with federal HIPAA regulations, state regulations, and facility policies with regard to the privacy of patient information. Information obtained as a result of clinical education must be treated as confidential and released only to authorized personnel.

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. 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.

HIPAA standards of confidentiality will be discussed during Patient Care RDTC 100. Students violating HIPAA standards of confidentiality violate federal law and are subject to a fine and/or imprisonment and will be immediately dismissed from the radiography program.

Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, the hospital cafeteria, or any similar public place. See the Health Professions Code of Conduct for further information. The examples of breach of confidentiality include but are not limited to:

- Any written information must be guarded as confidential. Any written information should never contain the patient's name or any other identifying information (including patient initials).
- Do not discuss clinical experiences in any public place. Confidentiality of patients, staff,

faculty, and students is to be maintained at all times. Patient information or clinical situations should never be discussed in public places or on social networking sites even if the patient is not referred to by name.

- Photocopying or printing of any patient records or removal of patient records from the clinical facility is expressly forbidden.
- Photography of any patient or clinical situation is strictly prohibited.
- **Social Media (for example, Facebook and Twitter) and cell phone guidelines**
- Clinical affiliation agencies prohibit the use of cell phones and other electronic devices.

*Violations of privacy regulations/policies may result in immediate dismissal from the program and may involve civil and criminal penalties. See the Health Professions Code of Conduct for further information.*

Students should be aware that information posted on these sites violates the DACC Student Code of Conduct and are subject to dismissal. Such violations can place the student at risk for civil and criminal penalties.

### **Social Media Policy**

The following are guidelines that should be followed when creating blogs, commenting on a blog, personal websites, online journals, or using any social media/networking sites (such as but not limited to Facebook, Instagram, Twitter, or Snapchat).

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 any social media sites. Students must avoid all discussions of personalities involving the doctors, patients, and hospital personnel at their assigned clinical site. Discussion of problems, issues, or experiences encountered in the hospital or clinic should not be given on any social network.

Students and employees are free to express their views on social media but are responsible for what they post and should utilize good judgment and common sense. Students shall not use online social media to harass, threaten or discriminate against other students, faculty, staff, or any member of the public. DACC does not tolerate any harassment including online harassment. All social media posts/blogs must comply with the Radiography Program policies including the student code of conduct.

Students and employees will refrain from posting/expressing any negative or derogatory remarks about classmates, educators, clinical affiliates, and DACC. Assume that co-workers and future employers are reading your social media.

The Radiography Program will determine, in its sole discretion, whether a particular social media network use violates the program's policies. Students may be requested to remove social media. It is the expectation of the program that such a request will be honored or the student could face consequences. As with all other policies, violation of this policy may result in discipline, up to and including dismissal from the program.

HIPAA laws must always be maintained and if any violations occur the student will be immediately dismissed and may face criminal charges.

## **Recording**

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

## **Radiologic Technology Club**

All students enrolled in the Associate Degree Radiologic Technology Program are considered members of the student Rad Tech Club. The primary purpose/intent of this organization is community service and fundraising for those interested in participating in educational conferences and expanding our knowledge of the field. This will foster a culture of giving to the community and create connections for lifelong learning.

## **Transfer Student / Advanced Placement**

We do not accept students attempting to transfer from another Radiologic Technology program or seeking advanced placement. Students desiring to attend this program must meet with an academic advisor and follow the admission process.

## **Student's Right to Privacy (FERPA)**

### **Release of Information about Students**

DACC maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380). The law provides the student access to official records directly related to the student. It also provides the student with the opportunity for a hearing to challenge such records because they are inaccurate, misleading, or otherwise inappropriate. Students who wish to review their official college records should contact the Admissions & Records Office in Vermilion Hall. <https://www.dacc.edustudent-communications-privacy>

Students may inspect their Rad Tech program files at any time with the presence of program faculty. The student should schedule a meeting time to view records. Students are not allowed to take any information or delete any information that is in their file. All student files are kept secured in faculty offices. All records are considered confidential and the property of the college. Program officials are not allowed to speak with any family member regarding the students' progress, grades, or disciplinary actions without the written consent and appropriate completed forms on file. Students sign a release to allow certain information to be shared with clinical sites.

## **Important Organizations in Radiologic Science**

American Society of Radiologic Technologists – [www.asrt.org](http://www.asrt.org)

Association of Collegiate Educators in Radiologic Technology – [www.acert.org](http://www.acert.org)

Illinois State Society of Radiologic Technologists – [www.issrt.org](http://www.issrt.org)

American Healthcare Radiology Administrators – [www.ahraonline.org](http://www.ahraonline.org)

Joint Review Committee on Education in Radiologic Technology – [www.jrcert.org](http://www.jrcert.org)

Radiologic Society of North America – [www.rsna.org](http://www.rsna.org)

Association of Educators in Radiological Sciences – [www.aers.org](http://www.aers.org)

American Institute of Ultrasound in Medicine – [www.aium.org](http://www.aium.org)

Society of Diagnostic Medical Sonography – [www.sdms.org](http://www.sdms.org)

Society of Vascular Ultrasound – [www.svunet.org](http://www.svunet.org)

American Society of Echocardiography – [www.asecho.org](http://www.asecho.org)

## **Certifying Organizations**

American Registry of Radiologic Technologists – [www.arrt.org](http://www.arrt.org)

Illinois License – IEMA [www.iema.org](http://www.iema.org)

American Registry for Diagnostic Medical Sonographers – [www.ardms.org](http://www.ardms.org)

## **University Religious Observance Act**

Requirement of Absence Notification: DACC faculty and administrative personnel require 5 (five) calendar days of advance notice from students of upcoming religious observance absences to ensure the timeliness of the required actions. Please refer to the DACC website <https://www.dacc.edu/university-religious-observances-act-policy> for the full policy.



