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PROGRAM MISSION STATEMENT

The mission of the Radiologic Technology Program at Kaskaskia College is to provide comprehensive educational opportunities that will enable the graduate to become an entry-level radiographer. The program is designed to develop and instill a sense of obligation in the student to become a contributing member to the profession.

PROGRAM GOALS

Goal 1: Students will demonstrate clinical competence consistent with an entry level radiographer.
Student Learning Outcomes:
Students will apply radiographic positioning skills.
Students will practice radiation protection.
Students will select appropriate technical factors.

Goal 2: Students will develop critical thinking and problem solving skills.
Student Learning Outcomes:
Students will demonstrate sound decision making.
Students will appropriately evaluate images.
Students will adapt positioning for trauma and unusual procedures.

Goal 3: Students will exhibit and gain awareness of professionalism.
Student Learning Outcomes:
Students will gain knowledge of new advancements in the imaging profession.
Students will understand the value of professional ethics.

Goal 4: Students will demonstrate effective communication skills.
Student Learning Outcomes:
Students will use effective oral communication skills with patients
Students will practice written communication skills
INTRODUCTION

CLINICAL EDUCATION PLANNING

The program intends to utilize all of the major affiliates for the Radiologic Technology students' clinical assignments; please refer to the first year clinical objectives. The students will be assigned and evaluated on the general function of radiology, observe and assist with simple radiographic and fluoroscopic examinations, and assist in all aspects of the radiology department procedures. Every effort will be made by the clinical coordinator to assign students to clinical education centers, which are the least traveling distance from the student's home, at least for one semester. The overall clinical center assignment for the second year students will differ from the first year. Again referring to the clinical objectives it is noted that the objectives can be accomplished in those centers with a large patient flow and expanded services.

The amount of time scheduled for each clinical rotation is the minimum. If a student does not meet the objectives stated for each rotation then the student will be rescheduled in the areas needing the additional time. Only when the student has met the objectives to date, will he/she be allowed to observe and assist in the specialty area rotations.

There are a stated number of competency clearances to be completed by the end of each semester (during the last scheduled film critique). Failure to obtain the mandatory number will result in a grade of "F" for clinical education and dismissal from the program. Examinations available for clearances (refer to record of competency clearances document) for each semester the students complete, mirror the Radiologic Technology Positioning laboratory sessions.

Your clinical grade will be determined from a number of sources. Specifically you will gather points from your clearances, clinical evaluations, film critiques, and the final radiographic positioning examination. You will lose points for inappropriate behaviors, tardiness, and lack of attendance. The above will be discussed later in this guideline document.

There will be counseling sessions for the instructors and the student to share information. If the student disagrees with an unfavorable evaluation then the respective clinical instructor and the program director will investigate the situation and report the student the status of the evaluation. For any disciplinary action, suspension and dismissal the student may wish to appeal the decisions of the Radiologic Technology faculty. The student is advised to refer to the Kaskaskia College course catalog in particular to the areas: student rights and responsibilities, student conduct and redress of grievances.

The standards and guidelines of an accredited educational program for the radiographer revised 2011 by the Program Review Committee of the Joint Review Committee on Education in Radiologic Technology program are available for all interested persons to review. Please refer to the JRC/ERT website [http://www.jrcert.org](http://www.jrcert.org) for that information.
PREFACE

These guidelines have been prepared to assist you in successfully completing the Associate in Applied Science Radiologic Technology program. Thorough understanding of the curriculum, policies, and standards within the program are essential.

The following guidelines are subject to renewal and revision by the Radiologic Technology faculty and approval of the dean of career and technical education.

The Certificate Programs for Computerized Tomography, Cardiac-Interventional, and Vascular-Interventional also follow the regulations and guidelines outlined in this Radiologic Technology Handbook as well as the Mammography courses.

SIGNED BY:

GEORGE EVANS
DEAN OF CAREER AND TECHNICAL EDUCATION

MIMI POLCZYNSKI
PROGRAM DIRECTOR RADIOLoGIC TECHNOLOGY
CERTIFICATE OF ACCREDITATION

The Joint Review Committee on Education in Radiologic Technology
The accrediting agency for programs in radiography and radiation therapy

Presents this
Certificate of Accreditation

To:

Kaskaskia College

for its sponsorship of an accredited radiography program

Michael D. Ward, M.Ed., R.T.(B), FASRT
Chairman

Marilyn Fay, M.A., R.T.(R)
Executive Director
THE JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRC/ERT)

The JRC/ERT was established in 1969 and incorporated not-for-profit in Illinois in 1971. The broad responsibilities of the JRC/ERT include consultation, review and the accreditation process in Radiography and Radiation Therapy Technology. The members of the joint review committee serve as the governing board of the corporation and consist of 3 technologists appointed by the American Society of Radiologic Technologists and 3 radiologists appointed by the American College of Radiology. The business of the JRC/ERT is administered by a full time, permanent staff. The names of the JRC/ERT members and staff are listed on the JRC website. Leslie F. Winter, M.S., R.T.(R) is the chief executive officer at 20 North Wacker Drive, Suite 2850 Chicago Il. 60606-3182. Phone: (312) 704-5300, fax: (312) 704-5304 or www.jrcert.org

Listed on the JRC/ERT website is the Standards for an Accredited Educational Program in Radiologic Sciences:
http://www.jrcert.org/programs-faculty/jrcert-standards/

PROFESSIONAL SOCIETIES

Program faculty members believe in providing opportunities for development of the entire professional person. A student may gain membership in the following professional organizations: Illinois State Society of Radiologic Technologists (ISSRT) www.issrt.org or American Society of Radiologic Technologists (ASRT) www.asrt.org .

As a member of a professional organization, the student may participate in the following activities:
- Attendance/participation in local, state and national meetings;
- Preparation/display of professional development exhibits;
- Preparation/presentation of professional development papers;
THE AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGIST (ASRT)

The ASRT is a professional membership organization representing the interests of radiographers, radiation therapy technologists and nuclear medicine technologists according to the purpose and goals stated in its by-laws. The American Society sponsors numerous educational programs for all ranks of technologists with a wide range of professional and continuing education offerings. The ASRT developed and publishes the curriculum guide for educational programs in Radiologic Technology and provides for periodic review of curricula in Radiologic Technology. The ASRT maintains its headquarters at 15000 Central Avenue, SE, Albuquerque, New Mexico 87123-3909. Sal Martino, Ed.D., R.T.(R.), CAE is the chief executive officer at 1500 Central Avenue SE, Albuquerque, New Mexico 87123 Phone: 800-444-2778, Press 5 or (505) 298-4500, Press 5.

http://www.asrt.org

The Practice Standards for Medical Imaging is located on the ASRT website at: https://www.asrt.org/main/standards-regulations

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

The ARRT administers a comprehensive written examination to eligible graduates of educational programs in radiography, radiation therapy technology and nuclear medicine technology, which are accredited by a mechanism acceptable to the ARRT. Graduates who pass the ARRT’s examination are certified in the appropriate discipline. The American Registry of Radiologic Technologists is not involved in the accreditation process but does require evidence that candidates for certification are graduates of accredited programs. The ARRT maintains a registry of certified technologists in all disciplines of Radiologic Technology. The ARRT requires 24 hours of continuing education in a two-year period to renew certification. ARRT certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate continued qualifications in order to continue to hold the certification. For information on the ARRT and other eligibility requirements, contact the agency at 1255 Northland Drive, Saint Paul, Minnesota 55120-1155. (651) 687-0048 OR http://www.arrt.org

The Standards of Ethics is listed on the ARRT website at: https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf

“Every candidate for certification must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ARRT investigates all potential violations in order to determine eligibility.
Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military court martials as described below:

- Felony;
- Misdemeanor;
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported.

Additionally, candidates for certification are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT). Primary pathway candidates must indicate any honor code violations that may have occurred while they attended school.

Candidates becoming certified through the primary pathway may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

This pre-application form can be found at https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf
RADIOLOGIC TECHNOLOGY ADVISORY COUNCIL

I. SPECIFIC OBJECTIVES:
The advisory council’s purpose is to evaluate and make recommendations concerning all aspects of the program, including, but not limited to, curriculum and its content, staffing, facilities, equipment, and clinical experiences. Specific objectives are listed for your information:

1. Evaluate program content and objectives.
2. Assist in the establishment of proficiency standards to be met by students.
3. Provide aid in obtaining current instructional materials and equipment.
4. Suggest general abilities necessary for graduates.
5. Advise as to the necessary qualifications of instructors and assist by serving as guest lecturers or part-time instructors.
6. Assist by supplying trade journals and professional readings for student use.
7. Make recommendations concerning equipment and facility needs of the program.
8. Suggest the development of needed new courses to meet program needs.
9. Identify healthy agency resources for utilization in the education and training process.
10. Evaluate on a perpetual basis program content, equipment, and facilities.
11. Interpret employment needs for graduates.
13. Assist in reviewing and implementing assessment plans and results.

II. COMPOSITE OF MEMBERS:
Members of the advisory council are represented by the Administrative Technologist/Clinical Instructor of each clinical site used by the Kaskaskia College Radiology Program, the Medical advisor for the program, a Radiologist from a local hospital, one lay person, and a sophomore student elected by his/her classmates.

III. METHODS OF ELECTING CHAIRMAN:
The chairman is selected on an annual basis by a majority vote of the members, and may be re-elected.

IV. TERMS OF MEMBERS:
Members are selected for a three-year term, with one-third being appointed annually. Members may be re-appointed as terms expire. The student member is elected annually by a majority vote of the students.

V. EX-OFFICIO MEMBERS:
Dean of Career and Technical Education, program director, and program faculty

VI. APPROVAL OF MEMBERS:
Advisory council members are appointed by the President of Kaskaskia College upon the recommendations of the Dean of Career and Technical Education.

VII. ADDITIONAL INPUT FROM AFFILIATES:
Each affiliate will have the opportunity for review, input and evaluation of the program through the following methods: clinical instructor’s evaluation of clinical education, employers’ evaluation of program graduates, clinical instructor’s conferences, and conjoint appointment of clinical instructor.
CLINICAL AFFILIATIONS/EVALUATIONS

ROLE OF THE HOSPITAL CLINICAL INSTRUCTOR

The hospital clinical instructor is a member of the radiology department who is in part responsible for the students’ clinical education. This person has a major responsibility for:

1. Conducting an individualized clinical education orientation program for the students and the staff of the Department of Radiology.
2. Maintaining effective liaison between the Kaskaskia College staff and the hospital's Radiology Department.
3. Conducting conferences with the students on clinical matters, responsibilities, and problems.
4. Assisting the students during clinical education to secure reasonable accurate appraisals of their competency in the clinical area.
5. Confering with the Radiology Department staff on student problems.
6. Encouraging conferences between staff radiographers and the student to increase the effectiveness of the clinical education.
7. Acting as a resource person by suggesting additional material that can be used to enhance the clinical education.
8. Confering with the staff radiographer throughout the semester regarding the evaluation of the students.
9. Helping the students to make decisions regarding future plans and goals in a specific clinical area.
10. Maintaining good public relationships between the hospital Radiology Department and Kaskaskia College.

ROLE OF THE RADIOLOGY DEPARTMENT STAFF RADIOGRAPHER

The Radiology Department staff radiographer is a full or part-time employee of the hospital who also shares in the responsibility for the daily guidance of the Radiologic Technology student enrolled in the Kaskaskia College program. The staff radiographer occupies a key role in making the student’s clinical experience a successful and meaningful one. He or she works closely with the college faculty and is responsible for:

1. Acquiring a thorough understanding of the college program, its general philosophy, and its objectives.
2. Orienting the students to the hospital, its personnel, policies, procedures, and facilities.
3. Providing the student with the information necessary to gain a better understanding of the functions of the radiology facility.
4. Familiarizing the student with the general procedure of the Radiology Department.
5. Observing and evaluating the student as he or she progresses through each clinical rotation.
6. Writing a fair and constructive recommendation of the student to accompany each performance grade given.
7. Conferring with the hospital supervisors and college faculty throughout each academic semester regarding the evaluation of students.

**RESPONSIBILITIES OF THE STUDENT**

1. The importance of a good appearance cannot be overestimated. Students are expected to comply with the policies of the affiliate and the Radiology Department in regard to dress and grooming.
2. Establish good working relationships with all personnel with whom you have contact.
3. Be responsible for all equipment and materials used during clinical assigned hours.
4. Gain respect of your colleagues by being professional and dignified.
5. Attend and participate in all your scheduled clinical activities.
6. Consult with your staff radiographers, floor supervisors, and/or college faculty for help on problems.
7. Participate in the evaluation of your clinical progress in conjunction with the staff on the hospital's Radiology Department and the faculty of the Allied Health Careers Program.
8. Observe the staff of the Radiology Department at work. This is a learning situation and many ideas and suggestions can be gained from watching these people.
9. Strive to broaden your own knowledge and background on clinical subject matters by reading the professional literature available.
10. Be an active and responsible student technologist by joining the state or national professional Radiologic Technology Society.
11. **Adhere to the ten work ethics adopted by the program:** attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect. Remember, students are working on their resume everyday they are at clinical and class.
12. **Attendance/tardiness – these two qualities are of utmost importance.** They measure responsibility and dependability, which are two of the most important personality traits future radiographers possess.
### EVALUATION OF AFFILIATING EXPERIENCE

#### CLINICAL COORDINATOR FORM

Affiliating Clinical Education Center: __________________________________________________

Please rate the clinical site in the following categories by placing an “X” in the appropriate column.

<table>
<thead>
<tr>
<th>Objectives of Affiliating Experience</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The resources offered by the hospital were sufficient to permit the students to meet the objectives of this rotation</td>
<td></td>
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<tr>
<td>2. The range of experiences available were adequate for the student</td>
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<tr>
<td>3. The length of the affiliation was appropriate to the objectives</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Coordination - according to CI</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I was informed of all relevant aspects of the student’s experience</td>
<td></td>
<td></td>
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<tr>
<td>2. Coordination between the hospital and educational institution was adequate</td>
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<tr>
<td>3. Hospital personnel were cooperative during the affiliation</td>
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<tr>
<td>4. Students were given adequate opportunity to participate in activities in the assigned area</td>
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<tr>
<td>5. Staff in the assigned area were prepared to work with students</td>
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<tr>
<td>6. Students were given an adequate orientation to the institution</td>
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<tr>
<td>7. Student evaluations were completed in a timely manner</td>
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<tr>
<td>8. Meetings between hospital personnel and clinical coordinator were productive</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>General</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. This affiliation met the radiology program expectations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. This affiliation practiced appropriate radiation protection based on observation and radiation monitoring reports</td>
<td></td>
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</tr>
</tbody>
</table>

This affiliation could have been improved by: __________________________________________________

Clinical Coordinator’s Signature

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
</table>

17
We would appreciate your cooperation in evaluating the affiliating experiences for the past school year. The information you provide will be used to improve further affiliations.

Affiliating Clinical Education Center: ________________________________

Please rate the following categories by placing an "x" in the appropriate column.

<table>
<thead>
<tr>
<th>Objectives of Affiliating Experience</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I was made aware of the objectives of the affiliating experience before the students arrived</td>
<td></td>
<td></td>
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<tr>
<td>2. The objectives were realistic for student success</td>
<td></td>
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</tr>
<tr>
<td>3. The length of the affiliation was appropriate to the objectives</td>
<td></td>
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</tr>
<tr>
<td>4. The number of students was appropriate to allow objectives to be met</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coordination</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I was informed of all relevant aspects of the students experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Coordination between the hospital and educational institution was adequate</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Experience</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The students were prepared for assigned rotation</td>
<td></td>
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<tr>
<td>2. The students participated in all aspects of the department</td>
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</tr>
<tr>
<td>3. The students used proper work ethics</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>4. The students displayed appropriate attitudes and professionalism</td>
<td></td>
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</tr>
</tbody>
</table>

This affiliation with the KC Radiology Program could have been improved by:

Supervisor’s Signature

__________________________________________

Date

Please return to the radiologic technology program director. Information gained from this document will be used to strengthen weak areas that exist in the affiliating arrangement.

Cl eval.xls (evaluations) revised 6-12
EVALUATION OF AFFILIATING EXPERIENCE
KASKASKIA COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT FORM

We would appreciate your cooperation in evaluating the affiliating experience you have just completed. The information you provide will be used in an attempt to improve future affiliations.

Affiliating Clinical Education Center: ________________________________

Semester/Year: ____________________ Date: ________________________

Please rate the clinical facility in the following categories by placing an "X" in the appropriate column.

<table>
<thead>
<tr>
<th>Objectives of Affiliating Experience</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The resources offered by the hospital were sufficient to permit me to meet the objectives of this affiliating experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. I was offered an adequate range of experiences to permit me to meet the objectives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The length of the affiliation was appropriate to the objectives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coordination</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hospital personnel were cooperative during the affiliation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. I was given an adequate orientation to the hospital at the beginning of the affiliation</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3. I was given an adequate orientation to the unit or area to which I was assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Staff in the area to which I was assigned were prepared to work with affiliating students</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5. Clinical instructor was helpful at this affiliation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Clinical instructor was present while you were at this clinical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. This affiliation met my expectations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. This affiliation compared favorably with others I have experienced</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. This affiliation practiced appropriate radiation protection with patients and co-workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. During my rotation at this facility I practiced appropriate radiation protection with patients and myself.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Was I ever asked to perform a procedure that was inconsistent with the supervision policy?</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This affiliation could have been improved by:
RADIOLOGY PROGRAM
Student Evaluation of
CLINICAL INSTRUCTOR

Instructor: ___________________________  Date: ______________

Please rate each of the following questions by circling the rating you feel is applicable:

4-Outstanding  3-Above average  2-Acceptable  1-Needs Improvement

1. The clinical instructor gave objective and timely feedback regarding my clinical performance.
   4  3  2  1

2. The clinical instructor demonstrated knowledge about the topics covered?
   4  3  2  1

3. The clinical instructor was enthusiastic when working with the students?
   4  3  2  1

4. The clinical instructor adequately helped me develop good clinical skills by explaining new or unfamiliar procedures.
   4  3  2  1

5. I felt the clinical instructor was supportive and open to answer questions concerning my clinical education.
   4  3  2  1

6. The clinical instructor treated students with respect and professionalism.
   4  3  2  1

7. The instructor’s methods of evaluating me were fair.
   4  3  2  1

Please make any suggestions that the could be done to enhance your learning or make your clinical experiences better:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
I have read the “Radiologic Technology Program Handbook” and these policies/guidelines were also explained verbally by the program director and faculty. I am aware of and understand these regulations which pertain to the Radiologic Technology Program and agree to abide by them as a student of the Radiologic Technology Program.

UNDERSTANDING AND AGREEMENT OF CLINICAL TRAVEL
I understand and agree that I may need to drive several hours to a clinical facility. I also understand and agree that my clinical rotations may involve day, evening, and weekend rotations.

CHEATING POLICY
The cheating policy of the Radiologic Technology Program has been reviewed with me by the program faculty. I understand that cheating of any kind will NOT be tolerated in this program!

I also understand that if I am caught cheating or if my instructor suspects that I am cheating I will receive a zero on the test, quiz, or assignment and that I will have to meet with the program director for counseling.

If there is a second offense of cheating, I will be immediately dismissed from the program.

CONFIDENTIALITY AGREEMENT
The undersigned student of the Kaskaskia College Radiology Program hereby agrees that during their time in the program, he/she will not disclose any information or data concerning any patient he/she may interact with at the clinical sites. Further, upon end of enrollment in the program, he/she will continue to treat as private and privileged any and all information or data concerning any patient at clinical sites and will not release any such information to any person, firm, corporation or any other entity.

I have read and understand the contents of the Confidentiality Statement and the above Policies/Statements concerning the Radiologic Technology Program.

Violations of these responsibilities may subject the student to disciplinary actions and dismissal of the program in accordance with the procedure published in the Kaskaskia College Radiology Handbook.

___________________________________              ______________________________
Print Name                                      KC ID#

______________________________              ______________________________
Signature                                    Date
ATTENDANCE AGREEMENT & CLOCK IN/OUT

When a student is assigned to a clinical education center, the following rules have been adopted for clocking in/out:

1. You are required to clock in and out using the e*value tool on the designated computer at each facility site. The IP address is noted for each facility and that is the only acceptable electronic device that you may use to clock in/out.
2. You will only use your password and clock in or out for yourself; not for any other individual.
3. You will not attempt to modify the recording system under any circumstances by using any other electronic device besides the designated computer on site at each facility.
4. If you fail to follow the above procedure, your clinical grade will be reduced by 5% for each occurrence.
5. If a student does not follow the Attendance Agreement and Clock In/Out Policy, they will receive a written warning. If the policy is misused by the student a second time, the student will be dismissed from the program.

I hereby attest to reading these requirements and will abide by each item.

____________________________________
Student’s Name       (Please Print)

____________________________              __________________
Signature              Date
BLOGGING AND SOCIAL NETWORKING POLICY

Professional Ethics is outlined in the Radiology Program Handbook Standards of Radiology. Students should avoid all discussion of personalities, etc. involving college faculty, clinical instructors, other students, doctors, hospital personnel, and patients. Students should refrain from discussion of problems, issues, or negative experiences encountered either on campus or in the Radiology Department or other hospital departments on any social network.

The following are guidelines that should be followed when creating blogs, commenting on a blog, creating a LinkedIn profile, using Facebook, Twitter, Instagram, Snap Chats, or MySpace, and/or engaging in any other social networking, including contributing to or through any of the other online media.

PERSONAL EXPRESSION
Personal Blogs and social networking contain the views of a particular student, not the views of the college and/or clinical education setting (hospital). However, readers may not immediately appreciate this concept. Students are strongly discouraged from discussing clinical experiences while using social networking sites.

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

BE RESPECTFUL AND EXERCISE COMMON SENSE
All blogs and social networking contributions must comply with the Radiology Programs policies, including but not limited to the programs Code of Conduct and Kaskaskia College policies and procedures. When posting to your blog and/or contributing to or through any social networking site, be respectful of others. Assume faculty, other students, co-workers, hospital personnel, patients, and future employers are reading your blogs and contributions.

