

Santa Fe College  
Radiography Program  
Student Handbook

**Fall 2017**

## Foreword

The admission of a student into the health field is in many ways the entrance into a world with practices and rules differing in many respects from those to which one is accustomed. The following overview of program requirements, ethical standards, and regulations has been formulated as a guide for the student. It is the student's responsibility to carefully study this handbook to learn what is expected of the student and what can be expected from the Program.

It is the responsibility of the college to provide instruction and to counsel students on program requirements, graduation, and eligibility requirements to sit for the national certification examination. It is the student's responsibility to see that these requirements are met. Failure to meet these requirements may result in termination of a student from the program or delay of graduation and eligibility to take the credentialing examination.

Program policies must meet the requirements for accreditation at the professional, state, and institutional levels, and the rights of students and faculty, individually and collectively, must be respected. The Program curriculum is competency based and follows the Joint Review Committee on Education in Radiologic Technology (JRCERT) adopted curriculum guidelines published by the American Society of Radiologic Technologists (ASRT).

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## ACADEMIC ACHIEVEMENT STANDARDS

Students must maintain a minimum of 2.0 grade point average each term in all professional courses to remain in an Allied Health program.

Successful completion of a course is determined by a final grade of C or better. In the event a student does not successfully complete a course, the student may repeat the course the next time it is offered, pending space available. A withdrawal is deemed a failed attempt. Students must follow the Program course sequence and may not advance unless all courses within the term are successfully completed.

A student has three course and or program attempts.

If the third attempt is in the same course, the student will be required to pay out of state tuition for the third attempt.

If a student fails any three professional program courses, or fails one course three time, the student will not be readmitted to the Program due to Florida law. (Florida law requires that any college credit course that has been repeated and taken for the third time should be regarded as the final attempt.)

If a student receives an "F" grade in a professional course, the student cannot remain in the program.

## AMERICANS WITH DISABILITIES ACT (ADA)

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, a counselor is available to discuss appropriate academic accommodations that you may require as a student with a disability.

Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. You must be registered with the Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see: <http://www.sfcollege.edu/student/drc/>

## ATTENDANCE POLICY

To receive credit for your courses, you must attend class, lab and clinical assignments. Because the exchange of ideas between students and instructors is crucial to the course learning outcomes, students will fail to meet minimal course requirements if they do not attend regularly. With that in mind, the Allied Health Programs require that you attend at least 94% of the clinical and lab meetings for the scheduled courses. If you miss more than 6% of scheduled lab or clinical meetings, you will fail the course.

### **Lab**

Missing more than 6% of lab hours will result in failure of the lab component.

### **Coursework**

Should it become necessary to miss a class, the student must notify the appropriate instructor prior to the start of the class. Students must attend 94% of class meetings. If more than 6% of class time is missed, the student will fail the course.

4 absences = reduction of final grade average by 4 points

5 absences = reduction of final grade average by 6 points

More than 5 absences or missing more than 6% of class meetings will result in failure of the course

3 tardies (late arrival to class) = 1 absence

Any exceptions to this policy will be determined by the Chair of the Allied Health Programs.

Arriving to class or lab late is unacceptable. Three late arrivals will equal one absence. Leaving class early will count as a late arrival.

## Clinical rotations

*Attendance is mandatory during all scheduled clinical hours.*

Students will report to their clinical assignments early enough to be ready to begin clinical education at the designated time (specifically, 8:00am).

A 30-minute lunch break will be scheduled by the clinical preceptors or their designee.

Students do not have the option of skipping lunch. You may work from 8am to 1pm without a lunch break, but after 1pm you are required to take a lunch break.

Evening clinical assignments are scheduled approximately one evening per month beginning in the Spring Term of the first year. Students will work an 8 hour shift that aligns with the clinical affiliate's evening schedule.

Students must attend 94% of scheduled clinical hours.

For example, when students are assigned to clinic 3 days a week in a 16 week term, 48 days of clinical attendance is scheduled. Should a student miss more than 2.88 days (23.04 hours) of clinic, the student would receive a failing grade and be required to repeat the course the next time it is offered.