## **Student Services**

### **Tutoring, Trio, Testing Center, Financial Aid**

Danville Area Community College provides advisement and counseling services to students, and potential students, in three different formats: 1) through the Academic Advisement & Counseling Department located in Lincoln Hall; 2) through career, program-specific faculty advisors; and 3) through our TRiO program located in Cannon Hall. The college also provides transfer-oriented, faculty mentoring for students who are interested in learning more about their intended major.

One of the primary functions of Academic Advisement and Counseling (AAC) is to help all students obtain the type of education best adapted to their needs, abilities, and interests. Counselors and academic advisors meet with students to assist them in planning their academic programs and career goals, solving personal concerns, and adjusting to college. While all students are encouraged to work with an academic advisor or counselor, those who are registering for 12 or more credit hours (fall or spring semester) or more than 6 hours (summer semester) are required to work with a counselor or advisor. Advisors and counselors are specialized by major/program of study.

Advisors and counselors work closely with the Career Services, Financial Aid, and Student Success Center to provide comprehensive services. The AAC office also provides assistance with transfer processes, access to college fairs, assistance with college policies and procedures, and referrals to services on and off-campus.

Personal counseling is available through DACC's AAC Office. Counselors will assess student situations and determine if further counseling is needed through the AAC office or an off-campus, community provider. AAC counselors help students to identify barriers and develop solutions that enable them to persist and achieve their academic goals. The College also provides special assistance for disadvantaged students and students with disabilities. Special services are available through the Student Support Services office located in Cannon Hall.

### **Student Success Center**

Student Success Center (SSC) provides resources and services to empower students to be successful in college and life. SSC is funded through two federal grants, Perkins III and TRiO. The Student Success Center houses the Tutoring Lab and the TRiO Student Support Services. The SSC provides free tutoring for DACC students in almost every subject, as well as one-on-one and group tutoring. The department also arranges accommodations for students with documented disabilities. Accommodations include but are not limited to alternative testing arrangements, assistive technology, course materials in an alternate format, sign language interpreters, and note-takers. Students interested in learning more about these services should visit Student Support Services in Room 113 of Cannon Hall. 217-443-8898.

### **Disability Services**

Disability Services provide assistance to all qualified students with disabilities: physical, psychiatric, or educational. Students are required to register with Disability Services and identify their needs to be eligible for academic accommodations. All services are based on individual needs. Students are responsible for identifying themselves to the Disability Services, located in Cannon Hall, Room 113, for providing documentation and for requesting accommodations.

If you have a documented disability (or believe you have one) that requires academic accommodation, please inform your instructor and/or the program director. Academic

accommodations and support services are arranged for eligible students with disabilities by the staff of the Student Success Services Center located in Cannon Hall. Students requesting academic accommodations must present proper documentation to the coordinator of the Student Success Services Center *before* accommodations can be provided.

### **Career and Employment Services**

The Careers and Employment Services Center located on the first floor of Lincoln Hall, Room 104, assists students in making career and life planning choices. Students wishing assistance in their career choice or in gaining skills that will aid them in their job-hunting process are encouraged to visit the Career Center. A wealth of career and job search information is available, including internet-based and computerized career guidance programs. Career and Employment Services also helps students with their full-time, part-time, and seasonal employment needs. Services are designed to help DACC students acquire the skills necessary for a successful job search as well as connect students with potential employer contacts. For more information, please visit <https://www.dacc.edu/career> or contact: Nick Catlett, Director of Career and Employment Services [ncatlett@dacc.edu](mailto:ncatlett@dacc.edu), 217-443-8864

Child care may be available at the Child Development Center on campus. They can be reached at 443-8833.

### **Computer Labs and Technical Support**

Computers are available at various open labs throughout campus (Mary Miller Room 206, Clock Tower Center Room 127, and Lincoln Hall 204). Students using these labs should follow campus guidelines as established in the DACC Student Handbook.

Students may contact the Computer and Network Services department for assistance with accounts, passwords, or other technical issues. The email address for this department is [cns@dacc.edu](mailto:cns@dacc.edu); phone numbers are [217-443-8861](tel:217-443-8861), [217-443-8710](tel:217-443-8710), and [217-443-8871](tel:217-443-8871).