The Radiology Program will determine, in its sole discretion, whether a particular blog or social networking use violates the programs policies. As will all other policies, violation of this policy may result in discipline, up to and including dismissal from the program.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read and agree to comply with the terms of this policy outlining understanding of my responsibility to the Radiology Program with regards to social networking. I understand that violation of this policy may result in disciplinary action up to and including dismissal from the program.

______________________________________________________________________
Student Signature                                                                               Date

Printed Name: ________________________________________________________________________________
**CARDIOPULMONARY RESUSCITATION**

Students must be certified in basic life support – CPR – prior to the first day of clinical of the freshmen year, first semester. This certification may come from formal classes offered by hospitals, community health agencies, the American Red Cross, the American Heart Association, or other sources.

**CELL PHONE USAGE**

Students should not use cell phones at clinical sites during regular work hours. Texting or using the phone is inappropriate unless used during breaks and lunches.  
- If this policy is abused, the student will be asked to leave the clinical site for the day and it will be considered an absence. The student will receive a warning concerning this breach of policy.  
- After the second warning, the student will receive a 5% dock in their clinical grade  
- After the third offense of improper using the cell phone, the student will be dismissed from the program

**CLINICAL ATTENDANCE POLICY**

**CLINICAL SCHEDULE**

The scheduling of clinical time will be the first 15 weeks of semesters I, II, IV, and V and 8 weeks of semester III. The 16th week of the former semesters will be for preparation for final examinations in the students’ didactic courses. Sophomores will be in clinical on Monday, Wednesday and Friday in the fall semester and Monday and Wednesday in the spring semester. Freshmen will be in clinical on Tuesday and Thursday in the fall semester; Tuesday, Thursday and Friday in the spring semester; and in the summer semester Monday through Thursday.

The only time a student will be in clinical outside these parameters will be to complete make-up time or special circumstances for compensatory time. Make-up time is defined as the last two weeks of each semester and this is the only time allotted for students to complete make-up clinical time. Students may not complete or schedule clinical rotations during any holidays that the college is closed.
CLINICAL INTERNSHIP IN RADIOLOGIC TECHNOLOGY

The purpose of clinical education in Radiologic Technology is to allow the student to apply theoretical principles of radiography, patient care and departmental procedures to practical experience. The student's role in the clinic setting is one of a learner and not a staff Radiographer.

The college in conjunction with the affiliating clinical facilities will arrange clinical education. While the student is in the clinical department, he/she must observe the regulations imposed by the affiliating clinical facility with regard to patient safety and welfare. Also, the assigned schedule of experience must be followed closely.

IN CASE OF ILLNESS, LEAVING EARLY, OR OTHER EMERGENCY, THE STUDENT MUST PERSONALLY NOTIFY THE CLINICAL INSTRUCTOR AND RADIOLOGY DIRECTOR PRIOR TO THE SCHEDULED CLINICAL PERIOD. Failure to do this will constitute a 5% dock in the student's clinical grade for each incidence.

While performing various college and clinical duties, the student is directly responsible to the staff member of the affiliating clinical facility in charge of the room to which the student is assigned. If any operational or personal problems arise, the clinical instructor should be contacted.

The student will progress from the role of the observer and assistant to relative independence according to his/her initiative and capabilities. Throughout the program, student's will be instructed in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, themselves, and others.

The following categories of learning objectives are outlined to correspond approximately to the time distribution of the total program.

FIRST YEAR

NOTE: EACH SEMESTER YOU MUST COMPLETE THE REQUIRED NUMBER OF CLINICAL COMPETENCY CLEARANCES.

FALL SEMESTER

1. Observe the general function of the Radiology Department.
2. Participate in procedures of patient reception and processing.
3. Participate in procedures of image recording.
4. Assist in image processing technique.
5. Participate in night duty.
6. Observe and assist with routine and simple radiography of the chest, abdomen, and extremities.
SPRING SEMESTER

1. Assist and perform routine radiographic examinations of the chest, GI tract, thoracic cage, abdomen, extremities, spine, fluoroscopic exams, and portable radiography according to the student's initiative and ability.
2. Perform all objectives stated in the first semester on an independent basis.
3. Participate in night duty.

SUMMER SEMESTER

1. Assist with routine emergency radiography and perform emergency radiographic examinations without assistance, according to the discretion of the supervising staff technologist and supervising clinical instructor.
2. Assist and perform radiographic examinations of the gastrointestinal and genitourinary tract, spine, and pelvis.
3. Perform all objectives stated in the first and second semester on an independent basis.
4. Possibly participate in night duty.

SECOND YEAR

FALL SEMESTER

1. Perform routine radiographic skull, facial bone, portable and fluoroscopic examinations with relative independence.
2. Assist with difficult, uncommon and surgical radiographic examinations and perform without assistance according to the discretion of the clinical instructor and supervising staff technologist.
3. Perform all objectives stated for the first year on an independent basis.
5. Participate in night duty with relative independence.
6. Observe and assist with Nuclear Medicine, MR, CT, Ultrasound, Radiation Therapy, and Special Procedures.

SPRING SEMESTER

1. Perform all objectives stated for previous semesters on an independent basis.
2. Completion of all previously stated clinical education objectives.
3. Participate in weekend shift rotations.

OPTIONAL ROTATIONS

Students may request addition specialized rotations and this needs to be approved by both Clinical Coordinator and Clinical Instructor.
CLINICAL EDUCATION SCHEDULE

It is understood that the student shall devote 16 hours per week during the first semester, 24 hours per week the second semester, 32 hours per week during the third semester, 24 hours per week during the fourth semester, and 16 hours per week the fifth semester. The following schedule is a suggested guideline and is designed to benefit the student. Variations from this schedule may occur and will not appreciably detract from the total learning objectives. The clinical coordinator will compose and distribute individualized clinical rotations to the students and the clinical education centers.

FIRST YEAR

PATIENT RECEPTION 1
FLUOROSCOPY 10
GENERAL RADIOGRAPHY 26
EVENING SHIFT 10
1st semester (4 weeks), 2nd semester (4 weeks), 3rd semester (2 weeks)
PORTABLE RADIOGRAPHY 1

This includes summer semester. 38 WEEKS

SECOND YEAR

FLUOROSCOPY 8
GENERAL RADIOGRAPHY 9
EVENING SHIFT 2
PORTABLE RADIOGRAPHY 2
SPECIAL PROCEDURES 1
NUCLEAR MEDICINE 1
RADIATION THERAPY 1
ULTRASOUND 1
CT 1
SURGERY 2
WEEKEND 2

30 WEEKS

This clinical education schedule is arranged through the college and the clinical facility. It is understood that this schedule is to be adhered to closely. Only scheduled clinical education in accredited affiliating clinical facilities shall be recognized by the college as meeting the required hours of clinical experience.
RELATIONSHIPS WITHIN THE CLINICAL FACILITIES

Students are expected to cooperate with hospital personnel while in the affiliated facility. You must observe regulations imposed by the facility regarding patient safety, welfare, personal cleanliness and hygiene. Failure to observe the same will be evidence of inappropriate behaviors.

As a student learner, you are expected to cooperate with the personnel at all times. If any problems arise about the performance of a task that seems unreasonable, you are to report the incident to the clinical instructor. The clinical instructor will be responsible for handling the matter. Please review the radiology program policy and procedures document.

COMMUNICABLE DISEASE POLICY

The Radiologic Technology program enforces current Kaskaskia College policies on communicable diseases. College information is found in the college catalog under the following sections:

STUDENTS WITH CHRONIC COMMUNICABLE DISEASES
RADIOLOGIC TECHNOLOGY PROGRAM INFORMATION

The following indicates the procedures of the Radiologic Technology program relating to communicable diseases.

1. All Radiologic Technology student situations concerning the communicable diseases will be addressed by the health screening committee for evaluation with any and all determinations forwarded to the Dean of Student Services.
2. Students may be administratively withdrawn from clinical courses based on health status.
3. Any student withholding information concerning his or her health status, as it applies to communicable diseases, either for the pre-admittance physical or while enrolled in the program may be dismissed for unethical behavior.
4. As always, the students maintain the right to appeal, through the established grievance procedure, any decision that may affect enrollment status.

COMPENSATORY TIME

This is the time spent in the clinical area in excess of the student’s scheduled time. This includes time that the student is requested to stay in clinical, due to patient load, beyond the scheduled departure time, and time recorded in the clinic when the college has been closed due to external conditions. This time must be reported to the student’s clinical instructor. Students may use this built-up extra time later to conduct personal business during clinical time. This time must be requested and cleared with the Program Director and the clinical instructor.

The following rules apply toward comp time:
Compensatory time does not include clocking in prior to starting time or time accrued until after 15 minutes of quitting time. Students my not routinely work over to acquire time for later use. No compensatory time may be completed during holidays that are observed by Kaskaskia College.
Compensatory time during staff workshops, semester breaks and spring break may only be done for situations of extenuating circumstances that will be addressed on an individual basis.

INFORMATION AND VOLUNTARY CONSENT FOR CRIMINAL BACKGROUND CHECK AND DRUG SCREEN FOR CLINICAL EDUCATION EXPERIENCE

It is the policy of Kaskaskia College to adhere to all policies of clinical facilities with which Kaskaskia College affiliates for student clinical learning experiences. Many of these facilities require drug testing and criminal background screening for all students within the Diagnostic Sonography, Nursing, Physical Therapy Assistant, Radiology, CT, CIVI, Mammography and Respiratory programs.

Kaskaskia College has determined that prior to being placed in any such facility for a clinical educational experience; the student must have completed the criminal background check, and possesses a current negative drug screen.

CRIMINAL BACKGROUND CHECK

1. The student must sign a “Drug Testing and Criminal Background Screening Consent Form” provided by Kaskaskia College. The student is responsible for the cost of the search and this is considered part of the student's lab fees.
2. The criminal background check must be completed prior to the student beginning his/her first clinical experience.
3. Kaskaskia College will designate the company(ies)/agency(ies) selected to perform the clinical background screening. Kaskaskia College may arrange to have proof sent from any company or agency for CNA/LPN students.
4. The criminal background search will encompass the student’s records from the state of Illinois. In the event that a student has moved from another state to the state of Illinois within the last twelve months, a background check, at the student’s expense, will be conducted in both states.
5. If the student can provide a criminal background check from a valid agency within the past 12 months, the student’s lab fees will be refunded. The criminal background check must be sent directly to the college in a sealed envelope from the previous employer or agency.
6. If the background check indicates the student has a criminal conviction, he/she will first be given the opportunity to refute the record. Should the conviction record stand, the clinical facility will be notified, and at the clinical facility’s discretion, the student may be prohibited from taking part in the facility’s programs.
7. If a facility refuses the student access to the clinical experience at its facility, Kaskaskia College will make reasonable efforts to find an alternative site for the student to complete his/her clinical experience. NEITHER KASKASKIA COLLEGE, NOR ANY AFFILIATED COLLEGES OR UNIVERSITIES, GUARANTEE THAT A STUDENT WITH A CRIMINAL CONVICTION WILL BE ABLE TO COMPLETE HIS/HER CLINICAL EXPERIENCE. A student who cannot be reasonably assigned to a clinical site will be dropped from the program.
8. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.
DRUG TESTING

As a condition of an assignment to a clinical educational experience and prior to being assigned to any facility, the student will be required to submit to a drug test by a party selected by Kaskaskia College.

All drug screening must be conducted in accordance with the procedures of the United States Department of Health and Human Services as outlined in the “Mandatory Guidelines for Federal Workplace Drug Testing Programs.” The testing agency shall select a screening laboratory licensed or certified by the Substance Abuse and Mental Health Service Administration.

1. The student shall provide a urine specimen for the drug screen. The specimen itself shall be collected at a facility selected by Kaskaskia College, under that facility's procedures and control.
2. The drug screening will encompass the policies and procedures of St. Mary’s Good Samaritan, Incorporated.
3. If a student has a positive drug screen, he/she will not, at the discretion of the clinical facility, be allowed to participate in the clinical component of the course at the assigned clinical facility.
4. If the initial drug test indicates a positive, the student will be given an opportunity to either refute the positive or, at the student’s expense, have a more extensive test performed by the party selected by Kaskaskia College to perform the initial test. If the student should not be able to refute or explain the positive drug test, or the subsequent test again evidences a positive test, the clinical facility will be notified and, at the clinical facility’s discretion, the student may be prohibited from taking part in that facility’s programs.
5. If the facility refuses the student access to the clinical experience at its facility, Kaskaskia College will make reasonable efforts to find an alternate site for the student to complete his/her clinical experience. NEITHER KASKASKIA COLLEGE, NOR ANY AFFILIATED COLLEGES OR UNIVERSITIES; GUARANTEE THAT A STUDENT WITH A POSITIVE DRUG SCREEN WILL BE ABLE TO COMPLETE HIS/HER CLINICAL EXPERIENCE. A student who cannot be reasonably assigned to a clinical site will be dropped from the program.
6. Students shall be subject to the drug testing policy and rules of the facility providing the clinical education experience, which may require the student to submit to additional drug testing, in compliance with that facility’s individual policies and requirements.
7. Students shall also be subject to additional testing as required by Kaskaskia College, on either a random or for cause basis, as Kaskaskia College finds necessary for the adequate administration of student clinical learning experience.

CONSENT FOR CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

My signature below indicates that I have read the Drug Testing and Criminal Background Screening policy of Kaskaskia College, and have been provided with a copy of the same. I understand that the results of the criminal background check and drug screening are to be used for the purposes of determining my eligibility for a clinical educational experience in my educational program. These tests are non-refundable if I withdraw or fail from the program. By signing below, I provide my voluntary and irrevocable consent for a criminal background check and drug screen to be conducted and for the results of such to be released to Kaskaskia College, who in turn may share said information with the clinical agency with whom I am being assigned for a clinical experience.
**OBSERVATION DAY**

Incoming students must complete an eight hour observation day prior to X-Ray 104. These observation days must be schedule by the student with the clinical instructor at an approved hospital or clinical site. If a student has to complete a health occupational course, they can have their instructor sign the observation form.

**PROSPECTIVE STUDENT**

**RADIOLOGY OBSERVATION VISIT**

Student Name: ______________________________________________________

Institution Visited: _________________________________________________

Date: ___________________ Length of Visit: ___________________

Evaluator: _________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did the student ask relevant questions?</td>
<td></td>
<td></td>
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<tr>
<td>2. Did the student behave in a professional manner?</td>
<td></td>
<td></td>
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<tr>
<td>3. Did the student interact well with staff technologist?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Did the student interact well with patients?</td>
<td></td>
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<tr>
<td>5. Did the student demonstrate concern and interest in becoming involved with the department operations?</td>
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<tr>
<td>6. Was the student introduced to other modalities?</td>
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<tr>
<td>7. Was the student present during fluoroscopic procedures?</td>
<td></td>
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<tr>
<td>8. Was the student present during any trauma procedures?</td>
<td></td>
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</tr>
<tr>
<td>9. Was the student reluctant to become involved when asked to participate?</td>
<td></td>
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</tr>
<tr>
<td>10. Do you think this student would be a good candidate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RETURN TO MIMI POLCZYNSKI, RADIOLOGY PROGRAM DIRECTOR
OCCUPATIONAL DOSE LIMITS AND IRREGULAR EXPOSURE OF OPTICALLY STIMULATED LUMINESCENCE (OSL) BADGE

According to the United State Nuclear Regulatory Commission (NRC) occupational dose limits for adults is listed as the following:

(1) An annual limit, which is the more limiting of—
   (i) The total effective dose equivalent being equal to 5 rems (0.05 Sv); or
   (ii) The sum of the deep-dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye being equal to 50 rems (0.5 Sv)

(2) The annual limits to the lens of the eye, to the skin of the whole body, and to the skin of the extremities, which are:
   (i) A lens dose equivalent of 15 rems (0.15 Sv), and
   (ii) A shallow-dose equivalent of 50 rem (0.5 Sv) to the skin of the whole body or to the skin of any extremity

The maximum radiation exposure allowed by the Kaskaskia Radiology Program is 3 rem per year. If this is reached higher by any student, the radiology program director will discuss the matter with the student to evaluate the situation.

The monitoring of an individual’s radiation protection badge is of utmost importance and is a serious matter. If an OSL badge is damaged or lost, the program director must be notified to inform the radiation monitoring company of the unusual occurrence. If the company detects an irregular or excessive radiation exposure, the radiation safety officer (program director) will talk with the student to determine the cause of the irregularity. If there were no abnormal occurrences that caused the irregular or excessive exposure on the dosimeter, a letter will be written by the program director to the Illinois Emergency Management Agency to remove the irregular reading from the student’s live-time dose. If it was determined that the dosimeter was deliberately tampered with or placed in unusual surroundings (under a fluoroscopy tube or near radiation doses), the student responsible will be dismissed from the program.

Monthly Radiation Dosimetry Reports are posted on the bulletin board outside of the labs for students to observe. Each month when the student turns in their OSL badge, they must mark their name off the Radiation Dosimetry Report verifying they have reviewed their dose information. Individual annual Radiation Dosimetry Reports are maintained in the permanent student record files.

Every student must wear an Optically Stimulated Luminescence (OSL) badge while on duty.
- OSL badges are to be worn on the collar outside the apron.
- Badges must be returned to the envelope on the bulletin board outside of laboratory sitting area.
- When turning in monthly OSL badges, cross out your name on the radiation dosimetry report to assure you have looked at your monthly readings.

If the OSL badge is not returned by the due date (the 18th of the following month of the issued badge), there will be a 5% reduction in that student’s clinical grade.
OUTSIDE EMPLOYMENT

When the student is employed in a hospital in the Radiology Department, there are several rules to which he or she must adhere.

1. Student malpractice does not cover the student when he or she is employed. Students should check with the employing institution and be sure to receive a copy of the malpractice insurance under which they will be covered. The employer must provide students with a separate radiation-monitoring device. Students will not wear the badge provided by Kaskaskia College when working at an outside employment.

2. The student will not seek release time from the clinical education schedule in order to work for pay. Students will be subject to dismissal from the program on grounds of unethical behavior.

3. According to ILLINOIS PL 82-901 (JANUARY 1, 1984), radiography students will not take radiographs for any kind of compensation.

The student’s primary focus should be the program of study. Students are requested not to work the shift immediately preceding assigned clinical experience. Students carrying a full-time course schedule should be employed no more than 10 to 15 hours per week. Generally, the student should plan to study 2 to 3 hours per week for each semester hour of credit carried, remembering that radiography courses tend to require more time.

PATIENT HOLDING POLICY

A student must not hold image receptors during any radiographic procedure. A student should not hold or restrain patients during radiographic exposures when an immobilization method is the appropriate standard of care. They are encouraged to use restraining devices such as pigg-o-stats, tape, sandbags, sheets, etc. If a mechanical restraint is impossible, a non-pregnant parent, friend, or relative accompanying the patient should be requested to hold the patient. If such a person is not available, a nurse or non-radiology staff member may be asked to help. Those persons assisting in holding the patient shall be provided with protective aprons and gloves and be positioned so that they are not in the path of the useful, primary beam.
A physical examination by a physician is required prior to admittance to a clinical site. The completed physical exam form must be submitted to the Program Director prior to the first day of class. The student may not participate in clinical experiences until this requirement is met.

The following is a list of required immunizations:

<table>
<thead>
<tr>
<th></th>
<th>Date of Titer</th>
<th>Date of Immunization</th>
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</thead>
<tbody>
<tr>
<td><strong>Hepatitis B</strong></td>
<td></td>
<td>1. 2. 3.</td>
</tr>
<tr>
<td><strong>MMR (Measles, Mumps, Rubella)</strong></td>
<td>1. 2.</td>
<td></td>
</tr>
<tr>
<td><strong>Tdap</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Varicella (proof of disease is not sufficient)</strong></td>
<td>1. 2.</td>
<td></td>
</tr>
<tr>
<td><strong>Seasonal Influenza Vaccination</strong> – will be required in the fall when available (required yearly)**</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2-Step TB Skin test required at initial acceptance into the program. 1-Step TB Skin test due the following year.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
KASKASKIA COLLEGE
RADIOLOGY PROGRAM HEALTH FORM
FILL OUT COMPLETELY

PART I: COMPLETED BY STUDENT

Name: ________________________________________________

BRING COMPLETED FORMS TO SESSION. STUDENT WILL NOT BE PERMITTED TO ATTEND
CLINICALS UNTIL COMPLETED HEALTH FORM IS SUBMITTED TO INSTRUCTOR.

Address: _______________________________________________

Telephone: ______________________

IN EMERGENCY NOTIFY:

Social Security No: ______________________

Relationship:___________________

Birthdate:  ____________________

Sex: Male ____________ Female _____________

PART II: REQUIRED IMMUNIZATIONS COMPLETED BY PHYSICIAN

STUDENT MUST PROVIDE DOCUMENTED PROOF OF IMMUNITY WHICH INCLUDES:

*Physician’s signature verifying history of disease; OR
*Physician record, school record, or Health Department record of Immunization: OR
*Laboratory evidence of positive titer.

PHYSICIAN PLEASE INDICATE IMMUNIZATION DATES OR TITER DATES: PROOF OF DISEASE IS NOT SUFFICIENT

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<td>Seasonal Influenza Vaccination – will be required in the fall when available (required yearly)</td>
<td></td>
</tr>
</tbody>
</table>

EXEMPT the student from the following immunizations:

_____ Measles _____Mumps _____Rubella _____Tdap _____Hepatitis B _____Varicella _____Seasonal Influenza

Reason:

Will student be eligible at a later date?  Y  N  When? ________________________________

VERIFIED BY(Physician’s Signature): ________________________________
PART III:  2-STEP TB SKIN TEST REQUIRED AT INITIAL ACCEPTANCE INTO THE PROGRAM.  1-STEP TB SKIN TEST DUE THE FOLLOWING YEAR.

Please provide copy of results to Instructor.

PART IV:  PHYSICAL EXAM TO BE PERFORMED BY PHYSICIAN.


3. BP (L) ____________/_________  BP(R) ____________/_________  Pulse ___________

List known Allergies:  List Medications Taken Regularly:

________________________________________________________________________________________________
________________________________________________________________________________________________

SYSTEMS ASSESSMENT:  Any abnormalities? Please describe on separate sheet.