*Time away from clinic may only be taken in a minimum of 4 or 8 hour blocks.*

Late arrival to clinic up to 30 minutes = 4 hour time deduction

Late arrival to clinical > 30 minutes = 8 hour time deduction

Leaving clinic early up to 4 hours = 4 hour time deduction

Leaving clinic early > 4 hours = 8 hour time deduction

The student will be notified if they have reached their established limit for absences, and that additional absences will jeopardize the successful completion of the course. If a student is going to be absent from a clinical assignment, he/she must do both of the following:

1. If a student is going to be absent from a clinical assignment, he/she must do both of the following:
  - a. Call the Clinical Coordinator 10 minutes prior to the start of his/her clinical assignment.
  - b. Call the assigned clinical instructor at the site at least 10 minutes prior to the start of his/her clinical assignment. The student is to speak directly to a clinical instructor or supervising technologist or must obtain the name of the person taking the message. It is the responsibility of the student to make these calls – not parents, friends, or relatives.
2. “No show, no call” - Any student who does not call the clinical site supervisor, Clinical Coordinator and assigned clinical instructor before the start of the clinical assignment will be put on probation for the remainder of the program and will receive written warning of the violation. Two incidents of “no show, no call” will result in failure of the clinical course.
3. Students who leave the clinical site early without prior approval by the Clinical Coordinator will be considered absent for the entire day.
4. Tardiness: Tardy will be defined in the course syllabus and/or established by the course instructor.  
1<sup>st</sup> offense: verbal warning  
2<sup>nd</sup> offense: written warning  
3<sup>rd</sup> offense: failure of the course
5. Up to 2 excused absences per semester may be made up, given this is acceptable to the clinical affiliates. In instances when more than 2 make up days are required, delay in graduation from the Program may result. An excused absence is granted by the Department Chair. An excused absence is defined as an absence that is unexpected and outside of the student's control. Students must provide documentation within 48 hours of absence that indicates the absence was unexpected and out of the control of the student.

6. Exceeding the allowed absences will be grounds for failure of the clinical course, which may also result in exit from the Program.

## BACKGROUND CHECKS, NATIONAL AND STATE

A federal and state criminal Level 2 and expanded background check was used as a tool to determine your eligibility to enter and remain in SF Allied Health Programs. Further and/or additional clinical screenings may be required and completed by clinical agencies. Dismissal from the program may result from additional screening results. Acceptance into an Allied Health Program requires you to remain free of disqualifying charges or face dismissal from the program. You are obligated to notify the Department Chair of Allied Health Programs of any arrests, incidents and/or charges regardless of adjudication that occur after acceptance and during enrollment in an Allied Health Program. Failure to promptly notify shall be grounds for immediate dismissal from the Program.

Students that are charged and/or arrested will be denied clinical access until the charges are completely resolved. Missed clinical time must be completed. Students may continue to attend didactic courses while waiting for a resolution.

Students may be subjected to additional background checks by various clinical agencies and must meet that agency's requirements for clinical attendance.

## CHILDREN ON CAMPUS

Children are not permitted in classrooms, labs or clinical sites.

## CLINICAL ASSIGNMENTS

Students will be supervised, instructed and assessed in the clinical affiliates by the clinical instructors/preceptors, staff technologists and SF faculty. Attendance at the clinical affiliate facilities is a privilege as opposed to a right of the college or students to use the facilities. Students are expected to seek out opportunities to participate in procedures. Students are assigned to the Program's clinical affiliates by faculty in an effort to provide a balanced and varied clinical experience. Students must be prepared to attend any and all clinical sites, including those outside of Gainesville (between Ocala and Lake City).

## CODE OF CONDUCT

Each student is expected to conform to professional standards of conduct that foster an environment of honesty, trust and respect in the classroom, lab and in the clinical area. Students are expected to adhere to the SF College Student Conduct Code, Rule 7.23 [http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_7/7\\_23.pdf](http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf)

## DIRECT AND INDIRECT SUPERVISION IN THE CLINICAL SETTING

Direct supervision assures patient safety and proper education practices. Students must work under direct supervision until the student is deemed competent performing specific procedures.

Direct Supervision is student supervision by a qualified radiographer who:

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

Indirect supervision is defined as supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients. There is no situation, or level of

clinical competency, which would allow a student to perform a radiologic exam without any form of supervision.

## DISCRIMINATION / HARASSMENT POLICY

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public.

Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to Jasmine Gibbs, Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, [equity.officer@sfcollge.edu](mailto:equity.officer@sfcollge.edu).

## DISHONESTY, ACADEMIC

The Allied Health Programs require that any student found cheating or leveled with a charge of academic dishonesty in any course requirement be counseled by the Department Chair of Allied Health Programs. Appropriate action will be taken and will follow the guidelines as found in the [SF Student Conduct Code](#): Rule 7.23.

Specific examples, in addition to those mentioned in the code, include, but are not limited to the following.