### **Statement of Non-Discrimination**

Danville Area Community College does not discriminate in employment or educational opportunities, including career and technical educational opportunities, based on race, color, sex, religion, age, national origin, ancestry, marital status, unfavorable discharge from military service (except dishonorable), mental or physical disability unrelated to the ability to perform essential program and job functions, veteran status, or any basis of discrimination precluded by the applicable federal and state statutes in its programs and activities. The College will take steps to assure that the lack of English-language proficiency will not be a barrier to employment, admission, and participation in CTE programs. Career and technical education courses/program offerings and admission criteria are on our website, [www.dacc.edu](http://www.dacc.edu), or by calling [217-443-3222](tel:217-443-3222). The following person has been designated to handle inquiries regarding the non-discrimination policy: Jill A. Cranmore, Director, Human Resources, Affirmative Action Officer, Title IX Coordinator, and Section 504/ADA Coordinator, Danville Area Community College, 2000 E. Main St., Martin Luther King Memorial Way, Danville, IL 61832-5199, [217-443-8756](tel:217-443-8756), or [jcranmore@dacc.edu](mailto:jcranmore@dacc.edu). <https://www.dacc.edu/nondiscrimination>

## Case Study Objectives and Instructions

This is a “capstone” project of the Radiologic Technology Program, in which students synthesize knowledge acquired throughout the curriculum. All students will be **required** to complete a Case Study, as a component of RDTC 203 (Fall 2nd year). The case study will consist of a written portion, an oral presentation, and supporting materials.

Each student will select an interesting or unusual pathology case in which medical imaging plays a crucial role. The **topic selected must be submitted to the instructor in writing for approval**, prior to beginning the assignment. The student will give a 10-minute oral presentation (with PowerPoint) and develop a typewritten case study report.

- Length: Minimum of five pages of text
- Include a title page and reference page
- Spacing: Double
- Font: 12 point
- Use spell check
- Include reference citations using AMA style

The student will address each item on the grading form for the written case study thoroughly. Topics to be considered when selecting and creating the oral and written reports:

- Identify the general anatomy normally demonstrated with this exam.
- Explain why this type of radiographic exam is performed.
- Discuss patient history.
- Explain what the treatment, if any, for this patient will be.
- What is the diagnosis and prognosis for this patient?
- Identify any special, or different, methods used to accomplish the exam.
- Discuss positioning/procedural protocols.
- Discuss technique, and physics of exposure.
- Discuss any pathology, etiology, disease process, and healing process.
- Discuss patient care.
- The student may choose trauma or disease processes—no normal studies.
- Care should be taken to remove the patient’s name from all images. Be mindful of HIPAA.

## CASE STUDY EVALUATION—ORAL PRESENTATION

STUDENT'S NAME \_\_\_\_\_

The student **MUST** address all aspects within each category to earn the total possible points!

<p><b>DISCUSSION OF PATIENT HISTORY, PREP, PROCEDURE SET-UP, TECHNICAL FACTORS AND POSITIONING</b> (10 points possible)</p> <p>The student discussed the patient history, condition, prep, set-up, positioning and technical factors such as kVp, mAs, slice thickness, window width and level, MRI sequence, exposure index, etc. required.</p>	<p>____/10 pts.</p>
<p><b>KNOWLEDGE AND DEMONSTRATION OF ANATOMY</b> (10 points possible)</p> <p>The student demonstrated all pertinent anatomy both normal and abnormal, i.e., osteology, organs, soft tissue, vascular anatomy, neural anatomy, genital-urinary anatomy.</p>	<p>____/10 pts.</p>
<p><b>PATIENT DIAGNOSIS, TREATMENT AND PROGNOSIS</b> (10 points possible)</p> <p>The student discussed the diagnosis, based upon the varied diagnostic exams and radiologist's report(s), the treatment, and prognosis.</p>	<p>____/10 pts.</p>
<p><b>USAGE OF TERMINOLOGY</b> (10 points possible)</p> <p>The student accurately applied technically correct terminology.</p>	<p>____/10 pts.</p>
<p><b>OVERALL ORAL PRESENTATION</b> (10 points possible)</p> <p>The student spoke clearly and confidently, looked at the audience, knew the subject matter, used A/V aids appropriately and was able to answer questions correctly.</p>	<p>____/10 pts.</p>
<p><b>COMMENTS:</b> _____ <b>TOTAL =</b> _____</p>	<p>____/50 pts.</p>
<p><b>Instructor's Signature:</b> _____</p>	<p>____%</p>

## CASE STUDY EVALUATION—WRITTEN REPORT

STUDENT'S NAME \_\_\_\_\_

The student **MUST** address all aspects within each category to earn the total possible points!

<p><b>DISCUSSION OF PATIENT HISTORY, PREP, PROCEDURE SET-UP AND POSITIONING</b> (10 points possible)</p> <p>The student discussed the patient history, condition, prep, set-up, and positioning required.</p>	<p>____/10 pts.</p>
<p><b>DISCUSSION OF TECHNICAL FACTORS</b> (10 points possible)</p> <p>Radiographic Images—the student addressed the following: kVp, mAs, contrast and latitude (gray scale), and other factors such as patient condition or pathology which would affect radiographic quality.</p> <p>MRI, CT, US, Nuc Med. Images—the student discussed the technical process and filming sequence required to obtain the images.</p>	<p>____/10 pts.</p>
<p><b>PATIENT DIAGNOSIS, TREATMENT AND PROGNOSIS</b> (10 points possible)</p> <p>The student discussed the diagnosis, based upon the varied diagnostic exams and radiologist's report(s), the treatment, and prognosis.</p>	<p>____/10 pts.</p>
<p><b>USAGE OF TERMINOLOGY</b> (10 points possible)</p> <p>The student accurately applied technically correct terminology.</p>	<p>____/10 pts.</p>
<p><b>OVERALL WRITTEN PRESENTATION</b> (10 points possible)</p> <p>Report was typed in an organized, error free and professional manner. Standard format specified was followed (five pages minimum, double spaced, 12 point font size, title page, reference page). Patient confidentiality was maintained.</p>	<p>____/10 pts.</p>
<p><b>COMMENTS</b></p>	<p><b>TOTAL =</b> ____/50 pts.</p>
<p><b>Instructor's Signature:</b></p>	<p>____%</p>