1.  Head, Ears, Nose, Throat. . . . . . . . . . . Y N

   Y N

2.  Respiratory . . . . . . . . . . . . . . . . . . . . Y N

   Y N

3.  Cardiovascular. . . . . . . . . . . . . . . . . . . . Y N

   Y N

4.  Gastrointestinal. . . . . . . . . . . . . . . . . . . Y N

   Y N

5.  Gynecological. . . . . . . . . . . . . . . . . . . . Y N

   Y N

6.  EDC if Pregnant. . . . . . . . . . . . . . . . . . . . Y N

   Y N

7.  Genitourinary . . . . . . . . .

8.  Musculoskeletal. . . . . . . . .

9.  Metabolic/endocrine. . . . . . . .

10.  Neuropsychiatric. . . . . . . .

11.  Neurological.

12.  Skin. . . . . . . . .

Has the student had hepatitis?

Is there loss or seriously impaired function of any paired organ or limb? If so, please explain.

Physician’s comments regarding student’s health status that might impact upon clinical radiology practice.

Is the student now under treatment for any medical or emotional condition? If yes, please explain.

Physician’s Signature __________________________________________ Date __________________________

Print Name ______________________________________________________

Address: ______________________________________________________ Telephone: ______________________
TIME MISSED AT CLINICALS

SICK TIME

The clinical instructor will record the sick time for each student. The student must contact the respective clinical instructor (alternate) and Program Director BEFORE the beginning of his/her scheduled clinical experience. The following rules exist for clinical attendance/grading.

1. Radiologic Technology, as in every other health profession, is characterized by promptness and dedication to the care of patients. Please bear this in mind and arrange schedules so as to arrive in clinical early enough to prepare for patients.
2. Sick time not made up, unexcused absence, and excessive tardiness (over 20 minutes) will result in a LOWERING OF THE CLINICAL GRADE BY 5% for each occurrence.
3. FAILURE TO NOTIFY THE CLINICAL INSTRUCTOR AND PROGRAM DIRECTOR OF ABSENCE OR TARDINESS FROM CLINICAL BEFORE THE SCHEDULED ARRIVAL TIME CONSTITUTES AN UNEXCUSED ABSENCE.
4. FAILURE TO NOTIFY THE CLINICAL INSTRUCTOR AND PROGRAM DIRECTOR OF LEAVING EARLY FROM CLINICALS FOR ANY REASON CONSTITUTES AN UNEXCUSED ABSENCE.
5. Tardiness is defined as 7 minutes late in arriving at the clinical assignment, or in returning from mealtime or breaks. This should not be abused. If the student is tardy three days, it will be counted as one absence.
6. Whenever a student is calling in sick or running late on a scheduled clinical day, the Program Director and Clinical Instructor MUST be notified. The student or guardian needs to call the Program Director and leave a message on the voice mail:

    MIMI POLCZYNSKI, PROGRAM DIRECTOR: 618-545-3363

7. There will be a 5% dock in the clinical grade for every absence after three in one semester. Also, if the schedule is revised more than 3 times within a semester the clinical grade will be lowered by 5%.
8. All make-up days will be completed during the last 2 weeks of the semester. All make-up days must be approved in writing by the Program Director and clinical coordinator.
SNOW DAYS

If the college opens late or closes campus due to inclement weather, the students do not attend clinicals (day or evening shifts). Those eight hours will be made-up during the last two weeks of the semester as when all make-up time is completed. If the college closes early due to bad weather conditions, students are requested to leave from clinicals. That time will also be made up. Students should have first alert on their phones and watch the Kaskaskia website www.kaskaskia.edu for closing information.

FIELD TRIPS

If the College or Radiology Club has paid for a field trip or conference registration/hotel, the student is responsible for attending all activities and following guidelines as addressed in the field trip release form that every student signs prior to field trip. If a student fails to attend the conference or field trip, they are responsible for all payments and bills and will have to reimburse the Radiology Club.

CLINICAL REVISIONS

If a student’s clinical rotation schedule is altered in any manner (i.e. hours, rotations, interview days, etc), a revision request must be completed in writing to the Program Director prior to the change so that it may be approved. FAILURE TO FOLLOW PROCEDURE WILL RESULT IN A REDUCTION OF YOUR CLINICAL GRADE BY 5% FOR EACH OCCURRENCE.

OTHER

At the beginning of each fall semester, the student will be awarded 2 bereavement days. The clinical coordinator grants these days for immediate family (spouse, child, parent, grandparent, great-grandparent, sibling, step-parent, step-sibling, and child of sibling). Aunts and uncles are not included.

Each student will be allowed 1 job interview day, to be used late in semester V. VERIFICATION OF AN INTERVIEW IS REQUIRED BY THE SIGNATURE OF THE INTERVIEWER ON THE INTERVIEW FORM.

Each absence must be requested from the clinical coordinator in writing.

In the spring semester of the student’s sophomore year, each student is allowed one personal day that does not have to be made up. Notification of using the personal day must be made to the Clinical Instructor and Program Director at least one day prior to the scheduled clinical time. If the Clinical Instructor and Program Director are not notified, this will be considered an unexcused absence and the student will receive a 5% dock in their grade.
STUDENT INTERVIEW

RELEASE DAY

Student Name: ______________________________________________________
Institution Visited: __________________________________________________
Date: ___________________________    Length of Visit: ___________________
Supervisor’s Signature:_________________________________________________

RETURN TO MIMI POLCZYNSKI, RADIOLOGY PROGRAM DIRECTOR

STUDENT DRESS CODE

THE UNIFORM FOR RADIOLOGY STUDENTS SHALL BE AS FOLLOWS:
1. Students must wear clean, unwrinkled navy blue scrub tops and pants.
2. If the scrub top is a “V” neck, a white or navy t-shirt must be worn underneath the scrub top. Only white or navy can be worn, plain cotton t-shirt material. (No waffle pattern, underarmour, or designed t-shirt). The t-shirt can be either long or short sleeve.
3. Students must wear white or black tennis shoes or white, black, or navy crocs with backs. (Some hospitals do not allow any type of crocs)
4. Students are also required to wear a KC identification nametag along with a Radiology Student identification tag. If the identification nametag is lost or damaged, a replacement will be made at the cost of $5.00 to the student.
5. Miscellaneous items needed for clinical include a pocket size notebook and a pen.
6. If students want or need something with which to keep warm, they may buy a white or navy plain lab coat. Nothing else is acceptable (no sweatshirts, sweaters, etc.)
7. Undergarments must be worn.

ADDITIONAL COMMENTS:
• Visual body piercing must be removed during clinical- according to clinical protocols
• Visual tattoos must be covered during clinical- according to clinical protocols
• No more than two sets of earrings are allowed, small post earrings only
• Hair must be of natural tones- no bright colors
• Short necklaces only
• A watch with a second hand is highly recommended
• Nail polish must be a neutral color – false fingernails are not recommended and some clinical sites do not allow false fingernails
• Thong underwear is unacceptable
• Do not wear heavy cologne or perfume
• Protocols may vary from each clinical facility and they need to be adhered to when students are participating at that facility

* Students must adhere to hospitals dress code policies or they will be asked to leave clinical. If a student has continual disregard to policies, they will have a reduction in their grade with a written warning or even dismissal from the program.

STUDENT LIABILITY INSURANCE

Students are required to have liability and accident insurance prior to admittance into clinical facilities. No student shall be allowed into the affiliate facilities without proper coverage. If the student can provide proof of insurance, they can apply for only the liability insurance coverage.

Insurance will be purchased through Kaskaskia College and must be purchased during the fall of each year. This policy applies to both first and second year students. Prior to attendance in clinical education the student must show proof of purchase to the Clinical Coordinator of Radiologic Technology.

The college offers a comprehensive student health and/or accident insurance program to all students carrying five or more credit hours while attending Kaskaskia College. Students pursuing occupational career programs are required to enroll in the student insurance program.

All incidents must be reported in a timely manner to the program director. Claim forms are available in the Human Resource office. Failure to report claims in a timely manner may result in denial of claims submitted.
SUPERVISION/REPEAT POLICY

While performing clinical assignments, the staff radiographer in charge of the assigned room/area and the clinical instructor are directly responsible of the student. The student must have adequate and proper supervision during all clinical assignments.

Each student progresses from the role of observer and assistant to relative independence according to initiative and capabilities. Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the DIRECT SUPERVISION of a staff radiographer (A RADIOGRAPHER IS PRESENT DURING THE CONDUCT OF THE EXAM). All fluoroscopy examinations required Direct Supervision, even if a student has demonstrated a clearance in fluoroscopy. After demonstrating competency, the student may perform those procedures with INDIRECT SUPERVISION (A RADIOGRAPHER IS IMMEDIATELY AVAILABLE, I.E. ADJACENT TO THE ROOM OR LOCATION WHERE THE PROCEDURE IS BEING PERFORMED, TO ASSIST THE STUDENT). When students are cleared on portables- a radiographer needs to go with the student and can be in the hallway if the student needs assistance. Students can do portables by themselves if they have a clearance but the radiographer needs to be immediately available for assistance! (INDIRECT SUPERVISION) A student shall not take the responsibility or the place of a qualified staff radiographer and will never be allowed to approve and send images for radiologist interpretation.

AT ALL TIMES, REGARDLESS OF A STUDENT’S LEVEL OF ACHIEVEMENT, A STAFF RADIOGRAPHER MUST:

- View the exam requisition to determine the capability of the student to perform the exam
- Check and approve all radiographs taken by a student prior to dismissal of a patient A student is never allowed to approve and send images for interpretation.
- Be present during the performance of ALL REPEATS (A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure).

A student is responsible for performing radiographic procedures that have been learned and practiced. If the student is asked to perform procedures for which no instruction or practice has been obtained, it is the student’s responsibility to notify the staff radiographer and clinical instructor of this fact. The student must also assume responsibility for assuring that all repeat radiographs are performed under the direct supervision of a staff radiographer.

If a student does not follow the Supervision/Repeat Policy, they will receive a written warning. If the policy is misused by the student a second time, the student will be dismissed from the program.

TECHNICAL ABILITIES

THE RADIOGRAPHY STUDENT MUST POSSESS THE ABILITY TO:

- Perform a full range of body motions including handling and lifting patients, manual and finger dexterity and eye-hand coordination
- Stoop, bend, stand and walk for extensive periods of time
- Lift, carry, push, and pull equipment or objects weighing up to 50 pounds on a daily basis
• Climb steps and ramps daily
• Reach with arms above the head while standing
• Kneel and crouch
• See and hear to normal range with correction
• Read, interpret, and comprehend technical and medical information
• Work under stressful conditions and/or work irregular hours
• Communicate with people of all professional and social levels in writing as well as verbally
• Wear lead protective devices for extended periods of time

KASKASKIA COLLEGE
RADIOLOGIC TECHNOLOGY

VOLUNTARY DECLARATION OF PREGNANCY POLICY

In order to protect the unborn child, the student may discuss any suspected or confirmed pregnancy with the Program Director. The student will then be counseled regarding potential radiation risks and her options regarding voluntary declaration of the pregnancy.

IF THE STUDENT Chooses TO FORMALLY DECLARE HER PREGNANCY:

1. The radiation safety officer of Kaskaskia College will discuss with the pregnant student radiographer the effects of irradiation in utero inclusive of radioprotective procedures.
2. The pregnant student will acknowledge by signature comprehension of said information as identified in Guideline #1.
3. In compliance with the position statement of the American Society of Radiologic Technologists (as taken from the ASRT Scanner, vol. XIV, no. 3, December/January 1980-81), the campus library holds the following suggested references:

   4.1 SECTION 20.1208 OF 10 CFR PART 20, “STANDARDS FOR PROTECTION AGAINST RADIATION”
   4.2 THE PREGNANCY DISABILITY LAW (PL95-555)
   4.3 EEOC “GUIDELINES ON SEX DISCRIMINATION AND QUESTIONS AND ANSWERS”

   In addition, the campus library holds the following references:
   4.4 NCRP REPORT #116 (supersedes #91)
   4.5 BRH
   4.6 NRC

4. The second issued fetal dose film badge will be worn on the abdomen and under the protective apron at all times while in a radiation environment.
5. In compliance with NCRP Report #91 (January 1, 1994), the dose equivalency limit from occupational exposure to the expectant mother is 500 MREM (5 MSV) for the entire pregnancy.
6. The exposure limits will apply until:
   - The student gives birth, or
   - The student notifies the Program Director in writing that she is no longer pregnant, or
- The student informs the Program Director that she no longer wishes to be considered pregnant by revoking her previously declared pregnancy in writing.

7. The monthly radiation exposure report inclusive of accumulative dose for each individual is made available in the office of the Program Director and will be analyzed monthly to assure that the 0.5 REM limit is not exceeded.

8. In accordance with the pregnancy policy of the specific clinical assignment, if fluoroscopy and mobile radiography are performed, the pregnant student radiographer must wear an apron with a minimum of 0.5 mm lead equivalent, which will attenuate approximately 90% of the 75 KVP primary beam. If available, the 1.0 mm lead equivalent apron, which attenuates 99% of the 75 KVP primary beam, could be utilized, but such thickness is not necessary, particularly in view of the additional weight of the apron—page 625, Bushong, Stewart, Radiologic Science for Technologists, 9th edition, Mosby, Co., 2008.

9. It is not recommended that pregnant student radiographers perform radiographic procedures on patients with intracavitary or interstitial sources of gamma radiation.

10. Upon request of the pregnant student to the clinical coordinator, clinical rotation schedules may be modified so as to schedule the student through low radiation areas, specifically during the first trimester.

IF THE STUDENT DOES NOT DECLARE PREGNANCY OR CHOOSES TO REVOKE A PREVIOUSLY DECLARED PREGNANCY:

1. She will be asked to verify that she has reviewed NRC Regulatory Guide 8.13 “instructions concerning prenatal exposure” and that she accepts responsibility for any increased risk associated with exposure to her unborn child.

2. She will be assigned to all clinical rotations and be monitored under the same guidelines as a non-pregnant student technologist (5 REM or 50 MSV).

The pregnant student radiographer is expected to meet all other objectives and clinical competencies of each radiographic course.
DECLARATION OF PREGNANCY RELEASE FORM
RADIOLOGIC TECHNOLOGY

This document is to certify that I, __________________________, a student of the Radiologic Technology Program, enrolled at Kaskaskia College and currently assigned to __________________________ (clinical education center) am voluntarily declaring that I am pregnant and I believe that became pregnant in ________________, 20______.

I have read the voluntary declaration of pregnancy policy for the radiographer program. I understand the implications of my continued presence in the Radiology Department as part of my clinical education. I will not hold Kaskaskia College or the clinical education center(s) liable in case of abnormalities that may be caused by exposure to radiation during this pregnancy.

I ELECT or DO NOT ELECT (please circle) to follow my planned clinical rotation. (If you elect not to follow the clinical rotation plan, you will be required to complete your rotations at a later date.)

I also understand that the lower dose limit is in effect until I have (1) given birth, (2) informed the department that I am no longer pregnant, or (3) chosen to revoke this declaration of pregnancy in writing.

STUDENT RADIOGRAPHER __________________________

WITNESSED BY __________________________

PROGRAM DIRECTOR __________________________

DATE __________________________
SUMMARY OF STANDARDS
DEPARTMENT OF RADIOLOGY- POLICIES, STANDARDS

Conformity to stringent standards is characteristic of the profession.

This quality, however, is not acquired merely by the donning of the uniform or other badge of a profession. It can be gained only through patient growth and diligent work and thought.

It is impossible to define briefly all the desirable tangible and intangible elements that make up the mature Radiologic Technologist. It is possible, however, to provide an outline of what standards should be followed.

The following suggestions are intended to serve this purpose.

A. PERSONAL/APPEARANCE

1. Shoes and uniforms should be clean and neat.
2. Hairstyle should be conservative and reasonably short. Long hair touching the shoulders should be pulled back.
3. Fingernails should be short, clean, and neutral in color if painted.
4. Cosmetics, perfumes, and colognes may be used in moderation.
5. The wearing of jewelry while in uniforms should be conservative (i.e. no dangling earrings or long necklaces). Wedding bands and wristwatches, of course, are acceptable.
6. Personnel may smoke or chew gum only in areas designated and never while working with a patient.

B. COURTESY AND MANNERS

1. Students should identify the Radiology Department and themselves whenever answering or calling on the telephone. Students should be brief, and should never make personal calls from the Radiology Department. Use of personal cell phones and texting is not allowed except on breaks and lunches.
2. Students should not interrupt business conversations between others unless there is some urgency.
3. Students should step back to allow elder or senior persons to pass by or enter first.
4. Students should not shout to gain the attention of another.

C. DISCIPLINE AND QUALITY CONTROL

1. All assignments must be carried out as promptly, efficiently, and skillfully as possible, according to routine directives or special instruction as the case may be.
2. Instructions from the next or any higher level of authority should not be questioned unless the instructions seem to contain an error.
3. Whenever students are in doubt or unable to handle a situation, they should seek advice before proceeding further.
4. Breach of discipline, unethical, or unbecoming conduct, etc., will be dealt with according to hospital/college policy.
5. Correction of technical or clerical errors and suggestions for improvement are to be accepted in the same friendly and constructive spirit in which they will be given. Such suggestions are the basis of quality control and maintenance of a high standard of work, as well as the only way that the principle of "learning by doing" can be applied in a practical manner.

6. Cheating of any kind will not be tolerated in this program. If a student is caught cheating or if the instructor suspects cheating, the student will receive a zero on the test, quiz, or assignment and will have to be counseled by the program director. If there is a second offense of cheating, the student will be immediately dismissed from the program.

D. CONSIDERATION FOR THE PATIENT

1. When handling patients, students should always exercise the same consideration that they would wish to receive if they were ill. For example, students should be gentle and smile; keep patient comfortable and warm; return patient to the ward quickly; and keep the waiting period before examination to a minimum.

2. Students should always address patients by surname and title to confirm identification, and should introduce themselves to the patient in the same manner.

3. Students should always check identification by checking the ID wrist band and asking identification questions (birthdate, age, etc) on all hospital patients to assure proper identification.

4. When the radiologist arrives to see the patient, students should perform the introduction.

5. Students should always carefully explain to the patient what they wish the patient to do before carrying out any procedure, thus ensuring the patients' full cooperation.

6. Students should always be alert to the prevention of accidents to the patient or themselves. For example, students should help patients on and off the table or into and out of their wheelchairs. It is also important that small children as well as unconscious or restless patients are held in place with a safety belt and never left unattended.

7. Students should refrain from whispering, laughing, conducting irrelevant conversation, whistling, singing, and congregating in groups within view or hearing of patients.

8. Students should respect the patients’ privacy and modesty. For example, students should never allow the patient’s genital organs to become exposed. If the patient is wearing a gown or pajamas, he or she should be covered from the waist downward with a sheet. Enema tubes should not be put into the rectum of the opposite sex if he or she is uncomfortable or objects to the procedure.

9. Students should keep conversation with patients to the minimum required to put the patient at ease and inform him/her as to what he/she is required to do, and should tactfully discourage any tendency of the patient to engage in frivolous remarks. Students should be politely evasive in replying to any questions from the patient (or relatives) regarding the condition of the patient, findings on the x-ray image, or the diagnosis for which he or she is receiving x-ray services. It is the attending physician’s responsibility to inform the patient of these matters.

E. PROFESSIONAL ETHICS

1. Students should never discuss a patient, his illness, or his private affairs that come to their knowledge with anyone, either privately or publicly. This is confidential information that may not be disclosed without danger of committing a moral or civil offense. Use HIPAA regulations in all circumstances.

2. Students should avoid all discussion of personalities, etc, involving doctors or hospital personnel.

3. Discussion of technical problems and experiences encountered in the Radiology Department or hospital should not be carried on in places where the public may overhear the conversation,
such as buses, etc.
4. Students should not attempt to interpret x-ray images for physicians or any other person.
5. Students should not disclose the report of any x-ray or other examination to anyone except the attending physicians.
6. Students should not deliver or loan x-ray images, etc, to anyone unless the images have been signed out properly.
7. Students should not read any patient’s chart or records unless authorized to do so in the course of transcription of pertinent information for x-ray examination, treatment, or approved research.
8. Personal gratuities in the form of money should not be accepted from patients.

F. MISCELLANEOUS

2. Complaints of any nature should be submitted in writing.
3. Suggestions that might lead to improvements in the Radiology Department are welcomed and will be given full consideration.
4. When relaying messages or instructions to others, especially patients or ward nursing staff, it is important to be concise, complete, and above all, patient, with the knowledge that what is well known to one person may be new and strange to someone else.
5. Students should not hesitate to help out anywhere in the department where assistance seems to be required, especially if they have completed their own assignments. For example, students may answer a ringing telephone if the receptionist is speaking on another line; assist a physician who wishes to see his patient’s radiographs when the film librarian is busy attending to another doctor or is out to lunch, etc; offer to take a waiting case from another technologist who has been delayed by a difficult patient (if the student is competent in the examination area and if it is in his or her rotation schedule).
6. Students should be interested in keeping the department clean and efficient by reporting any deterioration, breakages, malfunction of equipment or depletion of supplies. This will facilitate prompt repair and re-stocking.
7. Students should not leave the department for lunch or coffee breaks if this will leave the department unattended by sufficient personnel. If students are out for a break and others are waiting, it is important to be as brief as possible.
8. If a student suffers an accident or becomes ill while on duty, or is unable to report for duty because of illness, the student should promptly inform the supervising technologist so that treatment may be arranged and clinical rotation may be reassigned.
9. It is important to exercise moderation in all things and to maintain a proper balance between duty, recreation, and rest.
10. Students should always do the “reasonable” thing, i.e. avoid extremes.
11. If a student becomes the victim of unwarranted or petty blame or criticism, he or she may wish to follow the hospital grievance procedure.
12. Every image taken must be marked with either a right or left student initialed lead marker.
13. The individual taking the image must be identified on the image or on the requisition.
14. Students should not abuse the internet/computers at clinical sites. Internet and computer use for professional education should be only allowed if given permission by clinical instructor.
15. Students may need to drive several hours each day to a clinical facility. The program director and clinical coordinator will try to arrange clinical sites as closely related to where the student lives, but to achieve clearance requirements and have an adequate educational experience, the student might have to drive further to complete their rotations. Clinical rotations involve day, evening, and weekend rotations.
G. STATEMENT OF CONFIDENTIALITY

It is the responsibility of every student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical agency’s plans and operations.