1. Falsifying time records of clinical attendance or procedure/competency logs
2. Violation of HIPAA regarding patient privileged information.
3. Copying or manipulating assessment material in any way at any time.

## DISMISSAL FROM PROGRAM

Students are expected to exhibit professional behavior while in program. Demonstration of unprofessional behavior is unacceptable and may result in dismissal from the Program. The following list describes some, but not all reasons for immediate dismissal from programs in the Allied Health department.

1. Violation of the Santa Fe College Student Conduct Code.
2. Violations of rules and regulations of the Program or the student's assigned clinical education site.
3. Failing 3 professional courses.
4. **Failing a clinical course. Clinical grades lower than a "C" are unacceptable and deemed an unsuccessful attempt.**
5. Habitual absence and/or tardiness.
6. Unprofessional or unethical conduct in the clinical setting, such as sleeping on a scheduled clinical education assignment, exhibiting disrespectful behavior to patients or hospital staff.
7. Behavior that compromises patient safety.
8. Dismissal from a clinical assignment by a preceptor or hospital employee for violations of hospital or departmental regulations or procedures, student actions are affecting work flow in the department or aberrant behavior that is offensive to department personnel.
9. Two incidents of "no show, no call" to a clinical assignment will result in exit from the program.

## DRESS CODE

A professional appearance is mandatory at all times. Patients and healthcare workers view students as members of a professional team, therefore students are expected to present themselves in a professional manner. All students are expected to conform to the Program's standards of dress and grooming.



1. A specific uniform color has been established by the Program. The uniforms are supplied and laundered by the students.
2. Uniforms must be the appropriate size and pants must fit correctly at the waist. No over-sized pants or sagging at the waistline is permitted. Pants must also be of the appropriate length.
3. The uniform is to be non-revealing and free of ornamentation.
4. Cloth shoes are not acceptable. Athletic shoes are acceptable. All shoes must have an enclosed heel and toe.
5. Solid color Croc-style shoes are acceptable but holes or vents are not allowed. Straps must be worn on heels appropriately.
6. Lab coats may be worn during clinical assignments, but they are not mandatory. Acceptable lab coats are short (mid-hip style), scrub type with banding at the neck and wrists, and standard (mid-thigh) with a collar. Snaps or buttons are acceptable. Hoodies or sweat-type jackets are not acceptable. Lab coats are to be white or one of the designated colors.
7. Grooming:
  - a. Hair must be clean and long hair must be pulled back from the face. Hair color must be within the natural range of shades of human hair.
  - b. Fingernails must be clean and reasonably short. Polish must be light in color.
  - c. Artificial nails are not allowed while students are assigned to clinical affiliate facilities.
  - d. NO heavy make-up, perfume or cologne is allowed.
  - e. No chewing gum while assigned to clinical facilities.
  - f. No more than two small stud earrings may be worn in each ear. No other jewelry may be visible in parts of the body that have been pierced, including the face and tongue.
  - g. Ear lobe gauges must not be visible.
  - h. Beards and mustaches must be clean and well groomed.
  - i. Tattoos that are visible when students are dressed in the prescribed clinical uniform must be covered by appropriate clothing. Tattoos on arms must be covered by a solid color tee-shirt worn under the scrub uniform top. Tattoos on forearms may require a long sleeve solid color tee-shirt. Under no circumstances are students permitted in the clinical affiliates with visible tattoos.
  - j. Students who smoke cigarettes must take measures to avoid the smell of smoke on their clothes, breath and body, or they will be sent home to change clothes. Personal leave time will be applied for their absence until they return.
  - k. NAME TAGS MUST BE VISIBLE AT ALL TIMES WHEN IN CLINICAL FACILITIES.

Students may be asked to leave their clinical assignment for a violation of the dress code. Upon the first occurrence of such an event, leave time will be deducted from the student's balance and the student will be placed on probation. A second violation of the dress code will lead to a failing grade assigned to the clinical course.

## ELECTRONIC DEVICES

Each instructor will disclose whether or not it is permissible for students to audio record lectures. Videotaping is NOT permitted. Audio recordings are for personal use only and may not be published or distributed over the internet.

Transcripts of recordings are not to be distributed or posted in any format. Failure to follow these rules will be considered an act of academic dishonesty and subject to the same consequences.

Recordings made by representative of the Disability Resource Center are exempt from the policy stated above.

**Cell phone usage** is not permitted in the classroom unless clearly stated by the instructor. Students will be dismissed from the classroom or lab and counted as absent if caught using their cellphone without permission.