## **Health Professions Student Code of Conduct**

As members of an academic community, the students, staff, and faculty of Danville Area Community College have both rights and responsibilities which derive from appropriate standards of conduct and ethical integrity. The college code of conduct and the Health Professions Code of Conduct extends to individual programs. Thus, the Health Professions (HP) Programs will provide a safe environment where respect for the individual is practiced and learning is the fundamental goal of all activity. Students are expected to do course work honestly in accord with the stated requirements of each class. All individuals should be treated fairly in an atmosphere free from discrimination and hostility, as defined by the college. Activities which disrupt the learning process for other students and which interfere with faculty in the performance of their duties will be disciplined according to guidelines established by the college. Violations of standards of conduct as detailed by, but not limited to, this HP Code of Student Conduct and the DACC Code of Student Conduct will be dealt with fairly in a manner appropriate to the offense and according to sanctions guidelines.

### **Academic and Personal Conduct Standards**

The college administration and faculty members define, communicate, and enforce reasonable standards of behavior in classrooms, laboratories, offices, clinical sites, and other campus areas. Students are expected to attend and participate in their courses, to complete assignments, and to communicate clearly with faculty and administration any information necessary for their continued enrollment as defined in the program's handbook and course outline. Each student should understand the principles of academic integrity, ethical conduct, and their program handbooks.

Failure to show respect for order, property, and regulations is considered just cause for disciplinary action. When student behavior interferes with an effective learning climate, the student may lose the privilege of attending or receiving credit in course(s) and may be subject to more severe disciplinary actions, including suspension or expulsion from the Health Professions Programs and/or the College. Additionally, students with previous disciplinary actions may be denied readmission to Health Professions Programs.

### **Student Code of Conduct Terminology & Definitions**

The term "Accused" or "Respondent" refers to the student who is charged with violating this Student Code of Conduct. He or she will be asked to respond to the report and follow the conduct procedures noted below. These terms can be used interchangeably.

The term "accused student" means any student accused of violating this Student Code of Conduct.

The term "bullying" means unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. There are six main types of bullying: 1) verbal, 2) social, 3) physical, 4) relational aggression, 5) cyberbullying, and 6) prejudicial bullying.

The term "administrator" includes any person employed by DACC, performing assigned administrative or professional responsibility.

The term "Appeals Committee" means any person or persons authorized by the DACC President to consider an appeal from the Student Conduct Hearing Committee's determination as to

whether a student has violated this Student Code of Conduct or from the sanctions imposed by the Student Conduct Officer.

The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member the DACC faculty or staff; (4) the acquisition, with permission, of academic material belonging to a current or previous student; and (5) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

The terms "college" or "College" or "campus" or "DACC" all mean Danville Area Community College

The term “college premises” includes all land, buildings, facilities, and other property owned, used, or controlled by DACC [including adjacent streets and sidewalks].

The term “Complainant” means any person who submits a referral alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the “Complainant” even if another member of the DACC community submitted the charges itself.

The term “disruptive behavior” shall include, but not limited to the following:

1. Behavior that causes a disruption to either academic endeavors or the administration of the College or clinical facility;
2. Conduct that disrupts any authorized or sponsored College or clinical event;
3. The blocking of an entrance, exit, or access to any College or clinical facility, area, road, stairway and/or walkway;
4. Behavior that could endanger life or property at College or clinical facility;
5. Behavior that infringes on the rights of other members of the College or clinical community;
6. Leading or inciting others to disrupt scheduled and/or normal activities within any campus area or clinical facility.

The term “faculty member” means any person hired by DACC to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of faculty.

The term “FERPA” means the Family Educational Rights and Privacy Act of 1974. It deals with the release of student education records and affords students certain rights regarding those records.

The term “hazing” means any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person’s willingness to participate.

The term “Health Professions Programs” encompassed the Health Information Technology, ADN Nursing, and Medical Imaging.

The term “Health Professions Student Conduct Hearing Committee” or “HP Student Conduct Hearing Committee” or “Student Conduct Hearing Committee” means any person or persons authorized by the Executive Vice President of Instruction and Student Services to determine whether a student has violated this Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed.

The term “HIPAA” means the Health Insurance Portability and Accountability Act. It provides privacy standards to protect patients’ medical records and other health information provided to health plans, doctors, hospitals and other healthcare providers.

The term “incivility” is defined as intentional behavior that is aimed to disrupt the teaching and learning process (Morrissette, 2001). Examples of incivility include, but not limited to cell phone usage, rude comments, slurs, rumors, interruptions, side conversation, tardiness, sleeping, aggressive behaviors, anger, excuses, and blaming.