During clinical experiences, students may learn of certain personal matters pertaining to the nature of illness, financial background, family life, etc., of a patient. This information should not be discussed with anyone outside the agency, among employees of the hospital, or among students, unless information is required directly for the care of the patient or as a learning tool within the educational setting.

In addition to patient information, students are expected to use the utmost discretion concerning other confidential information, such as that pertaining to hospital employees or operation of the hospital. Unauthorized disclosure of patient information may result in civil and/or criminal liability under Federal or State laws.

The integrity of all data produced by a Hospital Information System should not be compromised under any circumstances. Data includes printed materials, oral communication, and information displayed on a computer terminal.

Please note: The preceding policies/standards are the minimum requirements for the student Radiologic Technologist. The student will conform to the respective clinical education center’s policies/standards where he/she is assigned for clinical education.

At any time a student is not following policies set forth by the Radiologic Technology Program or the associated facilities, they will receive a written warning. If the policies are misused by the student a second time, the student will be dismissed from the program.
The following objectives have been developed for several specific areas so that the student and evaluator can use the following objectives to provide guidance and assistance in evaluation. In any educational endeavor, skills must be learned and mastered. In using the following performance objectives, the evaluator must be aware of the level of competency at which the student should be for the amount of time in the program. If the evaluator has any questions concerning this level, he or she should refer to the rationale and general objectives sections.

I. GENERAL RADIOGRAPHY

Upon completion of his or her clinical assignment, the student will be able to demonstrate knowledge, understanding, and dexterity in four areas of general radiography. These areas include: (a) equipment and accessories, (b) radiographic procedures, (c) radiographic technique, and (d) radiation protection and other safety practices. An acceptable level of competence has been attained when

A. EQUIPMENT AND ACCESSORIES

1. Describe the type of x-ray tube used in the general radiography room.
2. Describe the general type of x-ray machine used in the general radiography room.
3. Select and use accessory items appropriately to include:
   a. Restraining and supporting devices
   b. Cones, collimators, grids, and filters

B. RADIOGRAPHIC PROCEDURES

Perform general radiographic studies and evaluate from the standpoint of:

1. Radiographic and diagnostic quality
2. Accuracy of interpretation of the request
3. Positioning of the anatomic parts
4. Appropriate collimation
5. Correct markers or identifying information

C. RADIOGRAPHIC TECHNIQUE

1. Select the proper technical factors for routine situations and make appropriate adjustments for the unusual case or pathology by manipulating the imaging arrangement. The factors to be altered or arranged in varying patterns of use include:
   a. Kilovolts, milliamperes, distance, time, and AEC
   b. Developing and processing procedures: CR/DR or film/screen

D. RADIATION PROTECTION AND SAFETY PRACTICES PERFORM PATIENT HANDLING TASKS SAFELY TO INCLUDE:
1. Transporting and transferring patients
2. Checking for patient identification
3. Handling patients with infectious diseases
4. Providing radiation protection for patients, personnel, and guests by utilizing shields, screens, collimators, filters, patient restrainers, and by employing correct technical factors to eliminate the necessity for retakes
5. Providing safety from electrical hazards by routinely inspecting equipment wiring
6. Ensure safety keeping room furnishings and accessories properly placed and safely positioned
7. Providing safe storage for patient's belongings, e.g. eyeglasses, dentures, jewelry, etc., which may be temporarily removed during the procedure

II. RADIOGRAPHIC IMAGE PROCESSING DIGITAL or FILM

Upon completion of the student’s rotation in the radiographic processing and quality control area, the student will demonstrate knowledge, understanding and skills in performing tasks related to radiographic processing and quality control. An acceptable level of competence has been attained when the student is able to:

A. Make post-exposure radiograph identification
B. Identify proper index number for quality images
C. Indicate steps used with PACS
D. Manipulate and adjust image on computer screen
E. Annotate and label correct projection on images
F. Develop medical x-ray film by automatic processing methods/Replenish processing if needed

III. FLUOROSCOPY

At the termination of the student’s rotation in fluoroscopy, they will be able to demonstrate knowledge, understanding and skills in five broad areas: (a) equipment and accessories, (b) radiographic and fluoroscopic procedures, (c) contrast media, (d) radiographic and fluoroscopic technique, and (e) radiation protection and other safety practices. An acceptable level of competence has been achieved when the student is able to:

A. EQUIPMENT AND ACCESSORIES

1. Describe the basic principles of fluoroscopy
2. Describe the type of fluoroscopic tube used
3. Describe the type of fluoroscopic instrument available, i.e.
   (1) Image intensification
   (2) Digital equipment
   (3) Spot filming device
   (4) T.V. system
   (5) Video tape recording unit for speech pathology
4. Select and use accessory items appropriately to include:
   a. Restraining and supporting devices
   b. Cones, grids, and filters
   c. Examination trays and supplies

B. RADIOGRAPHIC AND FLUOROSCOPIC PROCEDURES
1. Perform tasks specific to fluoroscopy, including:
   a. Assist in the operation and adjustment of
      (1) Digital equipment
      (2) Spot filming
      (3) Image intensifier
      (4) Video tape equipment
   b. Assist the physician with the non-exposure aspects of fluoroscopic procedures, e.g.
      (5) Upper and lower gastrointestinal studies
      (6) Spine and spinal cord studies
      (7) Gynecological and urological studies requiring fluoroscopy

2. Perform with only remote supervision technical tasks requiring radiography in combination with fluoroscopy

C. CONTRAST MEDIAS

1. Prepare barium mixtures using formulas appropriate to the examination
2. Select the contrast dispenser appropriate for the specific media and/or examination
3. Use sanitation techniques to prepare contrast media dispensers and other contrast utensils and containers

D. TECHNIQUE

1. Select the proper technical factors for routine fluoroscopic studies and make appropriate adjustments for the unusual patient by manipulating the radiographic image arrangements and factors:
   a. Kilovolts, milliamperes, distance, and time
   b. Screens, grids, and filters
2. Make the proper adjustments for optimum visualization with electronic and digital systems

G. RADIATION PROTECTION AND SAFETY PRACTICES

1. Perform patient handling tasks safely, including:
   a. Transporting and transferring patients
   b. Checking for patient identification
   c. Handling patients with infectious diseases
   d. Providing radiation protection for patients, personnel and guests by utilizing shields, screens, collimators, filters, patient restrainers, and by employing correct technical factors to eliminate the necessity for retakes
   e. Providing safety from electrical hazards by routinely inspecting equipment wiring
   f. Ensuring safety in dimly lighted areas by keeping room furnishings and accessories properly placed and safely positioned
   g. Providing safe storage for patients’ belongings, e.g. eyeglasses, dentures, jewelry, etc, which may be temporarily removed during the fluoroscopic procedure

IV. MOBILE AND SURGERY RADIOGRAPHY
Upon completion of the student’s rotation in mobile and surgery radiography, the student will be able to demonstrate knowledge and understanding as well as dexterity in the examination and care of the confined patient and patients undergoing surgical procedures. An acceptable level of competence has been attained when the student is able to:

A. Utilize rules of body mechanics for the safety of both patient and technologist
B. Provide the necessary radiation protection while performing bedside or surgical radiographic exams
C. Make adjustments in exposure factors specific to mobile and surgical procedures
D. Make the necessary positioning changes and make compensations for these changes
E. Utilize proper safety techniques and take proper precautions against electrical hazards
F. Prevent spread of infection and disease by practicing medical asepsis in patient’s room by following the established nursing procedures
G. Perform all routine bedside and surgical radiographic procedures

V. ORTHOPEDIC RADIOGRAPHY

Upon completion of his or her orthopedic radiography training, the student will be able to demonstrate knowledge, understanding, and skills in four broad areas: (a) equipment and accessories, (b) radiographic procedures, (c) radiographic technique, and (d) radiation protection and other safety practices. An acceptable level of competence has been attained when the student is able to:

A. EQUIPMENT AND ACCESSORIES
   1. Describe the type of general x-ray tube used to produce radiographs
   2. Describe the general construction and type of x-ray machines used
   3. Select and utilize accessory items appropriately, including:
      a. Restraining and supporting devices
      b. Cones, grids, and filters

B. RADIOGRAPHIC PROCEDURES
   Perform all general orthopedic examinations to include:
   1. All routine radiographic bone studies
   2. Routine joint examinations
   3. Techniques appropriate for the various supports, braces, casts, and fixation and prosthesis devices

C. RADIOGRAPHIC TECHNIQUE
   Select the proper technical factors for routine examinations and make appropriate adjustments for the unusual patients by manipulating the imaging arrangement for varying factors, including:
   1. Kilovolts, milliamperes, distance, and time
   2. Screens, grids, and filters
   3. Processing images
D. RADIATION PROTECTION AND SAFETY PRACTICES
Perform patient handling tasks safely to include:

1. Transporting patients from one area to another and transferring patients from one position to another, e.g. stretchers and chairs to beds or tables
2. Checking for patient identification
3. Handling patients with suspected spinal fracture or cord injuries
4. Handling patients with infectious diseases
5. Ensure radiation protection shields, screens, collimators, filters, patient restrainers, and by avoiding the necessity for retakes because of technical errors
6. Ensure safety room electrical hazards by routinely inspecting equipment wiring, etc
7. Provide security for patient’s belongings, e.g. eyeglasses, false teeth, jewelry, etc, which may be removed during the radiographic procedure

VI. MAMMOGRAPHY IMAGING (LECTURE and LAB ONLY)

Upon completion of the mammography imaging lecture, the student will describe the basics of mammography imaging. An acceptable level of competence has been obtained when the student is able to:

A. Describe the type of x-ray equipment used in mammography
B. Describe the imaging arrangements, positions, and techniques used in conventional mammography
C. Identify artifacts and other technical flaws if present on the image
D. Critique a radiograph in terms of diagnostic quality
E. List the proper radiation protection for patient and personnel

VII. OFFICE PROCEDURES AND RADIOGRAPHIC RECORDS AND FILES

Upon completion of the student’s rotation in office and radiographic file area, she/he will be able to demonstrate knowledge and understanding in basic (a) filing and retrieval systems, (b) schedules and traffic flow patterns, (c) computer assisted record keeping and (d) fee determination and other office functions. An acceptable level of competence has been attained when the student is able to:

A. ARCHIVING AND RETRIEVAL SYSTEM-TASKS TO INCLUDE
  1. Assemble x-ray records with PACS, DIGITAL
  2. Dispatch x-ray reports to physicians and wards
  3. Prepare CD’s, file envelopes for filing or dispatching

B. SCHEDULES AND TRAFFIC FLOW PATTERNS
  1. Perform tasks relating to schedules and traffic flow by:
     a. Receiving patients, logging patients, logging patient visits
     b. Recording patient data, e.g. type of examination requested, referring physician, hospital or home address, etc
  2. Assist in schedule patients for return visits by:
     a. Ascertaining an appropriate time to coincide with physician schedules
b. Giving patients instructions for test preparations  
c. Giving patients brief descriptions of type of examination

C. FEE DETERMINATION  
Assist in determining the correct fee by:  
1. Checking on the type of x-ray examination  
2. Checking on the procedure employed and the condition under which the examination is performed  
3. Determining materials and supplies utilized in performing the examination

VIII. PATIENT HANDLING TASKS

Throughout all segments of clinical practice, the student will develop the necessary skills in patient care and will have an understanding of radiologic patient services as provided in the clinical setting, which will enable he or she to perform in an efficient and courteous manner. An acceptable level of competence has been attained with the student is able to perform patient handling tasks to include the following:

A. Drape or gown patient for examination  
B. Transfer patients safely to and from stretchers and chairs  
C. Restrain and control patients physically, e.g. arm hold  
D. Check patient’s chart for contraindications in reference to procedure, e.g. pregnancy  
E. Ascertain if the patient is prepared for the procedure  
F. Use immobilizing devices to restrain patients during exposure  
G. Explain or answer questions about doctor’s instructions  
H. Explain the x-ray procedure to the patient  
I. Reassure apprehensive parents of pediatric patients  
J. Reassure and calm children  
K. Review printed instructions on procedures with patient or patient’s family  
L. Review patient’s clinical history  
M. Check for clarification of conflicting doctors’ orders  
N. Receive patients on arrival, i.e. introduce self, obtain patient’s name, record in daily logbook  
O. Give precise and adequate direction to patient concerning procedure  
P. Use proper procedure for identifying patients  
Q. Observe care to maintain the I.V. flow and integrity of the unit  
R. Change dressings  
S. Make notations of significant patient physical or emotional response to procedures  
T. Label specimens  
U. Provide radiation protecting for personnel and patient  
V. Inspect for electrical and mechanical hazards and observe rules of safety  
W. Respect rights and expectations of the patients  
X. Comply with legal requirements pertaining to safe handling of patients

IX. EVENING SHIFT
Evening shift is introduced the first semester of the program and continues through the remainder of the time. Students will be scheduled for 4 weeks of night shift rotation the first year and another 2 weeks the second year. This shift increases the student’s clinical proficiency by providing opportunities for more varied and unique radiography experiences. **ALL NIGHT SHIFT ROTATIONS WILL BE SCHEDULED 1:00 PM TO 9:00 PM.**

A. Practice quality and office procedures  
B. Demonstrate independence relative to technical expertise  
C. Develop balance between speed and quality radiography  
D. Assist and perform orthopedic radiography  
E. Maintain radiographic records and files  
F. Maintain clinical competencies  
G. Develop close working relationship with ER personnel, staff and physicians

**X. WEEKEND SHIFT**

Weekend shift is incorporated into the 5th semester of the program. Students will be scheduled for 2 weekend shift rotations (Saturday/Sunday) during this semester only. Weekend shift rotations will consist of:

A. SATURDAY/SUNDAY ROTATION  
B. DAY SHIFT (8 HOURS EACH DAY)

If a clinical site does not have an 8-hour Sunday shift, then 2 more Saturdays will be scheduled to complete weekend rotation. This shift increases the student’s clinical proficiency by providing opportunities for more varied and unique radiography experiences.

A. Practice quality and office procedures  
B. Demonstrate independence relative to technical expertise  
C. Develop balance between speed and quality radiography  
D. Assist and perform orthopedic, trauma, skull, and portable radiography  
E. Maintain radiographic records and files  
F. Maintain clinical competencies  
G. Develop close working relationship with ER personnel, staff, and physicians
RATIONALE FOR CLINICAL PERFORMANCE EVALUATIONS

Purpose: To effectively measure the performance of a student Radiologic Technologist at the completion of a clinical evaluation.

OBJECTIVES OF A PERFORMANCE EVALUATION:

1. To provide feedback for the student radiographer on his/her clinical performance for each rotation, including praise for noteworthy performance and analysis of deficient performance.
2. To improve individual clinical performance and satisfaction by providing communication between the radiology staff and the student regarding the student’s performance.
3. Increase the competency of the student by providing feedback that may lead to self-improvement.
4. To assist the student in understanding his/her part in the achievement of clinical educational objectives and career goals.
5. Provide a vehicle for focusing on important qualities of clinical skills in order to assess competencies achieved.
6. To provide information for use in educational decisions, terminations, revision of curriculum or class content, and student remediation.
7. To conform to the quality assurance guidelines of the Joint Review Committee on Education in Radiologic Technology.

PROCEDURE

The Radiology staff member to whom the student is assigned will complete the form at the end of each clinical rotation. Each form will be returned to the college clinical supervisor (critique instructor), Radiology faculty, Program Director, or the Clinical Instructor. The student will review and sign the graded evaluations after each rotation. Any questions/concerns will be addressed at that time with the college clinical supervisor and, if necessary, the program director.

Students will not approach the staff members in regards to evaluation scores. This is the responsibility of the clinical supervisor and the film critique instructor.

On the next several pages, you will find the clinical evaluation tools to be used to determine your clinical grade. Please refer to the rationale and objectives and the evaluator notes for the forms included.

A student that receives two evaluations with a score of 70% or lower within the same semester will receive an “F” in that clinical course. Evaluations are very subjective but if there is valid reasons documented for the low evaluation score and the Program Director and Clinical Coordinator have discussed reasons with the Clinical Instructor, the student will either be withdrawn from the program or receive a failing grade and will not be able to continue in the radiology program.
Month_____________________________  Course: 101 105 103 201 204

Instructions:  Please read each statement and check the appropriate box of the descriptor that best identifies the student. Include comments if needed and return this form to the Clinical Instructor or Image Critique Instructor at your facility.

1. Attendance/Punctuality:  Attends clinicals on assigned date, promptly notifies CI of absences/tardies, and reports to clinicals on time (including breaks & lunches)

☐ frequently absent (2 or more within the month)  ☐ excellent, consistently prompt & reliable (0 absences or tardies within the month)
☐ doesn’t call in, “lost” from the dept.  ☐ usually punctual (1 absence or tardy within the month)

Comments: __________________________________________________________

2. Personal Appearance/Attire:  Adheres to student dress code, wears appropriate uniform, wears name tag, & OSL badge, good hygiene.

☐ professional appearance; well groomed  ☐ poor hygiene; unacceptable
☐ occasionally untidy  ☐ doesn’t adhere to uniform

Comments: __________________________________________________________

3. Cooperation/Attitude:  Demonstrates the ability to be cooperative when working with others, share in the work load, and shows interest in assignments.  Accepts constructive criticism and exercises self-control.

☐ indifferent; is not part of the team  ☐ shows interest and willingness to work
☐ usually cooperative; complains very little  ☐ occasional conflict with co-workers/can’t accept criticism

Comments: __________________________________________________________

4. Patient Care/Professionalism:  Follows professional standards when dealing with patients, radiographers, and other students.

☐ courteous; uses good communication skills  ☐ indifferent to needs of patient and department
☐ occasional negative attitude towards patients co-workers, or fellow students  ☐ talks out of line; inappropriate language/rude

Comments: __________________________________________________________

5. Initiative:  Ability to think constructively and willingness to start and complete exams independently when capable.

☐ puts forth no effort, indifferent to workload  ☐ looks for things to do, very enthusiastic & motivated
☐ does only assigned work; needs to improve motivation  ☐ doesn’t perform independently; frequently asked to perform exams.

Comments: __________________________________________________________


☐ quality of work acceptable with level of learning  ☐ above average level of learning, seldom needs assistance
☐ constantly makes careless and repeated errors  ☐ work is inconsistent; does well, then makes careless errors

Comments: __________________________________________________________

7. Adherence to Policies:  Ability to comply to policies and procedures pertaining to clinicals.
8. **Judgment:** Ability to apply knowledge and skills to practical applications.

- ☐ impressive thought process; rarely needs follow-up
- ☐ frequently uses poor judgment in stressful situations
- ☐ is unable to logically grasp concepts with exams
- ☐ usually uses good judgment; only asks when in doubt

Comments:___________________________________________________________________

9. **Organization of Work:** Ability to perform in a logical and efficient sequence in an accurate and desirable speed.

- ☐ unacceptable; often hinders patient flow
- ☐ very efficient; facilitates patient flow
- ☐ acceptable; works at a steady pace
- ☐ occasionally works at a slow pace

Comments:___________________________________________________________________

10. **Technical Knowledge/Adaptability:** Level of student’s ability in positioning and technique used to produce desirable radiograph. Ability to adjust to new or unusual conditions when routine must be altered.

- ☐ superior; learns rapidly; consistently accurate
- ☐ good; learns well; usually accurate
- ☐ below average knowledge; slow to learn
- ☐ unacceptable; needs constant instruction & guidance

Comments:___________________________________________________________________

---

**Overall Impression of Student’s Performance Associated to their Level of Education in The Radiology Program**

☐ Extremely Poor  ☐ Below Average  ☐ Average  ☐ Above Average  ☐ Excellent

Clinical Instructor’s Signature___________________________________ Date______________________

Or

Film Critique Instructor’s Signature___________________________________ Date______________________

Student Signature_____________________________________________ Date______________________

Student Comments:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

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KASKASKIA COLLEGE RADIOGRAPHY PROGRAM

Student: ____________________  Week: ____________  Clinical Site: ____________________________

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RADIATION THERAPY

Upon completion of the radiation therapy practice orientation assignment, the student will be able to demonstrate knowledge and understanding of the rationale for using radiation in the treatment of malignant and selected benign pathology. An acceptable level of competence has been attained when the student is able to:

1. Differentiate between the various treatment machines in terms of exams performed and purpose
   YES NO
2. Explain the purpose/procedure for making and using treatment molds multileaf collimators.
   YES NO
3. Describe the process for setting-up a patient's treatment plan (treatment planning and simulation)
   YES NO
4. Explain the purpose for morning film review sessions
   YES NO
5. Assist in draping and positioning patients for physical examination
   YES NO
6. Explain why blood work is done on a weekly basis for all patients.
   YES NO
   What does the technologist look for on the lab results?
   What should the technologist do if they see anything abnormal?
6. List some of the common side effects resulting from radiation therapy.
   YES NO
   List some of the rare side effects.

RADIATION THERAPY EVALUATION

3 = student meets expectations
2 = student needs improvement
0 = student lacks the appropriate skills

A. Personality/Professional Relations
   1. Student adheres to dress code, hygiene, and conduct
   2. Student is punctual, attends clinicals on assigned dates, and conforms to clinical requirements
   3. Uses available time effectively
   4. Shows good, professional judgment
   5. Student appreciates and accepts guidance from staff

B. Performance
   1. Student shows initiative to understand exams
   2. Quantity of work is appropriate
   3. Offers assistance and keeps self busy
   4. Student applies the knowledge he/she has acquired and asks questions
   5. Demonstrates good patient care, safety and radiation protection technique

C. Abstract
   1. To be done on a 4” x 6” notecard including: Title, author, journal, date, summary of article, and your opinion of article. Both sides of notecard should be completed. Abstracts are worth 20 points. Staple abstract to the evaluation before turning in evaluation.