## EMPLOYMENT POLICY

Students in the Radiography Program are enrolled in a course load that is deemed full time. It is highly recommended that students abstain from working full time during their tenure in the Program. Students are expected to spend ample time outside of the prescribed class schedule researching, reading and studying course materials.

## FOOD IN THE CLASSROOM

Food is not allowed in SF classrooms and labs.

## GRIEVANCE /COMPLAINTS / APPEALS PROCESS

### Allied Health Programs Grievance Policy

Students are directed to meet with their instructor first to resolve course issues. Should the issue remain unresolved after the meeting with the instructor, students may discuss the matter with the Department Chair. If the student is unsatisfied with the Chair response, the student may submit an email statement of less than 500 words to the Associate Vice President (AVP) of Health Sciences for review. The AVP will respond via email to the student within two days of receiving the appeal (Example: received appeal on Friday and responds to student by Tuesday at the end of business day). If the student is unsatisfied with the AVP response, the previously submitted appeal documents should be submitted via email within 24 hours to the Provost for review. Provost responds via e-mail as quickly as schedule allows. The decision of the Provost is final.

### College Grievance Policy

See rules Manual, Rule 7.36, Student Complaint Procedure: Students and Administration

[http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_7/7\\_36.pdf](http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_36.pdf)

## HEALTH

CPR: A current CPR certification card with expiration date stated is required prior to orientation for all Allied Health Programs. Students must keep their CPR certification active until graduating from the Program.

Health and Accident Insurance: All students are strongly encouraged to carry some form of personal health and accident insurance for the duration of their enrollment in their program. Any medical accidents that occur in class, lab or assigned clinical work must be reported to the program clinical coordinator or the Department Chair of Allied Health Programs within 24 hours. The SF incident report must be submitted to the Program Director the following school day following the incident/injury.

Health Status Change: It is the student's responsibility to contact the program clinical coordinator or the Department Chair of Allied Health Programs if their health status changes during the Program. A change in health status may require a release statement form a physician stating students may return "**without restrictions in class, lab or clinical area.**" The status of students having long term absences beyond their control will be individually evaluated by the Department Chair of the Allied Health Programs and faculty based upon how realistically a viable education can be provided under existing conditions. Conditions which prevent students from participating in clinical and/or didactic education may result in the student's total withdrawal from the Program.

Physical Examination: The completed physical examination form is due on the date given in orientation. This includes required immunizations.

## HIPAA/CONFIDENTIALITY

Federal Law, 45 CFR Parts 160-164 requires specialized training regarding client privacy and security. All healthcare providers must complete HIPAA privacy training. The student healthcare provider in SF Allied Health Programs will

complete initial HIPAA training prior to initial clinical rotations and will continue to receive education related to HIPAA integrated in the Program's curricula. Specific clinical affiliates may also require additional HIPAA training. No patient data may be photocopied.

HIPAA violations – Professional standards and norms for all health care providers include areas of: professional behavior, confidentiality, patient's rights, informed consent, privileged communication and health care settings standards and norms. Additionally, federal laws (including HIPAA and FERPA), state regulations, licensure requirements and practice acts detail use of specific information related to health care settings and professional behavior. As a student in the SF Allied Health Programs, it is the student's responsibility to adhere to any and all of these standards and regulations. The relaying, discussion, transferring or use of any privileged information or knowledge of events, or actions, via any verbal, written, electronic, computer and/or other technology form(s) concerning identifying patient information, health care agency information (institution or staff), SF College faculty and staff, fellow SF College students or any other like information is strictly prohibited.

Failure to comply with this directive in any way will result in disciplinary action and can include dismissal from the Program.

### HIV/AIDS EDUCATION

The State of Florida Department of Education requires that all Allied Health Programs include within the program curriculum approved training on HIV/Aids. This course must be completed prior to graduation.

### INJURIES /ACCIDENTS IN LABS OR CLINICAL SITES

If a student incurs or is involved in an activity resulting in an injury or potential injury, including but not limited to needle sticks, the student is responsible for notifying their instructor and the clinical coordinator whether in the classroom, lab or clinical affiliate within 24 hours. The SF instructor will advise the student of the appropriate procedures and direct the student to complete appropriate paperwork and SF incident report.