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The term “policy” means the written regulations of DACC as found in, but not limited to, this Student Code of Conduct, Student Handbook, Health Professions Handbooks, and in the college catalog.

The term “sentinel event” is defined by the Joint Commission (2013) as: an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase, "or the risk thereof" includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome. Such events are called "sentinel" because they signal the need for immediate investigation and response.

The term “staff” includes any person employed by DACC, performing duties assigned. The term “member of the DACC college community” includes any person who is a student, faculty member, DACC administrator, staff, or any other person employed by the college. A person’s status in a particular situation shall be determined by the Vice President of Instruction and Student Services.

The term “student” includes all persons taking courses at Danville Area Community College, either full or part time, credit or non-credit. Persons who withdrew after allegedly violating this Student Code of Conduct, who are not officially enrolled in a course but who have a continuing relationship with the college or who are in the process of enrolling in a course are still considered “students”. This Student Code of Conduct does apply at all locations of DACC, including off campus sites, at college sponsored events, and in the online environment.

The term “Student Conduct Officer” means a DACC official authorized on a case-by case-basis to impose sanctions upon any student(s) found to have violated this Student Code of Conduct. The Executive Vice President of Instruction and Student Services may authorize the Student Conduct Officer to serve simultaneously as a Student Conduct Officer and the sole member or one of the members of the Student Conduct Hearing Committee. The Executive Vice President



of Instruction and Student Services may authorize the Student Conduct Officer to impose sanctions in all cases.

The term “may” is used in the permissive sense.

The terms “will” and “shall” is something a person will do or expected to do.

\*Please note the College’s Student Handbook and the College’s Sexual Misconduct Policy and Procedure also defines terms for students to know and understand. Theft; gang related conduct; possession or distribution of tobacco, drugs, alcohol, or firearms; demonstrations/riots, sexual misconduct, or criminal activities will be addressed according to the DACC Student Code of Conduct by the Dean of Student Services and/or DACC security.

### **Purpose of the Student Code of Conduct**

The primary purpose of the Student Code of Conduct is to assist Danville Area Community College in creating an environment that allows for quality, innovative, and accessible learning experiences. Students, faculty, staff and administration share in the responsibility for accomplishing the DACC mission. Student conduct standards at DACC are not to be equated to state or federal criminal codes.

### **College Policies**

In addition to its Mission and Values, the College has created policies to ensure Student Code of Conduct also covers all policies that are needed to protect the rights of the DACC community. Students must know and abide by all DACC policies.

### **Student Code of Conduct Authority**

- The Dean of Student Services is responsible for the DACC Student Code of Conduct.
- The Dean of Student Services shall develop policies and procedures for the administration of the DACC Student Code of Conduct system.
- The Dean of Math, Sciences & Health Professions, or designee, is responsible for the Health Professions Student Code of Conduct.
- The Dean of Math, Sciences & Health Professions, or designee, shall develop policies and procedures for the administration of the Health Professions Student Code of Conduct system.
- Decisions made by a DACC and HP Student Conduct Committee and/or the Conduct Officer shall be final, pending the normal appeal process.

### **Jurisdiction of the Student Code of Conduct**

This Student Code of Conduct and HP Student Code of Conduct shall apply to conduct that occurs on DACC premises and at DACC sponsored activities. Each student shall be responsible for his/her conduct on DACC premises and at DACC sponsored activities. Both Student Codes of Conduct shall apply to a student’s conduct even if the student withdraws from or drops out of school while a disciplinary matter is pending.

### **Student Code of Conduct-Rules and Regulations**

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions as outlined in “Sanctions” section of this Student Code of Conduct. Please note, that the HP Student Conduct Officer has the right to call a HP Student Code of Conduct Committee to review and determine the action taken of any behaviors that do not appear on this list but are deemed serious.

1. Acts of dishonesty or unethical behaviors, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty
  - b. Furnishing false information to any DACC administrator, faculty, staff member, or department
  - c. Forgery, alteration, or misuse of any DACC or clinical document or record
  - d. Neglect and/or abuse of patients
  - e. Patient abandonment
  - f. Compromised patient, peer, staff and public safety within the clinical and lab setting
  - g. Failure to report a charge and conviction of a felony or misdemeanor to the program director
  - h. Violation of direct or indirect supervision requirements as detailed in the Health Professions Handbook.
  - i. Insubordination
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other DACC activities, or of other authorized non-DACC activities when the conduct occurs on DACC premises or clinical facilities.
3. Physical abuse, verbal abuse, bullying, threats, intimidation, harassment, coercion, incivility and/or other conduct which threatens or endangers the health or safety of any person whether verbal, nonverbal or electronic.
4. Misuse of social media such as violations of FERPA, HIPAA, or other unprofessional postings.
5. Engaging in acts of hazing, bullying or intimidating towards members of the DACC community. Forms of bullying also include stalking, cyber-bullying, or other forms of electronically-based communications.
6. Failure to comply with directions of DACC administrators or faculty or staff acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized access to any DACC office, computer, or premise.
8. Violation of any DACC policy, rule or regulation published in hard copy or available electronically on the DACC website.
9. Violation of any Health Professions policy, rule or regulation published in the program handbook.
10. Use of drugs, alcohol, tobacco, including any smoking device, faux-smoking devices, or carrying of any lighted smoking instrument in college buildings or on college premises, at events on college premises, in college-owned/rented/leased vehicles or at clinical facilities.
11. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the DACC premises. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on DACC premises without his/her prior knowledge, or without his/hers effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in the Fitness Center, locker rooms, or restrooms.
12. Any misuse of the Health Professions' Computer Labs, Sim Labs, or Skills Labs.
13. Abuse of this Student Code of Conduct system, including but not limited to:
  - a. Failure to obey the notice from the Student Conduct Officer to appear for a meeting or hearing as part of this Student Code of Conduct system.
  - b. Falsification, distortion, or misrepresentation of information before the Student Conduct Officer or Student Conduct Hearing Committee.