_________________________________________  ______________________________________
Student’s Signature  Technologist's Signature
Revised 6/14

Total Points: _________
KASKASKIA COLLEGE RADIOGRAPHY PROGRAM

Student:________________________ Week:__________ ClinicalSite:________________

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ULTRASOUND
Upon completion of ultrasound, the student will be able to demonstrate knowledge and understanding of the rationale for using sonography in the diagnosis of various medical conditions. An acceptable level of competence has been attained when the student is able to:

1. Explain the basic principles of sonography

2. Identify the purpose(s) for performing various diagnostic sonography exams

3. Correlate patient symptoms and history to the type of exam performed

4. Observe with scanning

5. Identify major body organs/structures on the display screen or on PACS following the exam

ULTRASOUND EVALUATION

3 = student meets expectations
2 = student needs improvement
0 = student lacks the appropriate skills

A. Personality/Professional Relations

1. Student adheres to dress code, hygiene, and conduct

2. Student is punctual, attends clinicals on assigned dates, and conforms to clinical requirements

3. Uses available time effectively

4. Shows good, professional judgment

5. Student appreciates and accepts guidance from staff

B. Performance

1. Student shows initiative to understand exams

2. Quantity of work is appropriate

3. Offers assistance and keeps self busy

4. Student applies the knowledge he/she has acquired and asks questions

5. Demonstrates good patient care and safety

C. Abstract

1. To be done on a 4” x 6” notecard including: Title, author, journal, date, summary of article, and your opinion of article. Both sides of notecard should be completed. Abstracts are worth 20 points. Staple abstract to the evaluation before turning in evaluation.

____________________________                                __________________________
Student’s Signature                                                                 Technologist's Signature

Revised 6/14

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KASKASKIA COLLEGE RADIOGRAPHY PROGRAM

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NUCLEAR MEDICINE

Upon completion of the nuclear medicine practice orientation assignment, the student will be able to demonstrate knowledge and understanding of the rationale for using radionuclides in diagnosis and therapy. An acceptable level of competence has been attained when the student is able to:

1. Explain the basic value(s) and principles of nuclear medicine studies: ___ ___
   how does diagnostic information differ from different modalities

2. Explain radiation safety procedures and precautions, including ___ ___
   personnel monitoring and area surveys

3. Describe how a computer is used in nuclear medicine ___ ___

4. Assist in patient preparation for scans ___ ___

5. Briefly explain quality control measures in the use of radiopharmaceuticals ___ ___

NUCLEAR MEDICINE EVALUATION

3 = student meets expectations
2 = student needs improvement
0 = student lacks the appropriate skills

A. Personality/Professional Relations
   1. Student adheres to dress code, hygiene, and conduct ___
   2. Student is punctual, attends clinicals on assigned dates, and conforms to clinical requirements ___
   3. Uses available time effectively ___
   4. Shows good, professional judgment ___
   5. Student appreciates and accepts guidance from staff ___

B. Performance
   1. Student shows initiative to understand exams ___
   2. Quantity of work is appropriate ___
   3. Offers assistance and keeps self busy ___
   4. Student applies the knowledge he/she has acquired and asks questions ___
   5. Demonstrates good patient care, safety and radiation protection technique ___

C. Abstract
   1. To be done on a 4” x 6” notecard including: Title, author, journal, date, summary of article, and your opinion of article. Both sides of notecard should be completed. Abstracts are worth 20 points. Staple abstract to the evaluation before turning in evaluation.

______________________________  __________________________
Student’s Signature             Technologist's Signature

Revised 6/14

Total Points: ________
KASKASKIA COLLEGE RADIOGRAPHY PROGRAM

Student: ____________________ Week: __________ Clinical Site: ______________

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SPECIAL PROCEDURES

Upon completion of this special procedures assignment, the student will be able to demonstrate knowledge and understanding of angiographic studies utilizing special equipment and techniques that dynamically demonstrate functioning organs or systems. The student will be able to assist in special procedures examinations. An acceptable level of competence has been attained when the student is able to:

1. Assist in the preparation of contrast media for pressure injection
2. Explain the need and use of special needles, guidewires, and catheters required for certain procedures
3. Describe observed procedures in terms of:
   *reason for examination/procedure
   *anatomy visualized
   *method and entry for injection of contrast
   *contrast media
   *patient preparation
   *basic procedure
   *required projections
4. Practice radiation safety during specials
5. Assist in opening and preparing sterile tray and instruments utilizing proper technique
6. Glove and gown utilizing proper technique

SPECIAL PROCEDURES EVALUATION

3 = student meets expectations
2 = student needs improvement
0 = student lacks the appropriate skills

A. Personality/Professional Relations
   1. Student adheres to dress code, hygiene, and conduct
   2. Student is punctual, attends clinicals on assigned dates, and conforms to clinical requirements
   3. Uses available time effectively
   4. Shows good, professional judgment
   5. Student appreciates and accepts guidance from staff

B. Performance
   1. Student shows initiative to start and complete exams when capable
   2. Quantity of work is appropriate
   3. Offers assistance and keeps self busy
   4. Student applies the knowledge he/she has acquired and can apply theory to task
   5. Demonstrates good patient care, safety and radiation protection technique

C. Abstract
   1. To be done on a 4” x 6” notecard including: Title, author, journal, date, summary of article, and your opinion of article. Both sides of notecard should be completed. Abstracts are worth 20 points. Staple abstract to the evaluation before turning in evaluation.

____________________________     __________________________
Student’s Signature                  Technologist’s Signature

Revised 6/14

Total Points: __________

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KASKASKIA COLLEGE RADIOGRAPHY PROGRAM

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MAGNETIC RESONANCE OBJECTIVES

UPON THE COMPLETION OF THE CLINICAL ROTATION IN MAGNETIC RESONANCE IMAGING, THE STUDENT WILL BE ABLE TO:

1. Explain the basic principles of magnetic resonance ________
2. Explain the diagnostic value(s) of performing MR ________
3. Assist in setting-up the imaging room for various exams ________
4. Enter client information and scanning parameters into the computer or access patient worklist. ________
5. Differentiate between magnets used and needed for diagnostic studies ________
6. Assist with obtaining patient history and assist with patient education ________
7. Explain why magnetic and radiofrequency shielding may be necessary ________
8. Recognize basic anatomy on MRI images ________

MAGNETIC RESONANCE EVALUATION

3 = student meets expectations
2 = student needs improvement
0 = student lacks the appropriate skills

A. Personality/Professional Relations
   _____ 1. Student adheres to dress code, hygiene, and conduct
   _____ 2. Student is punctual, attends clinicals on assigned dates, and conforms to clinical requirements
   _____ 3. Uses available time effectively
   _____ 4. Shows good, professional judgment
   _____ 5. Student appreciates and accepts guidance from staff

B. Performance
   _____ 1. Student shows initiative to understand exams
   _____ 2. Quantity of work is appropriate
   _____ 3. Offers assistance and keeps self busy
   _____ 4. Student applies the knowledge he/she has acquired and asks questions
   _____ 5. Demonstrates good patient care and safety

C. Abstract
   _____ 1. To be done on a 4” x 6” notecard including: Title, author, journal, date, summary of article, and your opinion of article. Both sides of notecard should be completed. Abstracts are worth 20 points. Staple abstract to the evaluation before turning in evaluation.

________________________________________  __________________________
Student’s Signature                                                                 Technologist's Signature

Revised 6/14

Total Points: __________
KASKASKIA COLLEGE RADIOGRAPHY PROGRAM
Student: _______________________________________ Week: ____________________
Clinical Site: ____________________
Days Of Attendance | Time In | Time Out | Tech Initials
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COMPUTERIZED TOMOGRAPHY

Upon completion of CT, the student will be able to demonstrate knowledge and understanding of the rationale for using CT in the diagnosis of various medical conditions. An acceptable level of competence has been attained when the student is able to:

1. Describe the machine that is operated at your clinical site, age, type, etc. __ YES ____ NO ____
2. Perform the warm ups made prior to the first exam of the day __ YES ____ NO ____
3. Enter patient data into log book and computer __ YES ____ NO ____
4. Assist in positioning the patient for their exam __ YES ____ NO ____
5. Explain why contrast agents are used in certain examinations __ YES ____ NO ____
6. Critique a brain CT - including the ventricles and Circle of Willis __ YES ____ NO ____
7. Describe the preparation of the patient for having a brain and abdominal scan __ YES ____ NO ____
8. Identify the CT system components: gantry assembly and computer control console __ YES ____ NO ____
9. Recognize basic anatomy on CT images __ YES ____ NO ____

COMPUTERIZED TOMOGRAPHY EVALUATION

3 = student exceeds expectations
2 = student meets expectations
0 = student is clinically incompetent

A. Personality/Professional Relations
   1. Student adheres to dress code, hygiene, and conduct __ YES ____ NO ____
   2. Student is punctual, attends clinicals on assigned dates, and conforms to clinical requirements __ YES ____ NO ____
   3. Uses available time effectively __ YES ____ NO ____
   4. Shows good, professional judgment __ YES ____ NO ____
   5. Student appreciates and accepts guidance from staff __ YES ____ NO ____

B. Performance
   1. Student shows initiative to start and complete exams when capable __ YES ____ NO ____
   2. Quantity of work is appropriate __ YES ____ NO ____
   3. Offers assistance and keeps self busy __ YES ____ NO ____
   4. Student applies the knowledge he/she has acquired and can apply theory to task __ YES ____ NO ____
   5. Demonstrates good patient care, safety and radiation protection technique __ YES ____ NO ____

C. Abstract
   1. To be done on a 4” x 6” notecard including: Title, author, journal, date, summary of article, and your opinion of article. Both sides of notecard should be completed. Abstracts are worth 20 points. Staple abstract to the evaluation before turning in evaluation.

________________________                                                ___________________
Student’s Signature                                                   Technologist’s Signature

Revised 6/14

Total Points: _________
RATIONALE FOR IMAGE ACQUISITION AND EVALUATION (FILM CRITIQUE) SESSIONS

Purpose: The Image Acquisition and Evaluation sessions are to provide the opportunity for continual review and reinforcement of theoretical concepts with an evaluation of the same.

OBJECTIVES OF THE IMAGE ACQUISITION AND EVALUATION

1. To provide the opportunity for the student/instructor to correlate didactic and clinical education.
2. To review radiographic procedures with specific emphasis on:
   a. Principles of radiographic exposure
   b. Radiographic procedures/routines at each hospital
   c. Radiographic image evaluation
   d. Methods of patient care in the respective rotation
   e. Equipment manipulation in the respective rotation
   f. Human structure and function
   g. Pathology
3. To provide all students assigned at the respective affiliate to share in the information gained by other students in their rotations with respect to:
   a. Routine techniques
   b. Routine projections/procedures
   c. Room characteristics
4. To provide information for use in education decisions, revision of curriculum or class content, and student remediation.
5. To conform to the quality assurance guidelines of the JRC on Education in Radiologic Technology.
6. To encourage the student to utilize critical thinking techniques.

PROCEDURE

1. The scheduling of the Image Acquisition and Evaluation sessions will be handled individually for each affiliate to minimize the loss of clinical experience.
2. The Image Acquisition and Evaluation sheet will be completed for each student when it is his/her turn to present a case.
3. The following Image Acquisition and Evaluation procedure sheet will be closely followed.

PROCEDURAL STEPS FOR IMAGE ACQUISITION AND EVALUATION

1. Exam presented for evaluation.
2. Room or method utilized to produce images.
3. Patient’s history – reason for exam, injuries (both acute and chronic) to area being examined, previous surgery, pre-existing conditions that would affect final image. (Example: emphysema for chest exam.)
4. Routine views and images – the number and name of projections, the rotation of the part, the angulation of the x-ray tube.
5. Anatomy-bony structures, landmark articulations, normal variances, physiologic function of part examined.
6. Technical factors – kVp, mA, distance
7. Analog image quality factors
8. Digital image quality factors
9. Distortion, artifacts, image blur, and radiation protection

Note: It is recommended that the above information be prepared before the critique sessions and may be used during the evaluation process. The critique sheet may be used as a guide.
STUDENT NAME: ___________________________ DATE: ____________
IMAGING PROJECTION: ________________________________

SCALE 0-5 WITH 5 BEING EXCELLENT

OBJECTIVES

A. ATTITUDE/PARTICIPATION (15 points)
   1. Prepared for Image Critique/Knowledge of Exam _______
   2. Team Participation/Daily Exam Log _______
   3. Attendance/Example of good Work Ethic _______

B. POSTIONING (10 points)
   1. Position of Part/Patient/Evaluation Criteria/Central Ray _______
   2. SID/Breathing Instructions/Collimation _______
      Gonadal Shielding/Marker

C. TECHNICAL KNOWLEDGE (10 points)
   1. Technique used- kVp, mAs, AEC, Grid/non-grid, SID _______
   2. Technique changes- on quiz or made-up _______

D. ANATOMY KNOWLEDGE (10 points)
   1. Anatomy _______
   2. Pathology/Body Habitus- any change of positioning/technique _______

E. IMAGE QUALITY- define each and give primary & secondary factors (how & why)
   (3 PTS EACH = 45 points scale 0-3 with 3 being excellent)

<table>
<thead>
<tr>
<th>ANALOG</th>
<th>Points</th>
<th>DIGITAL</th>
<th>Points</th>
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<tbody>
<tr>
<td>1. Density</td>
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<td>2. Contrast</td>
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<td>2. Grayscale</td>
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<td>3. Contrast Resolution</td>
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<td>4. Pixels/Matrix</td>
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<td>5. Spatial Resolution</td>
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<td>6. Latitude/Dynamic Range</td>
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<td>7. Image Noise</td>
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</tbody>
</table>

BOTH DIGITAL or ANALOG

1. Recorded Detail
2. Distortion
3. Artifacts
4. Image Blur
5. Beam Intensity
6. Radiation Protection

F. PATIENT CARE/ARTIFACTS/ANATOMY/PATHOLOGY/EQUIPMENT QUIZ
   (10 points)
   _______

STUDENT SIGNATURE __________________________
INSTRUCTOR SIGNATURE _______________________/100
OBJECTIVES

A. ATTITUDE/PARTICIPATION (15 points)
   1. Prepared for Image Critique/Knowledge of Exam
   2. Team Participation/Daily Exam Log
   3. Attendance/Example of good Work Ethic

B. POSTIONING (10 points)
   1. Position of Part/Patient/Evaluation Criteria/Central Ray
   2. SID/Breathing Instructions/Collimation
      Gonadal Shielding/Marker

C. TECHNICAL KNOWLEDGE (10 points)
   1. Technique used- kVp, mAs, AEC, Grid/non-grid, SID
   2. Technique changes- made-up

D. ANATOMY KNOWLEDGE (10 points)
   1. Anatomy
   2. Pathology/Body Habitus- any change of positioning/technique

E. IMAGE QUALITY - define each and give primary & secondary factors (how & why)
   (5 PTS EACH = 30 points)

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<td>1. Brightness</td>
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<td>2. Contrast</td>
<td>2. Grayscale</td>
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BOTH DIGITAL and ANALOG

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<tbody>
<tr>
<td>1. Recorded Detail</td>
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<td>2. Distortion</td>
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<tr>
<td>3. Radiation Protection</td>
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</tbody>
</table>

CLINICAL FACILITY_______________________________
STUDENT SIGNATURE_____________________________
INSTRUCTOR SIGNATURE__________________________ /80
CLEARANCE EVALUATIONS – GRADE DETERMINATIONS

Purpose: To effectively measure the performance and knowledge of the student Radiologic Technologist at the completion of a clinical clearance. The student has to identify the following with an 8.5 or better out of ten. If the student receives below an 8.5, that grade will be counted into their grade, but the student will not receive a clearance until they receive an 8.5 or better out of ten.

OBJECTIVES
1. Position of Part/Patient: 
2. Central Ray/SID: 
3. Collimation/Gonadal Shielding: 
4. Marker Placement: 
5. Evaluation Criteria: 
6. Technique: 
7. Anatomy (4 pts): 

Total Score ___/10

COMPETENCY CLEARANCES OF SPECIFIC RADIOGRAPHIC PROCEDURES

PHILOSOPHY OF CLEARANCES

In accordance with the “clinical competency evaluation” developed and approved by the American Society of Radiologic Technologists (January 1977), the Radiologic Technology Program of Kaskaskia College and its affiliates complies with the ASRT suggestions, as is indicated by the following plan.

The clinical education aspect of the Radiologic Technology curriculum requires the successful student to integrate cognitive, psychomotor and affective skills in the performance of radiographic procedures. The student moves from the role of observer to “doer” during this development process to ensure and reinforce affective and psychomotor domains. After the student has performed a specific task a number of times, there is a display of proficiency. At this point, the student can be evaluated on the complete process of cognitive, affective and psychomotor skills that are employed in completing the specific radiographic procedure.

The Clearance Process is a two-step process. The first step is when the technologist observes and grades the student on a clearance. Then that exam needs to be reviewed and analyzed with the critique instructor. The student needs to obtain at least 85% or better for the clearance to be accepted. Once these two steps are completed, the student is considered cleared on an exam.
A CLEARANCE IS UNACCEPTABLE IF THE CRITIQUE INSTRUCTOR DETERMINES THE POSITIONING IS INCORRECT and/or THE STUDENT RECEIVES LOWER THAN AN 8.5 ON CLEARANCE EVALUATION. If the student receives a grade below 8.5, that grade will be counted in the gradebook but the student will have to do the clearance again and must receive an 8.5 or higher for the clearance to be accepted.

PLANS FOR CLEARANCES

1. The cognitive and psychomotor skills are presented in the campus laboratory.
2. The student must complete a number of trials prior to asking for a clearance of the radiographic procedure.

   ORIGINAL = 2 trials as evidence in student record of clinical performance - a trial means that the student should perform 75% of the exam!

   RECYCLED AT UNACCEPTABLE LEVEL = 2 additional trials as evidence in student record of clinical performance

   RECYCLED AT MINOR IMPROVEMENT LEVEL = 1 additional trial as evidenced in student record of clinical performance

3. The student must be cleared with a minimum competency level of 85%, as is supported by the ASRT.
4. The student will be permitted two (2) attempts for each clearance (original + 1 recycle). If the student is not successful in two attempts, the requirements for clinical performance have not been met. This constitutes failure of clinical education.
5. The student may request clearance of any of all of the exams indicated for the specific semester of enrollment or previous semesters of enrollment. (Each semester is equal to a category.)
6. The student must clear the specific number of clearances per semester to ensure successful completion of the specific clinical education. All clearances must be completed on the last schedule image critique session! If the student does not have the required clearances by the last critique they will fail the course.
7. The student may not request completed clearance of any of the exams indicated for subsequent semesters.
8. In addition to complying with the clearance procedure, the student must maintain satisfactory clinical participating, as is indicated by the semester objectives and the ongoing evaluation processes.
9. It is the student’s responsibility to assure the maintenance of an accurate and up-to-date record of clearances, as is maintained by the clinical coordinator.
10. The program director reserves the right to approve on an individual basis: a. Waiver of the 2 trials for limited specific examination area b. Clearances to be obtained in the campus energized laboratory
12. Pediatric orthopedic and portable extremity can be any combination of extremity exams.
13. Clearances will be completed ASAP.
14. Trauma clearances are defined as the following:
   Trauma shoulder must include a scapular Y, Transthoracic or Axillary view, * Trauma upper extremity cannot be a shoulder, *Trauma is considered a serious injury or shock to the body where modifications may include variations in positioning, minimal movement of the body part, etc.
15. DIGITAL FLUORO CLEARANCES – clearances may be obtained on digital exams even if no overhead images are taken
   - Emphasis will be placed on exam procedure, equipment manipulation, preparation for the exam, assistance to the patient and assistance to the radiologist
   - Images for review may be obtained from another exam or use a textbook for reference
16. One elective has to be from the Head category and one elective has to be an UGI or LGI plus one other fluoroscopy study.

PLANS FOR TRIALS

1. Two trials per exam
2. Trials must have the student’s markers visible and must be MAJORLY 75% of the exam-completed by the student
3. Trials can be obtained on any exams indicated at any time during the program
4. Trials can be carried from one semester to the next

NOTE: The student must successfully meet the set minimum number of clearances per semester to meet the requirements of the specific semester clinical education course. If these minimal clearances are not met, the student is unsuccessful in completing the semester’s clinical education course, failure of clinical education.

(REFER TO #4 OF PLAN FOR CLEARANCES.)