### ORAL COMPETENCY

The Florida Department of Education dictates that students meet an oral competency standard. Students must demonstrate the ability to effectively convey material in an organized manner, use understandable language and respond to questions in an appropriate dialogue. Students will be evaluated on delivery, content and presentation of material, the use of verbal and non-verbal communication, effective listening and responding to the audience. Students must demonstrate minimum competency to enter the clinical setting and ultimately graduate from the Program.

### PREGNANCY

#### Pregnancy Policy: October 2013:

Students should be aware that the Nuclear Regulatory Commission (NRC) and the State of Florida require instruction of occupational workers in the hazards associated with radioactive material and radiation, and in the precautions and safety measures to be followed to minimize radiation exposure according to ALARA (as low as reasonable achievable). ALARA I and II levels document states "Florida law states that a female radiation worker may voluntarily inform her employer in writing of her pregnancy," **therefore your declaration of pregnancy is entirely VOLUNTARY.**

Pregnant students have 3 options:

1. Make a written voluntary declaration of your pregnancy and continue in the Program without modification of clinic or classroom scheduling.
2. Decide not to declare your pregnancy.
3. Withdraw your written voluntary pregnancy declaration at any time.

If you choose to declare your pregnancy, you must do so in writing. The declaration may be performed at any time during the pregnancy. If the student decides to declare her pregnancy then she is required to meet with the Radiation Safety Officer (RSO) and complete the Voluntary Declaration Form and receive counseling concerning radiation exposure to the fetus. The Voluntary Declaration Form must be completed, signed and returned to the RSO and Program Director. By signing this form you state that you have been advised of the potential health risks to the embryo/fetus associated with radiation exposure and have been advised of the NRC requirements to limit the dose to the embryo/fetus. Before signing and returning the form you should have any questions concerning this information answered to your satisfaction.

The Nuclear Regulatory Commission (NRC) and State of Florida Department of Health (DOH) advise that such counseling include special instructions to females of childbearing potential, regarding the risks to the unborn fetus associated with prenatal radiation exposure. In addition to the instruction requirement, the NRC Regulatory Guide 8.13 – Instructions Concerning Prenatal Radiation Exposure (<http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf>) and State of Florida regulations, section 64E-5.311, FL Administrative Code (“Dose to an Embryo or Fetus”) require that special efforts be made to limit any radiation exposure to the developing fetus.

Voluntarily declaring your pregnancy is the most prudent course of action. It provides maximum protection for the developing embryo/fetus.

**All female students are required to complete/sign a form stating that they have read and understand the Pregnancy Policy.**

Forms available from the RSO include:

1. Instructions for Declared Pregnant Women
2. Declaration of Pregnancy
3. Declaration of Pregnancy Withdrawal

Any information provided to Program and / or the RSO regarding your pregnancy will be kept confidential. Consideration must be given to the student’s welfare during pregnancy as well as the policies of the clinical sites to which she is assigned. Students returning to their clinical assignments following a leave of absence due to pregnancy must provide documentation from their physician stating they are able to resume their clinical duties **“without restriction in class, labs and clinical settings.”**

## RADIATION SAFETY / DOSIMETRY

Students in the Radiography Program are not allowed to make exposures in the SF labs without an instructor present.

While in the clinical setting, a radiation dosimeter issued by SF must be worn by the student at all times on the student’s collar, outside of lead protective garb. SF will monitor and archive records of each student’s radiation exposure. Students reporting to clinic without their assigned dosimeter must leave immediately until the proper current dosimeter is obtained. Personal leave will be charged for time away from clinic until the student arrives to the clinical site with their assigned dosimeter. Charges incurred for dosimeters and the associated monitoring are included in the students’ lab fees. Badges are inspected upon receipt and again when put on the badge board in W-15. It is the student’s responsibility to notify their Clinical Coordinator and lab manager, Jennifer Weeks, if their badge or clip is damaged upon receipt or anytime during the month of use.

Dosimeter exchange must take place within three (3) business days of notification but should be as close to new dosimeter start date as possible.

If a student loses or damages a radiation dosimeter, he/she must complete the radiation dosimeter incident report. A "spare" dosimeter will be issued as a replacement in the case of loss or damage and the student will receive a three (3) point deduction from their final grade for each lost or damaged dosimeter. The Clinical Coordinator reserves the right to require the student(s) to orally present a radiation safety topic to the class.

Students are required to read and initial the radiation exposure report. Questions about the report should be addressed by the SF Radiation Safety Officer, Sara Smith ([sara.smith@sfcollge.edu](mailto:sara.smith@sfcollge.edu)), office W-22C, phone number 352.395.5673.

The following radiation safety rules must be followed by all students.