- c. Disruption or interference with the orderly conduct of a Student Code of Conduct discipline proceeding.
  - d. Attempt to discourage an individual's proper participation in, or use of, this Student Code of Conduct system.
  - e. Attempting to influence the impartiality of a member of a Student Conduct Hearing Committee.
  - f. Harassment (defined above) and/or intimidation of a member of a Student Conduct Hearing Committee and/or any witness.
  - g. Failure to comply with the sanction(s) imposed under this Student Code of Conduct.
  - h. Influencing or attempting to influence another person to commit an abuse of this Student Code of Conduct system.
14. Violation of any federal, state or local law. Violations of this nature may be reported to professional boards of regulations.
  15. Violation of safety rules as defined in the health profession handbooks or course outlines.
  16. Involvement in a sentinel event.

### **Student Code of Conduct Procedures**

The purpose of the procedures is to provide a fair evaluation of an accused student's responsibilities for violating the DACC or HP Student Code of Conduct.

1. Classroom Management: Each faculty member is responsible for managing classroom behaviors. In the case a student's misconduct violates the Code of Conduct a faculty member may impose sanctions. If unresolved at the faculty level, the case may be referred by the faculty to the program director. If unresolved at the director level, the case may be referred to the Dean of Math, Sciences & Health Professions. If the violation results in removal from the classroom, program, or from the DACC campus, the faculty or program director will first complete an Incident/Conduct Report, to ensure students will receive due process. The report will be submitted to the Dean of Math, Sciences and Health Professions, who will serve as or designate a program director as the Student Conduct Officer.
2. Referrals: Any member of the DACC community may refer a student for behavior which violates the Code of Conduct. The Incident/Conduct Report is to be completed and submitted to the Code of Conduct Officer. Referrals should be submitted as soon as possible after the event takes place.
3. Upon receiving a referral the Student Conduct Officer may conduct an investigation to determine if the misconduct violates the Code of Conduct.
  - a. Violations that may result in sanctions leading up to probation may be addressed through an Informal HP Disciplinary Meeting conducted by the Student Conduct Officer. However, any event involving clinical issues will result in immediate removal from the site until the case is resolved.
  - b. Violations that may result in sanctions leading up to suspension and/or dismissal shall be addressed through a Formal HP Student Conduct Committee. However, any event involving clinical issues will result in immediate removal from the site until the case is resolved.
  - c. The Formal HP Student Conduct Committee reserves the right to refer the violation to the formal DACC Student Conduct Committee.
4. After the investigation, an Informal HP Disciplinary Meeting shall be conducted by the following procedures as stated below:
  - a. The student will be issued a written notice of the Informal HP Disciplinary Meeting no later than three business days prior to the Meeting.
  - b. Typically 2-3 Conduct Officers will be present at the Informal Disciplinary Meeting.
  - c. The student will have the opportunity to hear and address the information gathered during the investigation.

- d. The Student Conduct Officer will determine if the information presented indicates the student has violated this Student Code of Conduct. If it is determined that a violation has occurred and cannot be resolved by probation, the case will be forwarded to the Formal Student Conduct Committee.
5. Formal HP Student Conduct Committee Hearings shall be conducted by the following procedures as stated below:
  - a. All parties will receive written notice of the Student Conduct Hearing no later than three business days prior to the hearing.
  - b. The HP Student Conduct Hearings normally shall be conducted in private.
  - c. There shall be a written record of all Student Conduct Hearings (not including deliberations). Deliberations shall not be recorded. The record shall be the property of DACC.
  - d. When HP Student Conduct Hearings involve more than one student, the Student Conduct Officer, at his/her discretion, may schedule joint or separate hearings for each student accused. In some instances, the Student Conduct Committee may choose to keep the complainant and accused in separate locations during the hearing.
  - e. Admission of any other person, besides the complainant's and/or respondent's advisor (see explanation below), shall be at the discretion of the Student Conduct Committee and/or the Student Conduct Officer.
  - f. The Complainant and the Accused have the right to be assisted by an advisor they choose. The advisor should be a member of the DACC community, but not a student. When selecting an advisor, students should select a person whose schedule allows for attendance at the scheduled date and time for the Student Conduct hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. If the advisor is not a member of the DACC community or an attorney, the College must be notified 48 hours before the hearing takes place. If attorneys are involved, the Hearing will be moved to the DACC Student Hearing Level.
  - g. Both parties are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearings.
  - h. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Hearing proceedings.
  - i. If accommodations for the concerns for the personal safety, wellbeing, and/or fears of confrontation of the Complainant, the Accused, and/or other witness during the hearing, the Hearing will be moved the DACC Student Hearing Level.
  - j. The Complainant, the Accused, and the Student Conduct Officer may arrange for witnesses to present pertinent information at the hearing. The Student Conduct Officer will try to arrange the attendance of the witnesses named if reasonably possible, at least two weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the Student Conduct Committee. Questions may be suggested by the Complainant and/or Accused students to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Committee with such questions directed to the Student Conduct Officer, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Student Conduct Officer.
  - k. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Student Conduct Committee at the discretion of the Student Conduct Officer.
  - l. All procedural questions are subject to the final decision of the Student Conduct Officer.
  - m. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Student Conduct Hearing Committee shall determine whether the