THE IMAGE PRESENTED FOR A CLEARANCE WILL BE VALID ONLY IF THE STUDENT’S MARKERS ARE VISIBLE. THE CLINICAL COORDINATOR WILL COMPLETE NO CLEARANCES AFTER THE LAST IMAGE ACQUISITION AND EVALUATION CRITIQUE SESSION UNLESS PRIOR APPROVAL.
### CLEARANCE EVALUATION FORM

Radiologic Technology  
Kaskaskia College

**STUDENT:** ______________________  **GRADUATION YEAR:** ______________________

**CLINICAL FACILITY:** ______________________  
**SEMESTER:** 1st, 2nd, 3rd, 4th, 5th (Please circle one)

**LABORATORY SESSION**  
1st Trial  
2nd Trial  
Clearance

---

**ONLY EXAMS LISTED BELOW ARE ELIGIBLE FOR CLEARANCES**

<table>
<thead>
<tr>
<th>Exam Name</th>
<th>Man/Ele</th>
<th>Date reviewed with F/C instructor</th>
<th>Pat/Sim</th>
<th>Exam Name</th>
<th>Man/Ele</th>
<th>Date reviewed with F/C instructor</th>
<th>Pat/Sim</th>
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<tbody>
<tr>
<td>Abd.-supine(KUB): 1st</td>
<td>Man</td>
<td>☐</td>
<td></td>
<td>Intravenous Urography: 2nd</td>
<td>Ele</td>
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<tr>
<td>Abd. Upright: 1st</td>
<td>Man</td>
<td>☐</td>
<td></td>
<td>Cervical: 2nd</td>
<td>Man</td>
<td></td>
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<tr>
<td>Abd. Decub: 1st</td>
<td>Ele</td>
<td>☐</td>
<td></td>
<td>Trauma Cervical X-table: 2nd</td>
<td>Ele</td>
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<tr>
<td>Chest Routine: 1st</td>
<td>Man</td>
<td>☐</td>
<td></td>
<td>Thoracic: 2nd</td>
<td>Man</td>
<td></td>
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<tr>
<td>Chest AP-Stretcher or WC: 1st</td>
<td>Man</td>
<td>☐</td>
<td></td>
<td>Lumbar: 2nd</td>
<td>Man</td>
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<tr>
<td>Chest- Lat Decub: 1st</td>
<td>Ele</td>
<td>☐</td>
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<td>Sacrum and/or coccyx: 2nd</td>
<td>Ele</td>
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<tr>
<td>Finger or Thumb: 1st</td>
<td>Man</td>
<td>☐</td>
<td></td>
<td>S.I. Joints</td>
<td>Ele</td>
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<tr>
<td>Hand: 1st</td>
<td>Man</td>
<td>☐</td>
<td></td>
<td>Scoliosis Series: 2nd</td>
<td>Ele</td>
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<tr>
<td>Wrist: 1st</td>
<td>Man</td>
<td>☐</td>
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<td>Man</td>
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<td>Soft Tissue Neck: 2nd</td>
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<td>Ribs: 2nd</td>
<td>Man</td>
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<td>Humerus: 1st</td>
<td>Man</td>
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<td>Port. Chest: 2nd</td>
<td>Man</td>
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<tr>
<td>Shoulder: 1st</td>
<td>Man</td>
<td>☐</td>
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<td>Port. Abd: 2nd</td>
<td>Man</td>
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<td>Skull: 4th</td>
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<td>Clavicle: 1st</td>
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<td>Sinuses: 4th</td>
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<td>A.C. Joints: 1st</td>
<td>Ele</td>
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<td>Nasal Bones: 4th</td>
<td>Ele</td>
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<td>*Trauma Upper Ext: 1st</td>
<td>Man</td>
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<td></td>
<td>Mandible (Panorex): 4th</td>
<td>Ele</td>
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<td>Toe: 1st</td>
<td>Ele</td>
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<td>Orbits: 4th</td>
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<tr>
<td>Foot: 1st</td>
<td>Man</td>
<td>☐</td>
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<td>Zygomatic Arch: 4th</td>
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<tr>
<td>Ankle: 1st</td>
<td>Man</td>
<td>☐</td>
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<td>Pediatric Upper Extremity: 4th</td>
<td>Ele</td>
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<tr>
<td>Knee: 1st</td>
<td>Man</td>
<td>☐</td>
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<td>Pediatric Lower Extremity: 4th</td>
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<tr>
<td>Lower Leg: 1st</td>
<td>Man</td>
<td>☐</td>
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<td>Pediatric Chest: 4th</td>
<td>Man</td>
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<tr>
<td>Patella: 1st</td>
<td>Ele</td>
<td>☐</td>
<td></td>
<td>Pediatric Abdomen: 4th</td>
<td>Ele</td>
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<tr>
<td>Os Calcis: 1st</td>
<td>Ele</td>
<td>☐</td>
<td></td>
<td>Pediatric mobile: 4th</td>
<td>Ele</td>
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<tr>
<td>Femur: 1st</td>
<td>Man</td>
<td>☐</td>
<td></td>
<td>Arthrogram: 4th</td>
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<tr>
<td>Hip: 1st</td>
<td>Man</td>
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<td>Cross Table Lateral Hip: 1st</td>
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<td>ERCP: 4th</td>
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<td>Pelvis: 1st</td>
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<td>Head CT: 4th</td>
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<tr>
<td>*Trauma Lower Ext: 1st</td>
<td>Man</td>
<td>☐</td>
<td></td>
<td>Thorax CT: 4th</td>
<td>Ele</td>
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<tr>
<td>Small Bowl: 2nd</td>
<td>Ele</td>
<td>☐</td>
<td></td>
<td>Abdomen CT: 4th</td>
<td>Ele</td>
<td></td>
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<tr>
<td>*UGI single or double: 2nd</td>
<td>Ele</td>
<td>☐</td>
<td></td>
<td>C-arm (Orthopedic): 4th</td>
<td>Man</td>
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<tr>
<td>Esophagus Study: 2nd</td>
<td>Ele</td>
<td>☐</td>
<td></td>
<td>*Checklist must be attached with c-arm</td>
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<td>*BE single or double: 2nd</td>
<td>Ele</td>
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<td>C-arm (Non-Orthopedic): 4th</td>
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<td>Cystourethrogram/cystogram: 2nd</td>
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**Clearances Required:** (1st Sem-7), (2nd Sem-20), (3rd Summer-35), (4th Sem-45), (5th Graduation: 52)

* 6 mandatory general pt. care activities, 31 mandatory imaging procedures (only 6 mandatory imaging procedures may be simulated), 15 elective radiologic procedures. * Pediatrics is considered 6 or under. * Trauma shoulder must include a scapular Y, Transthoracic or Axillary view. * Trauma upper extremity cannot be a shoulder. *Trauma is considered a serious injury or shock to the body where modifications may include variations in positioning, minimal movement of the body part, etc., *One elective has to be from the Head category. *One elective has to be an UGI or LGI plus one other fluoroscopy study.

**IMAGE CRITIQUE INSTRUCTOR INITIALS:** _______  **CLINICAL COORDINATOR’S INITIALS:** _______

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PSYCHOMOTOR SKILL CHECKLIST

Acceptable = 2  
Requires Minor Improvement = 1  
Unacceptable = 0  
Not Applicable = NA

OBSERVATION:
1. Patient identification, examination verification 2 1 0 NA
2. Introduce self to patient, directions given to patient 2 1 0 NA
3. Patient preparation, patient properly attired 2 1 0 NA
4. mAs – proper for examination, density correct, no motion, etc. 2 1 0 NA
5. kV – proper for examination, i.e. decrease kV for bony detail, etc. 2 1 0 NA
6. Focal spot size – proper for examination, i.e. small focal spot for bony detail, etc. 2 1 0 NA
7. SID – proper for examination 2 1 0 NA
8. Tube alignment, correct angulation 2 1 0 NA
9. Image alignment and size, required anatomy demonstrated 2 1 0 NA
10. Patient alignment, correct body rotation 2 1 0 NA
11. Side identification, R or L in the correct placement 2 1 0 NA
12. Positioning – AP, PA, Frontal, Single Film 2 1 0 NA
13. Positioning – Lateral 2 1 0 NA
14. Positioning - __________ (please specify) 2 1 0 NA
15. Positioning - __________ (please specify) 2 1 0 NA
16. Image identification, correct name, physician, etc. 2 1 0 NA
17. Evidence of collimation 2 1 0 NA
18. Gonadal shielding (if applicable) 2 1 0 NA
19. Patient safety 2 1 0 NA
20. Patient comfort-supplying pillows, blankets, etc. 2 1 0 NA
21. Correct index # or S # with CR or DR 2 1 0 NA

Evaluator Signature: _____________________________________________________

CLEARANCE GRADE FORM
(For Image Critique Instructors Only)
Must receive an 8.5 or better

Date: ________

Position of Part/Patient: _____
Central Ray/SID _____
Collimation/Gonadal Shielding _____
Marker Placement _____
Evaluation Criteria _____
Technique _____
Anatomy (4 pts) _____

Total Score __/10

Student Signature: _________________________

Instructor Signature:
POSITIONING FINAL EXAMINATION EVALUATOR/STUDENT NOTES

To comply with the ASRT recommendations for competency-based clinical education, this evaluation has been constructed. The student will be evaluated at the end of the semester on an examination listed in the appropriate semester on the competency clearance record. To assure that the student is competent to perform the examinations previously cleared, the clinical instruction staff will select appropriate examinations for the student’s performance to be evaluated. This evaluator will note the following items as he/she records the score for each line.

PREPARATION

1. EVALUATION OF REQUISITION – did the student correctly identify the procedure and routine views? To be done with 100% accuracy
2. ROOM READINESS – did the student ensure that the table was clean, appropriate cassettes available, appropriate patient information typed in the CR/DR equipment, tube placement, table in position for start of examination, and ancillary supplies adequate for examination? 100% accuracy

POSITIONS/PROCEDURES

1. APPROACH AND ASSISTANCE TO PATIENT – did the student assist the patient to the radiographic room, talk with the patient in a gentle manner, give proper instructions for moving and breathing, have the patient gowned properly, and follow the proper procedure for isolation of the patient?
2. CORRECT POSITIONING – are the positions the student is attempting exactly what is required? 100% accuracy
3. CENTERING PATIENT AND CENTRAL RAY – is the IR directed to the center portion of the part to be demonstrated in the middle of the image? Is the patient rotated correctly? Is the unnecessary anatomy removed from the image area? 90% accuracy
4. BREATHING INSTRUCTIONS/MARKER PLACEMENT – does the student give the patient the correct breathing instructions for procedure? 100% accuracy. Was the “R” or “L” in the correct place? Were minute or hour markers visible? Were name, hospital number, and date on the image without the superimposition of essential anatomy in the marker area? 100% accuracy
5. COLLIMATION/GONADAL SHIELDING – is collimation attempted (automatic collimation override on pediatric examinations)? Was gonadal shielding used without interfering with the structures demonstrated on the radiographs? 100% accuracy
6. EQUIPMENT MANIPULATION – does the student know how to work with various locks on the tube head, turn the tube from horizontal to vertical (and vice versa), insert and remove cassettes from the appropriate holders, cycle the different units in preparation for the filming sequences, measure the patient, use the technique chart, select factors at control panel, position the tube/portable machine correctly and adapt for technique changes in SID, grid ratio, insert patient data and information for CR/DR, and collimation? Is the correct image size utilized for the examination with respect to the department’s routing and the patient’s size? Is the CR cassette or DR images receptor’s long axis correctly aligned with the part’s long axis? 85% accuracy
7. KNOWLEDGE OF TECHNIQUE - does the student set the appropriate technique for the anatomy that is being imaged? 85% accuracy
8. TIME FOR EACH POSITION – from the time the student starts to position the patient for a view until the exposure is made. Satisfactory (1 point) if cycle is completed in 2 minutes; unsatisfactory (0 points) if over 2 minutes

**IMAGE ANALYSIS**

9. DENSITY/CONTRAST – is the density adequate? Does the student theorize the changes in density as changes in technique are presented? Does the student recognize the image’s contrast, cite the correct criteria for determination of the same, effects of latitude, and state the effects of technique change on contrast?

10. BRIGHTNESS/GRAYSCALE – described manipulation factors?

11. RECORD DETAIL/SPATIAL RESOLUTION- has the student correctly stated the geometric and photographic effects on detail?

12. CONTRAST RESOLUTION/DISTORTION- Does the student describe factors that affect distortion and contrast resolution?

13. ARTIFACTS/RADIATION PROTECTION – did the student wear a lead apron and gloves when it was appropriate? Does the student wear his/her OSL badge all the time? Does the student utilize proper technique factors?

14. ANATOMY – the evaluator will ask questions the first semester concerning the anatomy demonstrated; the complexity of the question will be consistent with the student’s length of time in the program. After the first semester, quizzes will be given as a review.

**GRADING OF FINAL EXAM**

A student must receive a score of 85% or better to pass the final examination. If a student fails to achieve this score on the initial exam, he/she will repeat the final exam (does not have to be the same procedure). The scores from both exams will be averaged and a 85% or better must be achieved to pass the course. *IF THE STUDENT FAILS THE FINAL EXAM A SECOND TIME, THIS CONSTITUTES FAILURE OF THE CLINICAL COMPONENT OF THE RADIOGRAPHY PROGRAM AND WILL CONSTITUTE AUTOMATIC DISMISSAL FROM THE PROGRAM.*

**PROCEDURE FOR FINAL EXAMS ON DIGITAL IMAGING FLUORO EXAMS**

Finals may be completed on digital imaging fluoroscopy exams even if no overhead films are taken.

- Emphasis will be placed on exam procedure, equipment manipulation, preparation for the exam, assistance to the patient, and assistance to the radiologist
- Images for review may be pulled from another exam, or the textbook may be used for reference
- Any items on the final exam form that do not apply will be marked n/a and final total point values adjusted (please refer to the final exam form)

*NOTE: THE EVALUATOR RESERVES THE RIGHT TO TERMINATE ANY ATTEMPT ON A SPECIFIC POSITION IF, IN HIS/HER OPINION, THE RADIOGRAPH WOULD NEED TO BE REPEATED DUE TO A TECHNICAL ERROR BY THE STUDENT.*
CLINICAL POSITIONING FINAL EXAMINATION FORM
X-RAY 105, 103, 201, 204

STUDENT: _____________________ DATE: _____________ COURSE: ______________

RADIOGRAPHIC PROCEDURE: ______________________________________________________________

POSITIONS: 1 _____________________ 2 _____________________ 3 _____________________
1 = SATISFACTORY 0 = UNSATISFACTORY

PREPARATION

<table>
<thead>
<tr>
<th>EVALUATION OF REQUISITION</th>
<th>YES (1) NO (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOM PREPARATION</td>
<td>YES (1) NO (0)</td>
</tr>
</tbody>
</table>

### POSITIONS: - 2 points each

<table>
<thead>
<tr>
<th>1. Assistance to patient</th>
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<tbody>
<tr>
<td>2. Correct positioning</td>
</tr>
<tr>
<td>3. Centering patient and central ray</td>
</tr>
<tr>
<td>4. Breathing instructions/Marker placement</td>
</tr>
<tr>
<td>5. Collimation/Gonadal shielding</td>
</tr>
<tr>
<td>6. Equipment manipulation</td>
</tr>
<tr>
<td>7. Knowledge of techniques</td>
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<tr>
<td>8. Time for each position</td>
</tr>
</tbody>
</table>

< 2 minutes = satisfactory; > 2 minutes = unsatisfactory

### POSITIONS:- 2 points each

<table>
<thead>
<tr>
<th>9. Density/Contrast</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Brightness/Grayscale</td>
</tr>
<tr>
<td>11. Recorded Detail/Spatial Resolution</td>
</tr>
<tr>
<td>12. Contrast Resolution/Distortion</td>
</tr>
<tr>
<td>13. Artifacts/Radiation Protection</td>
</tr>
<tr>
<td>14. Anatomy (4 points per view)</td>
</tr>
</tbody>
</table>

### TOTALS:

| ONE VIEW | /32=___________% |
| TWO VIEWS | /62=___________% |
| THREE VIEWS | /92=___________% |
| Digital Fluoro Exams (n/a on #4, 5, and 8) | /26=___________% |

### COMMENTS:

STUDENT SIGNATURE: ___________________________ EVALUATOR: _____________________
CLINICAL POSITIONING FINAL EXAMINATION FORM
X-RAY 101

STUDENT: _____________________ DATE: _____________ COURSE: ______________

RADIOGRAPHIC PROCEDURE: ______________________________________________________

POSITIONS: 1 _____________________ 2 _____________________ 3 _____________________

1 = SATISFACTORY 0 = UNSATISFACTORY

PREPARATION
EVALUATION OF REQUISITION YES (1) NO (0)
ROOM PREPARATION YES (1) NO (0)

<table>
<thead>
<tr>
<th>POSITIONS: - 2 points each</th>
<th>1</th>
<th>2</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>1. Assistance to patient</td>
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<td>2. Correct positioning</td>
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</table>
< 2 minutes = satisfactory; > 2 minutes = unsatisfactory

<table>
<thead>
<tr>
<th>POSITIONS: - 2 points each</th>
<th>1</th>
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<tr>
<td>9. Density</td>
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<td>11. Brightness/Grayscale</td>
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<td>12. Recorded Detail/Distortion</td>
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<td>13. Radiation Protection</td>
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<tr>
<td>14. Anatomy (4 points per view)</td>
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</tbody>
</table>

TOTALS: ONE VIEW /32=___________ %
TWO VIEWS /62=___________ %
THREE VIEWS /92=___________ %

COMMENTS:

STUDENT SIGNATURE: ___________________________ EVALUATOR: _____________________
CLINICAL GRADE DETERMINATION

Final semester grade is based on:

A. CLINICAL EVALUATIONS – 25% OF FINAL GRADE
   ****Two evaluations below 70% in one semester will result in the student failing clinicals.****
   RECORDED POINTS/POSSIBLE POINTS = %

B. IMAGE CRITIQUE SESSIONS – 25% OF FINAL GRADE
   RECORDED POINTS/POSSIBLE POINTS = %

C. RADIOGRAPHIC POSITIONING
   FINAL EXAMINATION – 25% OF FINAL GRADE
   RECORDED POINTS/POSSIBLE POINTS = %

D. COMPETENCY CLEARANCES – 25% of FINAL GRADE
   RECORDED POINTS/POSSIBLE POINTS = %
   The number of clearances required for each semester is listed on the competency progression record sheet. If the student does not meet the specified number of clearances for a semester, then a grade of “F” will be given for clinical and the student will be dismissed from the program.

E. CLINICAL GRADING: To assure competency as a safe radiographer the student must maintain a minimum average of 85.0% to remain in the program. The following scale will apply to courses XRAY 101, 105, 103, 201, and 204.

   95.0% - 100% = A  90.0% - 94.4% = B  85.0% - 89.9% = C

FORMULA FOR GRADE COMPUTATION
The percentage scores for each component (clinical evaluations, film critiques, and final examinations) will be added together and then divided by 3 to derive the average percentage score. The percentage scores will be referenced to the Radiology Program grading scale to find the letter grade to be recorded for the clinical education grade. **For every absence over 3, there will be a 5% dock in the grade.**
# Clinical Education Progression

## Radiologic Technology

**Kaskaskia College**

**Student:** ____________________  **Program Entrance Date:** ____________

<table>
<thead>
<tr>
<th></th>
<th>Letter Grade and Percent</th>
<th>Clinical Site</th>
<th>Number of Clearances</th>
<th># Of Days Absent/Tardy</th>
</tr>
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<tr>
<td><strong>FALL</strong></td>
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</table>

References sent (on file):  Pregnancy Release Form on file:
Pregnancy Term Dose:

**Final Occupational Radiation Exposure Report (ICN):** on file in permanent records
Hepatitis B and TB records
Criminal Background and Drug Screening Records

Revised 2/13

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**EXAM LOG SHEET**

The student is responsible for maintaining an exam log sheet everyday at clinical. The student will write down all the information indicated for each exam he/she majorly completes. At each image critique, the image critique instructor will review the exam log sheets. There are different exam log sheets. The freshmen exam log sheet is used for the first semester, and the sophomore exam log sheet is used for the remainder of the program.

**RECOMP POLICY**

Periodically each semester, the college instructors will test students on clearances already completed. Instructors will be given clearance summaries for each student prior to the beginning of clinical. During the instructor’s clinical visit, they will randomly choose an exam on which the student may recomp.

If the student fails the recomp exam (below 85%), he or she will lose the competency for that exam and must proceed with the original competency clearance plan. **IF THE STUDENT FAILS TO ACHIEVE A COMPETENCY ON THAT EXAM BY THE END OF THE SEMESTER, HE OR SHE WILL RECEIVE AN “F” FOR CLINICAL.**
<table>
<thead>
<tr>
<th>DATE</th>
<th>PT. ID#</th>
<th>EXAM</th>
<th>O Observed</th>
<th>A Assisted</th>
<th>P Performed</th>
<th>SID</th>
<th>Grid/Non Grid</th>
<th>CR/DR Film Screen</th>
<th>RT's Initials</th>
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</tbody>
</table>

Faculty reviewed: ___________________________ Date: ___________________________
<table>
<thead>
<tr>
<th>DATE</th>
<th>PT. ID#</th>
<th>EXAM</th>
<th>index #</th>
<th>kVp</th>
<th>mAs</th>
<th>Shielded/ Age (yes/no)</th>
<th>Collimation/ Size (yes/no)</th>
<th>Repeated any view (yes/no)</th>
<th>Supervision with repeat (yes/no)</th>
<th>COMMENTS: (pt. build, level of difficulty, marker, etc.)</th>
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</tbody>
</table>

Faculty reviewed: ____________
Date: ____________

TOTALS

Exam Log Sheets are turned in at the end of the semester

/20 exams
RECOMP CLEARANCE EVALUATION FORM

KASKASKIA COLLEGE
RADIOLOGIC TECHNOLOGY

STUDENT: ______________________________________________________

RECOMP EXAM: _________________________________________________

CLINICAL FACILITY: ____________________________________________

PRIOR CLEARANCE DATE: ________________________________

INSTRUCTIONS

Please print the student’s name, examination, and clinical facility information for this recomp clearance. The instructor will inform the student before the recomp examination is started and the student will have 10 minutes to study.

Recomp clearances will be returned to the Program Director and placed in the student’s file. If the recomp attempt is unsuccessful (below 85%), then the student will lose the original competency for that exam. The student must then proceed with the original competency clearance plan to regain the clearance. If the student fails to achieve another competency clearance by the end of the semester, this constitutes failure of clinical. The instructor is encouraged to make appropriate comments below.