1. Doors to radiographic rooms are to be closed when patient is in the room to protect passersby from radiation exposure.
2. Exposures are never made with anyone in the room except the patient. Exceptions will be made in cases of medical necessity; however, it is not the student's role to determine medical necessity in this case.
3. Patients shall be provided with appropriate radiation shielding.
4. Collimation of the x-ray beam shall be to the size of the image receptor and smaller when possible.

### Student Radiation Exposure Limits

Radiation dosimetry reports which show personnel monitoring results on current students will be evaluated regularly by the Radiation Safety Officer and/or her designee. The student radiation exposure reports will also be reviewed by the Radiation Safety Committee according to the current ALARA investigational levels.

#### ALARA Investigational Levels

NOTE:	Level I: 10% TEDE	Level II: 25% TEDE (Re: 30%)
MONTHLY:	LEVEL I	LEVEL II
Whole Body	40 mrem	100 mrem
Hands	400 mrem	1000 mrem
QUARTERLY:	LEVEL I	LEVEL II
Whole Body	125 mrem	315 mrem
Hands	1250 mrem	3125 mrem

#### Warranted Action:

Levels < I	No Action
Levels > I <i>But</i> < II	RSO reviews and reports to the RSC with comparisons of other personnel results at the same tasks.
Levels > II	RSO investigates the results with the student, assesses the situation, takes action, and reviews the report with the RSC.

**Special Note: Declared Pregnancy:** Effective January 1, 1994, federal and Florida law state that a female radiation worker may *voluntarily* inform her employer in *writing* of her pregnancy and estimated conception date. This then requires the employer to monitor the embryo/fetus if there is a probability to receive **50 mrem** during the gestation period. A fetal dosimeter will be issued and the records/results will be kept confidential.

Students are to know and adhere to these program policies as they are based both on NRC Federal laws and the state of Florida DOH laws.

### RESOURCES

TLC (Teaching Learning Center) is a Health Sciences Resource Center for students. It is located in room W-233. Computers, learning software, study rooms and printers are available.

TEAM Health is a resource through which students can schedule tutors when available. The Santa Fe College Library has copies of required texts. Librarians are available to assist with learning needs.

## STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are posted at the following site, [http://www.sfcollge.edu/studentaffairs/?section=policies/student\\_rights](http://www.sfcollge.edu/studentaffairs/?section=policies/student_rights) . The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community.

## SUBSTANCE ABUSE

Alcoholic beverages, illegal or controlled substances or drug paraphernalia are not permitted in the classroom, laboratories or clinical settings.

Students enrolled in the Allied Health Programs are prohibited from attending class, lab or clinical assignments under the influence of alcohol or drugs. Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion and/or bizarre and unusual behavior. It is the faculty's responsibility to identify students who display physical and/or emotional conditions which may impede clinical judgement and/or practice in class, lab or clinical setting. Upon identification, the student will be excused from class, lab or clinical assignment and will be required to submit to a blood and/or urinalysis test at the student's expense.

The student must notify faculty if he/she is required to take medically prescribed drugs which could impair his/her ability to function safely in the clinical setting or lab. Documentation of the student's ability to function safely in the capacity as a technologist may be required of any student for whom medication has been prescribed. Clinical evidence of the use of illegal substances or alcohol in the clinical setting may lead to dismissal from the program.

## TECHNICAL STANDARDS

The student must have:

- Sufficient eyesight to observe patients, manipulate equipment and evaluate radiographic quality.
- Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
- Sufficient verbal and writing skills to communicate needs promptly and effectively in English.
- Sufficient gross and fine motor coordination to respond promptly to the patients' needs, manipulate equipment, lift a minimum of 30 pounds, participate as a team member of four in moving a 150 pound incapacitated patient, and ensure overall patient safety.
- Satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

While enrolled in an Allied Health Program, students must notify the Program Director if they encounter a change in the status of their health. Failing to notify the Program Director may result in exit from the Program.

## VACCINATIONS

All clinical affiliates require immunizations, so all students must be immunized to participate in clinical education. Prior to the first scheduled day of clinical education in the affiliates, students MUST show proof of:

1. Two (2) immunizations for measles and/or two MMR'S.
2. Varicella (chicken pox) vaccination, serologic proof of immunity or verification from a health care provider of a history of varicella
3. Proof of a tetanus booster within past 10 years
4. Negative Tuberculin skin test and physical examination. Students must provide proof of a second negative tuberculin skin test approximately one year after the date of the original test that was provided to the Program.