Accused has violated each section of this Student Code of Conduct which the student is charged with violating.

- n. The Student Conduct Hearing Committee's determination shall be made on the basis of whether it is more likely than not that the Accused violated this Student Code of Conduct.
  - o. The Student Conduct Committee will determine if the information presented indicates the student has violated this Student Code of Conduct and make recommendations for sanctions.
  - p. Sanctions will be imposed by the HP Student Conduct Officer or designated program director.
  - q. The HP Student Conduct Hearing Committee will consist of the Dean of Math, Sciences & Health Profession, Program Director, at least one program faculty, at least one non-program faculty, at least one student services representative, and other college employees as deemed necessary. Faculty involved will be present but without voting privileges. Security may be present, if required.
6. If the Accused student, with notice, does not appear before a Disciplinary Meeting or Student Conduct Hearing, the information in support of the referrals shall be presented even if the Accused is not present.
  7. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the Complainant, even if another member of the DACC community submitted the referral itself.

### **Sanctions & Decisions**

The following sanctions may be imposed upon any student found to have violated this Student Code of Conduct:

1. Oral reprimand
2. Written reprimand presented to the student and/or attached to the student's permanent records
3. An assignment (new or to repeat the work), to be graded on its merit
4. A lower grade or failing grade on the particular assignment or test
5. A failing grade in the course
6. Warning - A formal notice in writing to the student that the student is violating or has violated institutional regulations
7. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
8. Loss of privileges or denial of specified privileges for a designated period of time
9. Removal from a course or clinical site in progress
10. Removal from program and/or limitation of readmission

Additional sanction and decision comments:

- More than one of the sanctions listed above may be imposed for any single violation.
- Sanctions for repeated or aggravated violations that may lead up to suspension from the College.
- Disciplinary sanctions become part of the student's disciplinary and educational records. In situations involving both an accused student(s) and a student(s) claiming to be a victim of another student's conduct, the records of the process and sanctions imposed will be considered to be educational records of both.
- In each case in which a Student Conduct Hearing determines that a student(s) has violated this Student Code of Conduct, the sanction(s) shall be determined and imposed by the Student Conduct Officer. The Student Conduct Committee will recommend sanction(s). Following the Student Conduct Hearing the Student Conduct Officer shall

advise the accused student(s) in writing via formal letter within seven (7) calendar days of its determination and of the sanction(s) imposed, if any.

- Both parties have the right to appeal. See below.

### **Interim Suspension**

In certain circumstances, the Student Conduct Officer, or a designee, may impose a suspension prior to holding a Student Conduct Hearing.

1. Interim suspensions may be imposed only: 1) to ensure the safety and well-being of members of the DACC community or preservation of DACC property; 2) to ensure the student's own physical or emotional safety and well-being; or 3) if the student poses an ongoing threat of disruption of, interference with, the normal operation of DACC.
2. During the interim suspension, a student may be denied access to the campus (including classes) and/or clinical and/or all other DACC activities or privileges for which the student might otherwise be eligible, as the Student Conduct Officer, or designee, may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Hearing, if required.

### **Appeals**

1. A decision reached by the Student Conduct Hearing or a sanction imposed by the Student Conduct Officer may be appealed by the Accused Student(s) or Complainant(s) to the Vice President of Instruction & Student Services within seven (7) days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Instruction & Student Services.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of this Student Code of Conduct which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Hearing.
3. If an appeal is upheld by the Vice President of Instruction and Student Services, the matter shall be returned to the original Student Conduct Committee and Student Conduct Officer to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

### **Interpretation, Revision, and File Maintenance**

1. Any question of interpretation or application of this Student Code of Conduct shall be referred to the Dean of Math, Sciences & Health Professions or the Executive Vice President of Instruction and Student Services

2. This Student Code of Conduct shall be reviewed every five years under the direction of the Dean of Math, Sciences & Health Professions and the Program Directors, but will be reviewed by the Dean of Student Services and Executive Vice President of Instruction and Student Services.
3. As educational records all documents related to Student Conduct investigations and/or hearings will be maintained according to DACC Board Policies and FERPA.

## Health Professions Substance Abuse Policy

### Definitions

**Prohibited Substances** consists of prescription drugs used inconsistent to the student's legitimate prescription, unauthorized controlled substances or prescription drugs, illegal drugs, alcohol, marijuana, or otherwise lawful substances abused by a student because of the substance's intoxicating effects.