COMMENTS:

COMPLETION DATE: ____________________________________________

STUDENT’S SIGNATURE: _________________________________________

CLINICAL COORDINATOR: _________________________________________

Revised 1/11
### PSYCHOMOTOR SKILL CHECKLIST

Acceptable = 2  
Requires Minor Improvement = 1  
Unacceptable = 0  
Not Applicable = NA

#### OBSERVATION:

1. Patient identification, examination verification  
   - Rating: 2  
   - Notes: NA
2. Introduce self to patient, directions given to patient  
   - Rating: 2  
   - Notes: NA
3. Patient preparation, patient properly attired  
   - Rating: 2  
   - Notes: NA
4. mAs – proper for examination, density correct, no motion, etc.  
   - Rating: 2  
   - Notes: NA
5. kV – proper for examination, i.e. decrease kV for bony detail, etc.  
   - Rating: 2  
   - Notes: NA
6. Focal spot size – proper for examination, i.e. small focal spot for bony detail, etc.  
   - Rating: 2  
   - Notes: NA
7. SID – proper for examination  
   - Rating: 2  
   - Notes: NA
8. Tube alignment, correct angulation  
   - Rating: 2  
   - Notes: NA
9. Image alignment and size, required anatomy demonstrated  
   - Rating: 2  
   - Notes: NA
10. Patient alignment, correct body rotation  
    - Rating: 2  
    - Notes: NA
11. Side identification, R or L in the correct placement  
    - Rating: 2  
    - Notes: NA
12. Positioning – AP, PA, Frontal, Single Film  
    - Rating: 2  
    - Notes: NA
13. Positioning – Lateral  
    - Rating: 2  
    - Notes: NA
14. Positioning - ___________ (please specify)  
    - Rating: 2  
    - Notes: NA
15. Positioning - ___________ (please specify)  
    - Rating: 2  
    - Notes: NA
16. Image identification, correct name, physician, etc.  
    - Rating: 2  
    - Notes: NA
17. Evidence of collimation  
    - Rating: 2  
    - Notes: NA
18. Gonadal shielding (if applicable)  
    - Rating: 2  
    - Notes: NA
19. Patient safety  
    - Rating: 2  
    - Notes: NA
20. Patient comfort-supplying pillows, blankets, etc.  
    - Rating: 2  
    - Notes: NA
21. Correct index # or S # with CR or DR  
    - Rating: 2  
    - Notes: NA

Evaluator Signature: _____________________________________________________  
Revised 1/11

---

#### CLEARANCE GRADE FORM

*(For Image Critique Instructors Only)*

*Must receive an 8.5 or better*

Date: __________

| Position of Part/Patient | ______ |
| Central Ray/SID | ______ |
| Collimation/Gonadal Shielding | ______ |
| Marker Placement | ______ |
| Evaluation Criteria | ______ |
| Technique | ______ |
| Anatomy (4 pts) | ______ |

Total Score: __/10

Student Signature: __________________________
# RECORD OF COMPETENCY CLEARANCES FORM

STUDENT: _____________________________ PROGRAM ENTRANCE DATE: _____________

<table>
<thead>
<tr>
<th>SEMESTER #1</th>
<th>SEMESTER #2</th>
</tr>
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<tbody>
<tr>
<td>CLEARANCES REQUIRED - 7</td>
<td>CLEARANCES REQUIRED - 20</td>
</tr>
<tr>
<td>Exam</td>
<td>Date Accomplished</td>
</tr>
<tr>
<td>m=Abdomen-Supine</td>
<td></td>
</tr>
<tr>
<td>m=Abdomen- Upright</td>
<td></td>
</tr>
<tr>
<td>e=Abdomen- Decub</td>
<td></td>
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<tr>
<td>m=Chest-Routine</td>
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<tr>
<td>m=Chest AP-Stretcher or Wheelchair</td>
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<tr>
<td>e=Chest – Lat Decub</td>
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<tr>
<td>m=Finger or thumb</td>
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<tr>
<td>m=Hand</td>
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<td>m=Forearm</td>
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<td>m=Wrist</td>
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<td>m=Elbow</td>
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<td>m=Humerus</td>
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<td>m=Shoulder</td>
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<tr>
<td>m=Trauma Shoulder</td>
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<td>e=Scapula</td>
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<td>e=Clavicle</td>
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<td>e=A.C. Joints</td>
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<td>m=Trauma Upper Ext</td>
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<td>e=Toe</td>
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<td>m=Foot</td>
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<td>m=Ankle</td>
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<td>m=Knee</td>
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<td>m=Lower Leg</td>
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<td>e=Patella</td>
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<td>e= Os Calcis</td>
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<td>m=Femur</td>
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<td>m=Hip</td>
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<td>m=Cross Table Lateral Hip</td>
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<td>m= Pelvis</td>
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<tr>
<td>m=Trauma Lower Ext.</td>
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**SUMMER CLEARANCES REQUIRED: 35**

Revised 6/11
### SEMESTER #4  CLEARANCES REQUIRED - 45

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<tbody>
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<td>e=Skull</td>
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<td>e=Sinuses</td>
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<tr>
<td>e=Facial Bones</td>
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<tr>
<td>e=Nasal Bones</td>
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<td>e=Mandible/Panorex</td>
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<td>e=Orbits</td>
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<td>e=Zygomatic Arches</td>
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<tr>
<td>e=Pediatric Upper Extremity</td>
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<td>e=Pediatric Lower Extremity</td>
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<tr>
<td>m=Pediatric Chest</td>
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<tr>
<td>e=Pediatric Abdomen</td>
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<tr>
<td>e=Pediatric mobile</td>
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<td>m=Vital Signs</td>
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<td>e=Arthography</td>
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<td>e=ERCP</td>
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<td>m=Venipuncture</td>
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<tr>
<td>e=Myelography</td>
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<td>m=Transfer of patient</td>
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<tr>
<td>e=Bone Length</td>
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<td>e=Head CT</td>
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<td>e=Thorax CT</td>
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<td>e=Abdomen CT</td>
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<td>m=C-arm: Orthopedic</td>
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<tr>
<td>e=C-arm: Non-Orthopedic</td>
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### SEMESTER #5  CLEARANCES REQUIRED - 52

<table>
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<tr>
<th>Exam</th>
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<th>Patient/Simulated</th>
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<tbody>
<tr>
<td>Clearances done throughout the program</td>
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#### Modality Objectives Required 4th Semester

- MRI
- Special Procedures
- Nuclear Medicine
- Radiation Therapy
- Ultrasound
- CT

#### General Patient Clearances Required

- m=Sterile and aseptic technique

#### Elective Radiologic Procedures: 15

Competency must be demonstrated in at least 15 of the 38 electives. These may be on patients or on phantoms.

#### Program Completion:

Clearances Required for Graduation = a total of **52**

### Revised 6/11

Mandatory Radiologic Procedures: **31**

Competency must be demonstrated in all mandatory procedures. Only six may be patient simulated.

Elective Radiologic Procedures: **15**

Competency must be demonstrated in at least 15 of the 38 electives. These may be on patients or on phantoms.

Patient Care: **6**

All patient care competencies are mandatory; only CPR and venipuncture may be simulated.
RADIOGRAPHIC LABORATORY

RADIOGRAPHIC POSITIONING LABORATORY RATIONALE

PURPOSE: To provide for the opportunity of student demonstration to the clinical laboratory supervisor the mastery of the theory and practice of essential clinical skills under simulated conditions prior to assuming actual clinical responsibilities.

PROCEDURE: Laboratory exercises in radiographic positioning skills augment the lecture portion of the following courses: XRAY 110, 111, and 210. In addition to the terminology, anatomy and positioning courses, the students will review appropriate collimation and radiation protection. The examinations presented in lecture and video for each semester/course is as follows:

**SEMESTER I – XRAY 110**
Chest, abdomen, finger, hand, forearm, wrist, elbow, shoulder, humerus, clavicle, foot, ankle, lower leg, knee, patella, femur, hip, pelvis, os calcis and AC joints.

**SEMESTER II – XRAY 111**
Chest 3v, small bowel, GI, GB, IVP, BE with & w/o air, ribs, cervical, thoracic, lumbar, sacrum, coccyx, scapula, sternum and portable and c-arm radiography and critical thinking skills.

**SEMESTER III – XRAY 210**
Skull, nasal bones, facial bones, sinuses, zygomatic arches, mandible, T.M.J.’s, orbits, F.B. of the eye, and quality control testing procedures.

COMPETENCY: The student will have received lecture in each assigned area, complete fact sheets appropriate for examination, and under the supervision of the laboratory instructor, will attempt the examination in the laboratory setting. The students will simulate positioning on each other and where applicable, the student will take radiographs of “pixey” and other phantoms. The student will observe and assist in radiographic procedures until those examinations have been mastered in the laboratory setting. At this time the student will attempt to gain a competency clearance for that examination in the clinical education center.

RADIOGRAPHIC POSITIONING LABORATORY OBJECTIVES

**GENERAL COMPETENCY:** The student will be able to demonstrate knowledge of the anatomy of the part and competently perform diagnostic radiographic positioning of the part.

**COMPETENCY-BASED OBJECTIVES**
Upon completion of the laboratory exercises, the student will be able to:

1. Display knowledge and recognition of the anatomy, location, number and functions of the bones involved inclusive of its articulations as indicated by the written examination and oral discussion with 90% competency.
2. Know, recognize, and be able to describe in writing and orally the position and parts demonstrated by each radiographic view with 90% competency.
3. Know and recognize the central ray projection for the indicated radiographic views of the part as described in writing, orally, and identified on the radiograph with 100% competency.
4. Know, utilize, and be able to list the restrain, ancillary, IR, film, film holder, and protective devices applicable to each radiographic view of the part.

5. Know, utilize, and be able to list the correct views required, instructions to the patient, patient preparation, patient assistance, equipment manipulation, patient positioning and technique with 90% competency in written test, oral discussion, or skills observation by clinical laboratory supervisor.

6. Given a hypothetical situation in the laboratory, written test or oral discussion, role-play as the patient and the technologist to enhance understanding of the patient’s situation and condition to develop a courteous, confident, empathetic attitude toward the patient.

METHODS OF EVALUATION

Laboratory demonstration checklist
Laboratory quizzes
Laboratory patient simulation final
Laboratory phantom final
Hourly, midterm, and final examinations in the following classes: XRAY 110, 111, 210

The final evaluation of the student successfully meeting in the laboratory objectives is the successful completion of image critiques and competency clearances of the examination. If the student does not show competence in the clinical area for a particular examination, he/she will complete the laboratory skills demonstration again.

ENERGIZED LABORATORY POLICY

A student will not make any radiographic exposure of any kind without the supervision of a readily available ARRT certified instructor. The door to enter the laboratory setting will remain locked while classes are not in session. The only exposures made in the laboratory settings will be on phantoms. Under no circumstance will x-rays be taken on other individuals. The x-ray machines will only be turned on during scheduled laboratory sessions.

Under no circumstances will the students be exposed to radiation during lab. Students are not allowed to hold image receptors or phantoms during exposures. Positioning aids will be used on the phantoms to maintain positioning requirements, allowing the students to remain behind the control console lead barrier during all exposures.

During the laboratory session, students must adhere to the following procedures:

1. Wear OSL badge
2. Utilize individual markers for every exposure
3. Complete fact sheets prior to labs and bring fact sheets to lab session
4. Sign attendance sheet
5. Must remain behind the control console lead barrier during all exposures
6. Utilize the appropriate techniques for ALARA
7. Practice radiation shielding

If the student does not adhere to the above policies, students will not be able to participate in lab and will be counted as an absence. If radiation protection is not practiced, a student will receive an initial warning, second offense a 5% dock in grade, and a third offense will result in dismissal of the program.
LABORATORY DEMONSTRATION FORM
RADIOLOGIC TECHNOLOGY
KASKASKIA COLLEGE

STUDENT NAME: ___________________________________________ DATE: ____________

RADIOGRAPHIC PROJECTION: ____________________________________________

PROCEDURE PERFORMANCE: SATISFACTORY = S  UNSATISFACTORY = U

UNDER LABORATORY CONDITIONS UTILIZING A MODEL, THE STUDENT WILL:

___ 1. Evaluate a requisition to determine positions required
___ 2. Introduce self to patient and explain exam
___ 3. Verify correct identification of patient
___ 4. Verify correct preparation, if any, of patient
___ 5. Manipulate radiographic equipment
___ 6. Place “patient” on table
___ 7. Select appropriate film/IR
___ 8. Position patient on table
___ 9. Immobilize patient/body part as necessary
___ 10. Align tube and cassette
___ 11. Adjust collimator to appropriate film size
___ 12. Apply gonadal shielding if required
___ 13. Measure part
___ 14. Select appropriate technique
___ 15. Instruct patient
___ 16. Make exposure
___ 17. Repeat previous steps for each view required
___ 18. Assist patient from table
___ 19. Evaluate films after exposure
___ 20. Use CR equipment
___ 21. Identify anatomy

IF A CONTRAST STUDY:

___ 1. Select appropriate contrast medium
___ 2. Take required “scout” images
___ 3. Prepare contrast medium for administration
___ 4. Assist in administration of contrast medium
___ 5. Observe patient closely for undesirable side effects of contrast medium

RECOMMENDATIONS:

STUDENT SIGNATURE: ___________________________________________

INSTRUCTOR SIGNATURE: __________________________________________

Revised 6/10
RADIOGRAPHIC POSITIONING LABORATORY FACT SHEET

BODY PART:_____________________________________________________________

POSITION:_______________________________________________________________

POSITION OF PART:

CENTRAL RAY:

IMAGE RECEPTOR POSITION
CROSSWISE/LANDSCAPE _______
LENGTHWISE/PORTRAIT _______

BREATHING: 

SID: 

INSPIRATION__________ 40”________
EXPIRATION___________ 72”________
OTHER _________ OTHER_______

WHY TAKE THIS IMAGE? (WHAT ARE WE LOOKING FOR?) STRUCTURES SHOWN:

EVALUATION CRITERIA:

SAMPLE TECHNIQUE:

KVP MA TIME OR AEC CELLS MAS
LABORATORY POSITIONING FINAL EXAMINATION

PURPOSE: Each didactic course utilizing laboratory sessions will require a positioning final examination. This requirement will serve as an evaluation tool to measure the student competence in the information presented in the laboratory sessions. This tool responds to the competency-based objective #5 in your handbook.

PROCEDURE

1. The supervisor will assign (draw by lot) the examination the student will complete.

2. The student will have either:
   a. 10 minutes for freshmen
   b. 5 minutes for sophomores
to start the examination. This time should be spent reviewing the following:

   1. Routine views – Merrill’s Atlas and student’s lab notes
   2. Anatomy – Merrill’s Atlas, laboratory handouts, student’s notes
   3. Technique – Student’s notes, radiographic room technique chart

3. The student will outline the views, image size and techniques to the supervisor before the examination is started.

4. The student will start and complete the examination without assistance.

5. The student will return the room to its original state.

6. The student will critique the images or films, identifying the anatomy demonstrated and discussing the technical factors effect on the finished radiograph.
LABORATORY POSITIONING FINAL EXAMINATION FORM

XRAY 110

STUDENT: __________________________________________ DATE: ______________

RADIOGRAPHIC PROCEDURE: _____________________________________________

POSIIONS: 1 _______________________ 2_________________________

I. STUDENT CORRECTLY LISTS ROUTINE VIEWS & CASSETTE SIZE:
   YES (1)      NO (0)

II. STARTING TIME _________ FINISHING TIME_________
    10 min. = 5 pts.; 11 min. = 4 pts.; 12 min. = 3 pts.; 12 min = 2 pts.; 14 min. = 1 pt. > 15 min.= 0 pts

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<tbody>
<tr>
<td>1. Correct positioning</td>
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<td>2. Centering patient and central ray</td>
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<tr>
<td>3. Breathing instructions</td>
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<tr>
<td>4. Marker placement</td>
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<td>5. Collimation/gonadal shielding</td>
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<td>6. Radiograph free from errors</td>
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<td>7. Equipment manipulation</td>
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<td>8. Knowledge of techniques</td>
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<tr>
<td>9. Correct use of CR or processor</td>
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<th>IV. IMAGE ANALYSIS- 1 point each</th>
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<tr>
<td>10. Density/Brightness</td>
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<td>11. Contrast/Grayscale</td>
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<td>12. Recorded Detail/Distortion</td>
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<td>13. Radiation Protection</td>
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<tr>
<td>14. Anatomy</td>
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</table>

TOTALS: /60 = ________%

COMMENTS:

EVALUATOR: ________________________ STUDENT SIGNATURE: ________________________
LABORATORY POSITIONING FINAL EXAMINATION FORM

X-RAY 111  X-RAY 210

STUDENT: _______________________________ DATE: ______________

RADIOGRAPHIC PROCEDURE: __________________________________________

POSITIONS: 1 _____________________ 2 _____________________

I. STUDENT CORRECTLY LISTS ROUTINE VIEWS & CASSETTE SIZE:
   YES (1)   NO (0)

II. STARTING TIME ____________ FINISHING TIME ____________
   10 min. = 5 pts.; 11 min. = 4 pts.; 12 min. = 3 pts.; 12 min = 2 pts.; 14 min. = 1 pt. > 15 min. = 0 pts

<table>
<thead>
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<td>3. Breathing instructions/Marker</td>
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<td>4. Collimation/gonadal shielding</td>
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<td>5. Radiograph free from errors</td>
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<td>8. Correct use of CR or processor</td>
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<td>10. Density/Contrast</td>
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<td>11. Brightness/Grayscale</td>
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<tr>
<td>12. Recorded Detail/Spatial Resolution</td>
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<tr>
<td>13. Contrast Resolution/Distortion</td>
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<tr>
<td>14. Artifacts/Radiation Protection</td>
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<tr>
<th>V. IDENTIFY APPROPRIATE ANATOMY ON EACH VIEW (5 pts. each)</th>
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<tbody>
<tr>
<td>14. Anatomy</td>
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TOTALS:   /60 = ________%

COMMENTS:

EVALUATOR: _________________________ STUDENT SIGNATURE: _________________________

Revised 6/14
CURRICULUM

RADIOLOGIC TECHNOLOGY TESTING PROCEDURES

Testing is an integral component of an educationally sound program. All courses in the Radiologic Technology program will utilize extensive testing techniques. The didactic course will consist of the following testing tools:

1. Quizzes (weekly)
2. Laboratory quizzes/checklists (where applicable)
3. Term papers
4. Hourly/midterm/final examinations

The test tools for the clinical phase of the program (film critique sessions, evaluations and the final positioning examination) are explained in detail in the clinical education section of the student handbooks.

The didactic examinations will have the answers placed on computer score sheets. The tests themselves will remain with the instructor. The objective-based test will be composed of questions in the form of true/false statements, multiple choice, and matching. In the matching sections, each item may be used once, more than once, or not at all. The tests will cover laboratory instruction, classroom lecture, and assigned reading material and handouts.

These examinations will not be reviewed en masse. The instructor will score all the answer sheets at the end of the allotted time for the examination. The student(s) will review their results in the classroom upon the instructor’s return. At this time, the student may dispute the answers to the questions he or she missed. The student will submit in writing a question by question explanation why his or her choices should be correct. As taking the test was an individual achievement, so shall be the rebuttal. The rebuttal will occur without conferring with another student, notes, or the text. The instructor will review the rebuttal and inform the student of the results in the next class. Partial credit may be given if the rebuttal deserves merit.

No assignments will be accepted by email or fax. Assignments need to be turned in directly to the instructor.

MAKE-UP TESTS: All make-up tests in the radiography program will not be the same as the original test. Make-up tests will consist of multiple choice, fill in the blank, and essay. Also, no extra credit will be given with make-up tests. Make-up tests must be scheduled ahead of time with instructor. If a make-up test is not completed within one week (unless specified by instructor) after the original date of the exam, the student will receive a zero on that test. If instructor is not notified about absence before a scheduled regular test, students will not be allowed to take a make-up test.

TEACHING TECHNIQUES

A variety of teaching techniques will be employed during the student’s enrollment. The following is a listing of how the program intends to teach representative courses.

- Brain storming – all clinical courses, quality assurance, etc.
- Conferencing – all film critiques
- Demonstration/performance – all laboratory sessions
Discussion – all didactic and clinical courses
Guest speakers – radiographic pathology, imaging modalities, radiation safety, introduction to profession
Peer teaching – all film critiques
Role play – all laboratory sessions
Simulation – all laboratory sessions
Tour – radiographic pathology, imaging modalities
Critical thinking – all clinical courses, film critique, all lab sessions

RADIOLOGIC TECHNOLOGY CLASSROOM GRADING POLICY

A (100-92.5%)
Represents a high degree of excellence demonstrated during assignment. Students receiving this grade perform consistently at a high level from the beginning of the assignment through to the end. Such students could be recommended as likely to be highly successful in their initial positions as clinical staff technologists.

B (92.4-85%)
Represents an above average performance and steady growth during assignment, but still displays some definitive identifiable minor areas of weakness. A student receiving this grade has the potential to become a good clinician and can be given a favorable recommendation.

C (84.9-78.0%)
Represents a satisfactory performance and steady growth during assignment. This grade indicates some inconsistent and sporadic growth toward clinical maturity. It suggests a person who might develop into a successful clinician with the help of early supervision and more experience. This person can be recommended but with reservations.

F (BELOW 78.0%)
Reflects an unsatisfactory performance in assignments. This grade indicates that the student is, on the basis of what he or she has shown, unlikely to develop into a satisfactory clinician at any future time.

NOTE: GRADE OF “F” IS NOT ACCEPTED BY THE DEPARTMENT OF RADIOLOGIC TECHNOLOGY FOR CLINICAL EDUCATION AND A STUDENT RECEIVING ANY OF THESE GRADES WILL BE DISMISSED FROM THE PROGRAM. THE STUDENT MAY APPLY FOR RE-ADMISSION TO THE PROGRAM FOR THE NEXT ACADEMIC YEAR.
PROGRAM GRADING POLICY

All Radiologic Technology students are required to pass all the XRAY courses (and their substitutes) with a “C” or better. Each student must maintain a minimum overall cumulative grade point average of 3.0. Students who fail to maintain the minimum GPA are subject to academic dismissal. Please refer to the college catalog for additional information.

A progression committee will meet at the end of each semester to review each student’s progress for approval or disapproval for continuance in the program. The student will receive written notice of non-continuance in the program from student services.

KASKASKIA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

RELEASE OF GRADE FORM

Periodically a student will email the instructor and inquire about a grade they received for an individual assignment, quiz or test. This form is to give the instructor permission to post that information in the email.

Please Note- No information will be released to any student over the phone!!!!

Please mark one of the following choices below and return it to the program director:

___________ I give permission for the Kaskaskia College Radiologic Technology Program to email me a grade I received on an assignment/quiz/test, etc.

___________ I do not give permission for the Kaskaskia College Radiologic Technology Program to email me a grade I received on an assignment/quiz/test, etc.

_______________________________________
Printed Name

_______________________________________
E-Mail Address

_______________________________________
Phone Number

_______________________________________
Signature
DISCIPLINARY ACTION POLICY

The following is a partial list of the kinds of behavior that may result in disciplinary action up to and including immediate removal. Minor infractions of program guidelines may result in a written warning with a grade reduction. Each student is required to know and abide by all regulations contained in this handbook and other college documents. The XRAY 104 course is designed to allow questions on program/college procedures to occur prior to the beginning of the clinical rotations. If a student has any doubt whatsoever, he or she should contact the instructor or program office for clarification. In all cases, the student will follow the program organization chart to follow up on any and all problems.