5. Proof of an annual Flu Vaccination is required by clinical sites.
6. The first and second of the three Heptivac (Hepatitis-B series) immunizations must be obtained and documented prior to entering the clinical setting.

Immunizations are available at the Alachua County Health Department (ACHD). Students who have questions regarding cost or hours of operation may call the ACHD at (352) 334-7900.

Santa Fe College students are eligible to receive certain immunizations and other healthcare assistance from the college's Student Health Care Center located in S-120, for a nominal fee. Students should communicate directly with the Student Health Care Center regarding the costs and availability of immunizations and other services.

## WITHDRAWING FROM PROGRAM

Students considering withdrawing from the Program are advised to discuss their reasons with the Department Chair of Allied Health Programs before terminating their clinical or classroom attendance. Students who decide to withdraw from the Program must complete an exit form to remain in good standings within the Health Sciences Department of the College. Students can then withdraw from classes through their eSantaFe account.

## PROGRAM ACCREDITATION

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Students can find additional information about the JRCERT standards at the following website, <https://www.jrcert.org/students/>. Students of a JRCERT accredited program have the right to pursue allegations of non-compliance of the standards. More information about the process can be found at <https://www.jrcert.org/students/process-for-reporting-allegations/>.

JRCERT: 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, phone 312.704.5300  
mail@jrcert.org

## PROGRAM GOALS and LEARNING OUTCOMES

Goal: Students/graduates will be clinically competent.

Learning Outcomes:

- Students/graduates will apply appropriate positioning skills.
- Students/graduates will produce images that are of diagnostic quality.
- Students/graduates will demonstrate appropriate radiation safety practices.

Goal: Students/graduates will apply critical thinking skills.

Learning Outcomes:

- Students/graduates will analyze radiographic images for accuracy.
- Students/graduates will adapt positioning and technical factors for non-routine situations.

Goal: Students/graduates will communicate effectively.

Learning Outcomes:

- Students/graduates will demonstrate appropriate oral communication skills in the clinical setting.
- Students/graduates will demonstrate adequate written and oral presentation skills.

Goal: Students/graduates will demonstrate professionalism.

Learning Outcomes:

- Students/graduates will demonstrate professional and ethical behavior.
- Students/graduates will demonstrate evidence of lifelong learning.



## HANDBOOK AGREEMENT

I certify that I have received a copy of the Santa Fe College Radiography Student Handbook. I further certify that I have read and agree to follow the standards outlined in the Handbook and realize that any deviation from these standards will be cause for counseling procedures to be implemented. I understand that these standards apply to each and every course within the Radiography Program. I understand that I am responsible for providing my own medical insurance, which is recommended, maintaining a current CPR certification, proof of a second negative tuberculin skin test (PPD), proof of annual Flu vaccine (required by clinical sites) by the first day of the Fall Term Second Year, and acquiring the series of Hepatitis B vaccinations.

I have completed a HIPAA instructional module, and I have submitted the appropriate certificate of completion to the program

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Printed Name

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Student's Signature

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Date

Additionally, I give my permission to be photographed by the Program/College for faculty and/or clinical affiliate purposes of identification. If needed, I agree to participate in College/Program promotional activities, which might include a photograph or video to be posted on the college or program website.

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Student's Signature

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Date

## PERFORMANCE STANDARDS ALLIED HEALTH PROGRAMS

### Health Sciences program applicants should:

Possess sufficient physical, motor, intellectual, emotional and social/communication skills to provide for patient care and safety, and the utilization of equipment. Performance standards for Allied Health Programs are outlined below.

In the event, a student is unable to fulfill these technical standards, with or without “reasonable accommodation” (according to the Americans with Disabilities Act), the student will not be admitted into the program or be permitted to continue in the program. Compliance with the program’s technical standards does not guarantee a student’s eligibility for selection in the Program.