**Marijuana**, even if certified under the Illinois' Public Act 101-0027, remains illegal under federal law, which constitutes an illegal drug, and is a Prohibited Substance according to clinical sites' policies. Prescription marijuana is also prohibited if intoxicating effects are observed at the clinical site.

**Otherwise lawful substances** abused by a student because of the substance's intoxicating effects including, but not limited to, over-the-counter medications, paints, thinners, solvents, etc. also constitutes as use of a prohibited substance.

**Substance Abuse** is the use, possession, or distribution of prohibited substances. The nature of substance abuse includes denial and pervasive inability to think and behave logically. Thus, the safety of patients is greatly influenced by the cognition and behavior of the students caring for them.

### Clinical Sites

Students must adhere to DACC's drug-free policy as stated in the Health Professions Student Code of Conduct and the DACC Student Handbook; <http://www.dacc.edu/student-handbook>, and must meet the set criteria of each clinical site utilized by the program.

Due to clinical site policies, which operate in accordance with Federal Public Law 100-71, the following is prohibited: a) reporting to clinical sites under the influence of prohibited substances, b) testing positive prior to reporting to clinical sites, random or reasonable suspicion request for testing, c) distributing prohibited substances, or d) possession of prohibited substances. Thus, any student that falls within any of the above categories will be dismissed from the health professions' program due to accreditation requirements. Accreditation requirements stipulate that students who cannot complete a clinical rotation do not fulfill the graduation requirements of the health professions program.

Because students are admitted to the health professions program prior to drug testing, students are NOT refused admittance due to positive drug testing. However, a positive drug test will result in dismissal due to the inability to complete clinical and accreditation requirements. Such dismissal will count as an admission to the health professions program.



### **Reasonable Suspicion Testing**

It is the policy of DACC Health Professions Programs that drug screening is done on admission and immediately upon reasonable suspicion of substance abuse. Any student with a positive drug screen will be dismissed from clinical to ensure the safety of patients. Without completion of clinical, the student will be dismissed from the program due to accreditation criteria. The test(s) required will be done at a designated health occupation facility and the cost of the test(s) will be at the student's expense. The student must sign a release of information form allowing the results of the test to be released to the director of the appropriate health professions program at DACC.

Reasonable suspicion testing may be required of any health professions student. The supervising faculty, clinical instructor, clinical staff, or program director has the right to initiate a reasonable suspicion test, after making appropriate factual observations. Faculty/clinical instructors will document those observations and notify the program director.

Reasonable suspicion testing may be required of any student when there is reasonable suspicion the student is using illegal drugs on or off duty. Reasonable suspicion testing may also be required of a student when there is a reasonable suspicion of on-duty use or on-duty impairment. A reasonable suspicion of drug use or impairment may be based upon, but is not limited to:

1. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug.
2. A pattern of disruptive behavior, abnormal conduct, demeanor, or erratic/irrational behavior in the workplace setting indicative of illegal drug use.
3. Specific symptoms such as, but are not limited to, student's speech, physical dexterity, agility, coordination, negligence, carelessness in operating equipment, disregard for the safety of others, or accidents that result in serious damage to property, equipment, production or injury.
4. While enrolled in health profession programs if there is an arrest or conviction for a drug-related offense, or the identification of a student as the focus of a criminal investigation into illegal drug possession, use, or distribution of controlled substances.
5. Information provided either by reliable and credible sources or independently corroborated.
6. Newly discovered evidence the student has tampered with a current/previous drug test.

**If a student refuses testing, tampers with testing, or fails to consent to testing, he/she will be immediately dismissed from the program.** Additionally, if a student tests positive at any time for illegal drugs, prohibited substances, non-prescribed or non-adherent legal drugs, or otherwise lawful substances that result in impairment, the student will be dismissed from the clinical site per the policy above. Ultimately, the student will be dismissed from the program as a result of clinical absences resulting from a positive drug test. This dismissal is due to accreditation requirements for clinical experience. Such dismissal will be counted as an admission to the program.

## Student Signature Page / Agreements

**Directions:** Please read, sign your name, and date at the bottom.

The Radiography Program Handbook is a dynamic document that will be revised as needed. The program faculty reserves the right to modify, amend, or delete statements in the Student Handbook and to make changes in the curriculum, calendar and policies as deemed necessary. Failure to read or comply will not excuse the student from accountability. Students will be notified in writing when any changes are made.

- I agree to maintain confidentiality regarding all aspects of clinical situations.
- I hereby authorize DACC to release requested clinical requirements to agencies as required.
- I understand and agree to comply with the policies and regulations as stated in the DACC Radiologic Technology Handbook, course syllabus, college catalog, and clinical facilities.
- I understand I should have health insurance, and I understand that it is my responsibility to obtain my own medical care at my own expense for any injuries or illnesses sustained as a direct or indirect result of my affiliation with the facility.
- I understand working more than 20 hours a week may hinder my success in the Radiologic Technology Program.

*My signature (below) acknowledges my receipt of the Radiologic Technology Handbook and the understanding that I am held accountable for knowing and abiding by the policies of the A.A.S. Radiologic Technology Program at DACC, as a student in the program.*

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The signed copy of this form is maintained in your Radiologic Technology student file.*