- CONVICTION OF A FELONY
- CONVICTION OF A DRUG OR ALCOHOL ABUSE VIOLATION
- VIOLATION OF CURRENT COLLEGE GUIDELINES
- FALSIFICATION OF COLLEGE RECORDS
- PROVIDING FALSE INFORMATION TO COLLEGE/PROGRAM OFFICIALS
- CHEATING
- BREACH OF CONFIDENTIALITY
- FAILURE TO FOLLOW CURRENT STUDENT RADIOGRAPHER HANDBOOK GUIDELINES
- INSUBORDINATION
- IMPROPER CLASSROOM CONDUCT
- FAILURE TO FOLLOW CLINICAL SCHEDULES
# RADIOLOGIC TECHNOLOGY CLASS SCHEDULE

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<tr>
<th>Semester</th>
<th>Course Name</th>
<th>Class</th>
<th>Lab</th>
<th>Clinical</th>
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</tr>
<tr>
<td></td>
<td>SOCIAL SCIENCE ELECTIVE</td>
<td>45</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>XRAY 204 RADIOLOGIC CLINICAL EDUCATION</td>
<td></td>
<td></td>
<td></td>
<td>224</td>
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<tr>
<td></td>
<td>XRAY 211 RADIOLOGIC TECHNOLOGY IV</td>
<td>75</td>
<td></td>
<td></td>
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<td>5</td>
</tr>
<tr>
<td><strong>OR (Early Graduates only)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>XRAY 214 RADIOLOGIC TECHNOLOGY V</td>
<td>75</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td>645</td>
<td>150</td>
<td>1376</td>
<td>16</td>
<td>60</td>
</tr>
</tbody>
</table>

**CLASS** 645 (30%)  
**LAB** 150 (7%)  
**CLINICAL HOURS** 1376 (63%)  
*Days 1,088 hrs (79%) and Nights/Weekends 288 hrs (21%)*  

**TOTAL CONTACT HOURS: 2171**

**PROGRAM DISTRIBUTION OF SEMESTER HOUR CREDIT (76 SEM. HRS)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE GENERAL REQUIREMENTS</td>
<td>16</td>
<td>21%</td>
</tr>
<tr>
<td>RAD. TECH. COURSE WORK</td>
<td>32</td>
<td>42%</td>
</tr>
<tr>
<td>RAD. TECH. CLINICAL EXPERIENCE</td>
<td>28</td>
<td>41%</td>
</tr>
</tbody>
</table>

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GRADUATION AND EARLY GRADUATION REQUIREMENTS

Program Graduation Requirements

All radiography students must meet the following requirements for graduation.

College requirements:

1. Complete the specific requirements of the program of study under the degree pursued.
2. Earn at least sixty-four (64) semester hours of credit with at least sixteen (16) of the last twenty-four (24) semester hours earned in residence at Kaskaskia College.
3. Every student must enroll in and successfully complete one of the following courses to receive degree:
   Ethics 120, Philosophy 121, Political Science 101, Psychology 101, Sociology 101, or Women in Management 129 to meet requirements of Illinois Public Act 87-581
4. Meet all financial obligations due to the College, and complete all records required by the College office.
5. File an application as a Candidate for Graduation before midterm in the semester in which the candidates program will be completed.
6. Participate in graduation exercises unless granted permission to receive a degree in absentia from the Director of Admissions.
7. Any student completing graduation requirements at the end of the Summer or Fall semesters may participate in commencement ceremonies at the end of the following Spring semester.

Program Requirements

1. Required to earn a grade “C” or better in all courses with an XRAY prefix (or approved substitute).
2. Attained a cumulative grade point average of at least 2.0 (C).
3. Meets the course requirements for the Associate of Applied Science Degree
4. Completed a total of 52 competency clearances

Early Graduation Eligibility Requirements

1. Successful completion of all XRAY courses to date.
2. Completion of all clinical competencies.
3. Completion of all clearances by the end of semester #4.
4. Completion of all core courses by the end of semester #4.
5. Register for XRAY 214 instead of XRAY 204 and 211.
6. Reconciliation for all financial obligations to Kaskaskia College.
7. Apply to the ARRT examination.
8. Must apply for early graduation by end of midterm of semester #4.
9. Must pass a minimum number of registry review exams by end of semester #4.
PREREQUISITES FOR EARLY GRADUATION

NAME: _________________________________________________

<table>
<thead>
<tr>
<th>INITIALS</th>
<th>YES</th>
<th>NO</th>
<th>Clearances completed and on file by end of Semester #4.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Has student successfully completed or passed required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>number of registry exams by end of Semester #4?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Has student applied for early graduation by midterm of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Semester #4?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Has student passed XRAY 214 course?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INITIALS</th>
<th>YES</th>
<th>NO</th>
<th>Does student complete exams in a reasonable amount of time?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Does student perform quality exams with minimal repeats?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Does student adjust well to unusual conditions where routine</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>exams must be altered? (trauma, surgery)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Does the student work well with other technologists and show</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>proper care and concern for the patients?</td>
</tr>
</tbody>
</table>

Of the early graduates in your facility, how does this student rank with the others?

Low  | 2 | 3 | 4 | Very High
Low  | 1 | 2 | 3 | 4 | 5

<table>
<thead>
<tr>
<th>INITIALS</th>
<th>YES</th>
<th>NO</th>
<th>Endorsement for Early Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signatures of Authorized Clinical Endorsers

__________________________________________
NAME  DATE

__________________________________________
NAME  DATE

If not recommending this student for early graduation, please give reasons why.

________________________________________________________________________
________________________________________________________________________

EARLY GRADUATION SCREENING COMMITTEE DETERMINATION

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant Approved for Early Graduation

Applicant Not Approved for Early Graduation

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STUDENT COMPLAINT/GRIEVANCE PROCEDURES

A grievance is any claim by a student that there has been a violation of the aggrieved’s right to affirmative action. If the staff member is covered by a collective bargaining agreement which provides a procedure for the resolution of such claims, the collective bargaining procedure shall apply in lieu of this Section. The purpose of this procedure is to secure resolutions to grievances which may arise at Kaskaskia College, and to guarantee an orderly succession of procedures wherein these resolutions may be pursued. Attempts to resolve grievances with a supervisor/administrator should be undertaken to determine if the problem could be a misunderstanding that could be resolved in a one-on-one situation. If this is not possible or if these attempts are unsuccessful, the individual should consider the informal procedures and contact the Affirmative Action/Title IX/Director of Human Resources. These additional steps can be found in the grievance procedure available in the Kaskaskia College Student Handbook at www.kaskaskia.edu/PDFs/StudentHandbook.pdf

The procedure regarding student complaints are grouped in two categories:
1. Student grade complaints
2. Student complaints regarding non-academic matters

The purpose of these student procedures is to provide a mechanism for resolving student complaints against faculty, staff and administrative offices concerning the following:

- Discrimination or intimidating treatment, including harassment on the basis of race, gender, age, weight, height, religion, sexual orientation, national origin, and/or disability, including but not limited to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendment of 1972.
- Any other seemingly arbitrary, capricious, unreasonable, or unprofessional conduct toward a student or group of students by faculty or staff member, or an administrative officer of the College.

The radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) according to the Standards for an Accredited Educational Program in Radiologic Sciences. These Standards are implemented to promote academic excellence, stimulate programmatic improvement, and protect the student and the public. A student may obtain a copy of the Standards by contacting the JRCERT, 20 N Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, or at www.jrcert.org/acc_standards.html

Any and all allegations of program noncompliance to the Standards will be given prompt, fair, and continued consideration until resolved and must be submitted in writing to the Program Director. The written complaint/grievance must include the following: name of student (or other individual) filing allegation, specific Standard of noncompliance, date(s) and example(s) of when and how the program was noncompliant with the Standard, and date of submission. Within ten (10) working days, the Program Director will provide a written response to the student (or other individual) and JRCERT indicating how the complaint of noncompliance was resolved. If the student (or other individual) is not satisfied with the program’s resolution, they may next choose to contact the JRCERT. The Program Director will keep a record of all complaints and resolutions of alleged noncompliance.

Revised 6/10
GRADE APPEALS

1. A Grade Appeals Committee is convened when a student files a written appeal of a final grade. This appeal should be addressed to the Coordinator of Student Records within 30 days of the issuance of the grade.

2. The Coordinator of Student Records is a non-voting member of the committee in charge of procedures and executions.

3. The committee shall be assembled by the Coordinator of Student Records and shall consist of the following members in addition to the Coordinator of Student Records:
   a. One administrator from Instruction
   b. One faculty member
   c. One classified staff member
   d. One student
   e. Vice President of Student Services

4. None of these committee members shall be biased toward the student or instructor involved nor should they have any other interest in the appeal.

5. The committee will meet within 30 days after the appeal has been filed, whenever practical. Everyone on the committee will be notified of the date, place, and time by the Coordinator of Student Records.

6. When the hearing is convened, the student and instructor will each have an opportunity to present his/her position and documentation. When all information has been presented, the student and the instructor will be asked to leave the hearing. The committee members will then discuss the appeal and make a decision.

7. The Coordinator of Student Records will be responsible for recording the results of the hearing and making a report to the Appropriate Dean.

8. The student and instructor shall both be notified of the decision by the Coordinator of Student Records within the ten business days.

9. If the committee’s decision is unsatisfactory to the student, the student may appeal in writing to the appropriate instructional Dean within five business days after receiving the decision. The Dean is to respond to the appeal within ten (10) business days of receiving the written complaint.

STUDENT COMPLAINT PROCEDURE REGARDING NON-GRADE ISSUE

The purpose of this student complaint procedure is to provide a mechanism for resolving student complaints against faculty, staff and administrators.

The complaint procedure shall be:

- Step One: The student confers with the involved person in an effort to resolve the issue informally. This meeting must take place within twenty (20) working days of the incident which generated the complaint. In instance of harassment, refer to the section entitled Student Complaint Procedures (Harassment).
Step Two: If the complaint is not resolved at the informal conference, the student may file a written complaint with the appropriate divisional dean or Vice President. The complaint should be provided in writing and detailed within ten (10) working days of receipt of the complaint informal conference. The complaint should be in writing and detailed. The division dean will send a copy of the complaint to the Vice President of Instructional Services or the Vice President of Student Services. The division dean will also inform the Vice President of Instructional Services or Vice President of Student Services of the status and progress of the complaint at each stage in the process.

Step Three: The division dean will acknowledge receipt of the complaint, explain the complaint process to the student, conduct an investigation, and attempt to resolve the complaint. The dean should respond in writing to the student with the results of his/her investigation within ten (10) working days of receipt of the complaint.

Step Four: If the complaint is valid, appropriate administrative action will ensure. Such administrative action is not public information, except when disclosure is compelled by law.

Step Five: If the dean’s written statement is unsatisfactory to the student, the student may appeal to the appropriate vice president with five (5) working days of receiving the decision from the division dean.

Step Six: the vice president will render a final decision within ten (10) working days of receiving the appeal. If the vice president was involved with the second step, then an appeal to the College President is permitted. Such an appeal must be filed in writing with the President’s office within five (5) working days of the student being notified of the Vice President’s decision. The President is to respond to the appeal within ten (10) working days of receiving the written complaint. The President’s decision is final.

**RE-ENTRY**

DEFINED AS: Students who are not in normal progression for any reason.

If the student has been out of the program longer than 12 months and is out of normal progression, they have to re-apply by the normal application process to be accepted into the program and will be considered an incoming freshman student.

Students who are enrolled in the Radiology Program who fail or withdraw from any radiology course will be out of normal progression. **Any student that receives a failing grade or withdraws from two or more XRAY classes, not within the same semester, will not be eligible for re-entry.**

Students who are out of normal progression must apply for re-entry and sign a re-entry agreement. Re-entry for any semester is on a space available basis. The Program Director will monitor available clinical spaces.

Re-entry candidates **will be required** to successfully complete proficiency exams for all previously completed courses prior to being granted re-entry. This includes:

- Clinical/Lab competency exam(s) must be passed with a score of 85% or better.
- Written exam(s) to evaluate knowledge base must be passed with a score of 77% or
Clinical refresher 2 credit hour course will be required: must complete a minimum of 80 clinical hours. (Student insurance is required to complete clinical refresher at the student’s expense and is nonrefundable. A current background check and negative drug screen may also be required at the student’s expense.)

The student will be responsible for the cost of all refresher courses.

Written proficiency exams & Clinical/Lab competency exams may be taken only **one time**!

For those students failing to progress beyond the first semester of the first year, re-application to the program and restart of the program will be required!

Students who receive approval to re-enter will be subject to policies, procedures & curriculum which are current at the time of re-entry. This will include an updated physical.

Transfer of radiology students from other institutions is not accepted. They have to be admitted into the program with the normal application process.
## Radiologic Technology

### Estimated Program Cost for 2014-2015

<table>
<thead>
<tr>
<th>Semester</th>
<th>Tuition</th>
<th>Student Services Fee</th>
<th>Lab Fee</th>
<th>Total Semester Cost</th>
</tr>
</thead>
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<tr>
<td><strong>First Semester</strong></td>
<td>(18 credit hours x $105)</td>
<td>(18 credit hours x $14)</td>
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<td>$1,890.00</td>
</tr>
<tr>
<td></td>
<td>$1,785.00</td>
<td>$238.00</td>
<td>$203.00</td>
<td>$2,226.00</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td>(17 credit hours x $105)</td>
<td>(17 credit hours x $14)</td>
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<td>$1,995.00</td>
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<tr>
<td></td>
<td>$1,995.00</td>
<td>$266.00</td>
<td>$195.00</td>
<td>$2,456.00</td>
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<tr>
<td><strong>Total Estimated Costs of XRAY.0520.DEGR</strong></td>
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<td>$14,467.00</td>
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<tr>
<td>Tuition, Lab Fees</td>
<td>$10,477.00</td>
<td>$500.00</td>
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<tr>
<td>Uniforms, School Supplies, Misc.</td>
<td>$2,890.00</td>
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<tr>
<td>Textbooks</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>National Registry Exam</td>
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<tr>
<td>Drug Screen/Background Check</td>
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<td><strong>Total Tuition and Fees</strong></td>
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<td>Books, Supplies, Misc.</td>
<td>$3,990.00</td>
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### Employment/Job Opportunities: Radiologic Technologists

- On-time Completion Rate: 96%
- Placement Rate: 100%
- Median Private Loan Debt: 0
- Median Title IV Loan Debt: 0

### Disclaimer:

Information based upon historical data collected by Kaskaskia College. Individual results may vary according to various circumstances such as economic conditions, individual job preferences, etc. Loan debt information field calculations are not provided if 10 or fewer students are involved in the calculation to protect student privacy.
**BRESEE**  
St. Joseph’s Hospital  
9515 Holy Cross Road  
Breese, IL  62230  
Mary Siebert, Clinical Instructor  
Nicole Porter, Clinical Instructor  
(618) 526-4511 ext. 455  
Clinical times 7:00 – 3:00  
Nights 10:30 – 6:30

**CARBONDALE**  
Carbondale Memorial Hospital  
405 W. Jackson Street  
Carbondale, IL  62901  
Matt May, Clinical Instructor  
Kristin Gulley, Clinical Instructor  
(618) 549-0721 ext. 65672  
Clinical times 7:30 – 3:30  
Nights 1:00 – 9:00

**CENTRALIA**  
St. Mary’s Hospital  
400 N. Pleasant  
Centralia, IL  62801  
Michael Bratcher, Clinical Instructor  
(618) 436-7010  
Clinical times 7:30 – 3:30  
Nights 1:00 – 9:00

**CROSSROADS HOSPITAL (1st semester only)**  
P.O. Box 4006  
Mt. Vernon, IL  62864  
Tracy Donoho, Clinical Instructor  
(618) 241-8564  
Clinical times 7:30 – 3:30  
Nights 1:00 – 9:00

**DECATUR**  
Decatur Memorial Hospital  
2300 N. Edwards Street  
Decatur, IL  62526  
Angie Thompson, Clinical Instructor  
(217) 876-2347  
Clinical times 8:00 – 4:00  
Nights 11:00 – 7:00

**DUQUOIN (1st semester only)**  
Marshall Browning Hospital  
900 N. Washington, Box 192  
DuQuoin, IL  62832  
Kimbra Schafer, Clinical Instructor  
Tom Paskiewicz, Clinical Instructor  
(618) 542-2146 ext. 1351  
Clinical times 7:00 – 3:00  
Nights 1:00 – 9:00

**EFFINGHAM**  
St. Anthony’s Hospital  
503 N. Maple  
Effingham, IL  62401  
Joan Printz, Clinical Instructor  
Ken Repking, Imaging Supervisor  
(618) 664-1230 ext. 3350  
Clinical times 8:00 – 4:00  
Nights 1:00 – 9:00

**GREENVILLE**  
Greenville Regional Hospital  
200 Health Care Drive  
Greenville, IL  62246  
Paul File, Clinical Instructor  
(217) 347-1349  
Clinical times 8:00 – 4:00  
Nights 1:00 – 9:00
HERRIN
Herrin Hospital
201 S. 14th Street
Herrin, IL  62948
Amanda King, Clinical Instructor
Anthony Pasquino, Clinical Instructor
(618) 942-2171
Clinical times 7:30 – 3:30
   Nights 1:00 – 9:00

HIGHLAND
St. Joseph’s Hospital
1515 Main Street
Highland, IL  62249
Mike Trame, Chief Tech/Clinical Instructor
Dee Emig, Clinical Instructor
(618) 654-7421
Clinical times 7:00 – 3:00
   Nights 12:00 – 8:00

HILLSBORO
Hillsboro Area Hospital
1200 E. Tremont
Hillsboro, IL  62049
Diana Wright, Clinical Instructor
Trinity Flowers, Supervisor
(217) 532-4471
Clinical times 7:30-3:30
   Nights 1:00 – 9:00

MATTOON
Sarah Bush Lincoln Health Centre
100 Health Center Drive
Mattoon, IL  61938
Mike Macklin, Clinical Instructor
(217) 258-2141
Clinical times 7:00 – 3:00
   Nights 1:00 – 9:00

MT. VERNON
Good Samaritan Regional Health Center
1 Good Samaritan Way
Mt. Vernon, IL  62864
Jenny White, Clinical Instructor
Steven Schmidt, Clinical Instructor
(618) 899-2943 (Portable)
OP 899-1860 or IP 899-1813
Clinical times 7:00 – 3:00
   Nights 1:00 – 9:00

MT. VERNON
Orthopædic Center of Southern Illinois
4121 Veterans Memorial Drive
Mt. Vernon, IL  62864
Kyla Borcherdng, Clinical Instructor
Aaron Asbury, Administrative Tech/
Clinical Instructor
(618) 242-3778
Clinical times 8:00 – 4:00

NASHVILLE
Washington County Hospital
705 S. Grand
Nashville, IL  62263
Joy Grzegorek, Clinical Instructor
(618) 327-2323
Clinical times 7:00 – 3:00
   Nights 1:00 – 9:00

PANA
Pana Community Hospital
101 E. 9th Street
Pana, IL  62557
Cindy Miles, Clinical Instructor
Debbie Culumber, Clinical Instructor
(217) 562-6366
Clinical times 8:00 – 4:00
   Nights 1:00 – 9:00
PINCKNEYVILLE (1st semester only)
Pinckneyville Community Hospital
101 N. Walnut
Pinckneyville, IL 62274
Eric Stutes, Clinical Instructor
Annie Dlubala, Supervisor/Clinical Instructor
(618) 357-2187
Clinical times 8:00 – 4:00
   Nights 1:00 – 9:00

SALEM
Salem Township Hospital
1201 Ricker Drive
Salem, IL 62881
Cris Hicks, Clinical Instructor
(618) 548-3194 ext. 8154
Clinical times 7:00 – 3:00
   Nights 1:00 – 9:00

SHELBYVILLE
Shelby Memorial Hospital
200 S. Cedar Street
Shelbyville, IL 62565
Timmerle Scholes, Clinical Instructor
Amy Waddington, Supervisor
(217) 774-3961 ext. 5171
Clinical times 7:30 – 3:30
   Nights 10:00 – 6:00

VANDALIA
Fayette County Hospital
650 W. Taylor Street
Vandalia, IL 62471
Edith Dagen, Clinical Instructor
Cheri Wolff, Supervisor/Clinical Instructor
(618) 283-5466
Clinical times 7:30 – 3:30
   Nights 1:00 – 9:00

MODALITY CLINICAL EDUCATION CENTERS

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Department</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breese</td>
<td>Nuclear Medicine</td>
<td>7 am - 3 pm</td>
</tr>
<tr>
<td></td>
<td>Ultrasound</td>
<td>7 am - 3 pm</td>
</tr>
<tr>
<td></td>
<td>MRI</td>
<td>7 am - 3 pm</td>
</tr>
<tr>
<td></td>
<td>CT</td>
<td>7 am - 3 pm</td>
</tr>
<tr>
<td>Carbondale</td>
<td>Nuclear Medicine</td>
<td>7:30 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>Ultrasound</td>
<td>7:30 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>MRI</td>
<td>7:30 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>CT</td>
<td>7:30 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>Special Procedures</td>
<td>7:30 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>Radiation Therapy</td>
<td>7:30 am - 3:30 pm</td>
</tr>
<tr>
<td>Centralia</td>
<td>Nuclear Medicine</td>
<td>7:30 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>Ultrasound</td>
<td>7:30 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>MRI</td>
<td>8 am - 4 pm</td>
</tr>
<tr>
<td></td>
<td>Special Procedures</td>
<td>7:30 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>Radiation Therapy</td>
<td>8 am - 4 pm</td>
</tr>
<tr>
<td>Location</td>
<td>Service</td>
<td>Hours</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Decatur</strong></td>
<td>Nuclear Medicine</td>
<td>8 am - 4 pm</td>
</tr>
<tr>
<td>Decatur Memorial Hospital</td>
<td>Ultrasound</td>
<td>8 am - 4 pm</td>
</tr>
<tr>
<td>2300 N. Edwards St.</td>
<td>MRI</td>
<td>8 am - 4 pm</td>
</tr>
<tr>
<td>Decatur, IL 62526</td>
<td>CT</td>
<td>8 am - 4 pm</td>
</tr>
<tr>
<td></td>
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**RADIOLOGY FACULTY PHONE NUMBERS and E-MAIL**

Mimi Polczynski: 618-545-3363  mpolczynski@kaskaskia.edu
Amber Edwards: 618-545-3364  aledwards@kaskaskia.edu
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If the faculty cannot be reached, please leave a message on their voicemail.
Do not call faculty on the weekends unless extreme emergency.