ISSUE	STANDARD	EXAMPLE
Critical Thinking	Critical thinking sufficient for clinical judgment.	Handle multiple priorities in stressful situations. Make accurate independent decisions. Concentrate and focus attention for prolonged periods of time to attain precise testing results. Ability to work alone as well as a member of a team. Apply reasoning and evaluation skills necessary in the safe technical performance of imaging procedures.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Display compassion, empathy and concern for others. Effectively deal with anger/fear/hostility of others in a calm manner. Demonstrate a high degree of patience. Work with other health care providers in stressful situations, such as life and death situations.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Communicate needs in a prompt, clear and concise manner. Accurately record/document pertinent information. Follow verbal and/or written instructions. Interact with patients and other health care providers in a professional manner.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Respond promptly to the patient's needs, manipulate equipment, lift a minimum of 30 pounds, exert a sustained force of 20 pound, push/pull mobile equipment weighing up to 300 pounds, stand for prolonged periods wearing a 12-20 pound lead apron, walk an equivalent of 5 miles per day, ability to sit for periods of 1 hour at a time, participate as a team member of four to move a 150 pound incapacitated person, and provide for patient safety at all times.
Motor Skills	Gross and fine motor abilities sufficient to safely and effectively perform Program appropriate skills.	Ability to seize, grasp, grip, hold, turn or otherwise work with hands. Work with fingers to manipulate switches, dials and other equipment controls. Input data into computer.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auditory ability sufficient to monitor and assess health needs.
Visual	Visual ability sufficient for observation and assessment necessary in radiographic technology.	Observe and monitor patients in full and dimmed light. Visual near acuity of 20 inches or less with clarity. Distinguish depth, color and spatial attributes of images.
Tactile	Tactile ability sufficient for physical assessment.	Perceive attributes of an object via touch. Palpate.

I have read and understand the aforementioned Performance Standards for Allied Health Programs.

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(Student signature)

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(Date)

Pregnancy Policy Form\*

**To be completed by all female students**

I, \_\_\_\_\_ have read and understand the Radiography Program Pregnancy Policy. I am aware that disclosure of pregnancy is totally voluntary on my part. I also understand that I can go the RSO to express any radiation protection concerns and have my questions answered fully, completely, and confidentially

\_\_\_\_\_  
Student signature / Date

\_\_\_\_\_  
Clinical Coordinator

## PROGRAM FACULTY

Michael Fugate, M. Ed., R.T. (R) Program Director and Professor	W017	395-5668
David DiSalvo, B.S., R.T. (R) Clinical Coordinator	W018	395-5667
Michelle Hammond, A.S., R.T. (R) Adjunct Assistant Professor	W018	395-5789
Todd Hargis, A.S., R.T. (R) Adjunct Assistant Professor	W018	395-5789
June Martin, A.S., R.T. (R) Adjunct Assistant Professor	W018	395-5789
Elias Garcia, A.S., R.T. (R) Adjunct Assistant Professor	W018	395-5789
Sara Smith (N), CNMT Radiation Safety Officer	W022C	395-5673
Sharon Whitcraft, M.A. RVT RVS RCS Department Chair of Allied Health Programs	W201	395-5702
Jodi Long, Ph.D. Associate Vice President for Academic Affairs Health Sciences	W201	395-5680

## Radiography Program Course Sequence

### Radiology Professional Core hours required: 61.0

#### FALL – 13 credit hours

- RTE1000 Intro Radiologic techniques – 3.0 hours
- RTE1418C Radio Techniques 1 – 4.0 hours
- RTE1503C Radiologic Procedures 1 – 4.0 hours
- RTE1804 Radio Clinical Ed 1 – 2.0 hours

#### SPRING – 14 credit hours

- RTE1457C Radio Techniques 2 – 4.0 hours
- RTE1513 Radiologic Procedures 2 – 3.0 hours
- RTE1513L Radiologic Procedures 2 Lab – 1.0 hours
- RTE1613 Radio Physics – 4.0 hours
- RTE1814 Radio Clinical Ed 2 - 2.0 hours

#### SUMMER – 7 credit hours

- RTE1824 Radio Clinical Ed 3 – 1.0 hour SUMMER A
- RTE1834 Radio Clinical Ed 4 – 3.0 hours SUMMER B
- RTE2563 Rad Procedures 3 – 3.0 hours SUMMER A

#### FALL – 12 credit hours

- RTE2385C Radiation Bio – 3.0 hours
- RTE2573C Spec Imaging modalities – 3.0 hours
- RTE2782 Pathology – 1.0 hours
- RTE2910 Directed Research – 1.0 hours
- RTE2844 Advanced Rad Clinical Ed 5 – 4.0 hours

#### SPRING – 15 credit hours

- RTE2202 Admin Prof Conn – 3.0 hours
- RTE2473C Radiology Techniques 3 – 4.0 hours
- RTE2061 Radiography Seminar – 3.0 hours
- RTE2854 Advanced Rad Clinical Ed 6 – 4.0 hours – SPRING A
- RTE2864 Advanced Rad Clinical Ed 7 -1.0 hours – SPRING B