



Radiologic Technology Program

Student Handbook

Revised: January 2023

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Philosophy, Mission, and Goals

These guidelines have been prepared to assist you in successfully completing the Radiologic Technology degree program offered at Parkland College. It is essential that you understand these policies and program standards.

The **mission** of the program is to graduate students with entry-level employment skills to perform quality radiographic examinations with minimal exposure to patients and personnel, including effective communication skills and respect for patients' dignity.

The fundamental **program goals and learning outcomes** are listed below:

- Students will be clinically competent.
 - Students will master entry-level skills in positioning, technique selection and radiation protection.
- Students will demonstrate communication skills.
 - Students will utilize effective communication skills, both oral and written, with patients and staff.
- Students will develop critical thinking skills.
 - Students will adapt standard procedures for non-routine patients to obtain high quality radiographic images.
- Students will be active life-long learners.
 - Students will participate in activities that promote professional growth and life-long learning.
- Students will model professionalism.
 - Students will demonstrate professional behavior that exemplifies professionalism in healthcare.

Accreditation Standards

The Parkland College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). This accreditation ensures that the program adheres to standards of education that provides students with quality didactic and clinical education. To review the JRCERT Standards visit the website at www.jrcert.org. If a student suspects that the program is in non-compliance with any standard, please contact the program director to discuss the issue. Any complaint can be reported to the Health Professions Department Chair or by contacting the JRCERT directly – info listed below. The issue will be resolved in a timely manner.

Program Effectiveness Data can be found using the link on the program website homepage or using the JRCERT website link www.jrcert.org posted on the program website homepage.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300; (Fax) 312-704-5304; mail@jrcert.org

Clinical Objectives

Students shall be assigned to two facilities for the duration of the program. The clinical rotations are as follows: Carle-Gibson Area Hospital; Carle-Kirby Hospital; OSF Medical Center-Christie Clinic; and Christie-Sarah Bush rotation. Only under extenuating circumstance will the program consider changing a student's facility rotation. If this course of action is taken it must be at the approval of both the program faculty and the facility to which the student is being transferred. The schedule below is a suggested guideline, which we follow to ensure that clinical learning objective and competencies are met.

First Year Students

Job shadow	8 weeks (1/2 days T&Th)
Fluoroscopy	8 weeks
General Radiography	8 weeks
Portable Radiography	8 weeks
Operating Room	8 weeks
Weekend Day	4 days

Second Year Students

Fluoroscopy	8 weeks
General Radiography	8 weeks
Portable and Operating Room Radiography	8 weeks
Evening Shift	3 weeks
Computerized Tomography	2 weeks
Special Rotations	4 weeks

Special Rotations include:

Radiation Therapy, Ultrasound, Nuclear Medicine, Special Procedures, Cath Lab and MRI.

First Year Students – Learning Objectives

Summer Semester – Job Shadow

- Observe the general function of the radiology department through mandatory job shadowing.
- Students are required to attend all mandatory hospital/clinic orientations and sign and/or submit the necessary forms prior to the first day of job shadowing.
- The job shadow course will begin in June (full summer semester) and continue for eight weeks.
- This is a pass/fail course and attendance is mandatory.
- If more than two (2) days of job shadowing clinical time are missed and not made up, the student will be dismissed from the program.
- A Job Shadowing evaluation will be completed on each student at the end of the course.

Fall & Spring Semester

- Assist and perform routine radiographic examinations of the chest, abdomen, extremities, and spine according to the student's ability.
- Assist with fluoroscopic exams and portable radiography examinations according to the student's ability.
- Assist and perform surgical procedures according to the student's ability.
- Facilitate the general function of the radiology department, including stat readings.
- Demonstrate effective communication skills in all areas of patient care.
- Demonstrate knowledge in digital imaging procedures.
- Demonstrate knowledge and proficiency in patient transfers and transportation.
- Demonstrate knowledge and proficiency in O2, pulse ox, heart monitor leads and IV handling.
- Demonstrate patient respect for privacy and confidentiality.
- Demonstrate knowledge in HIPAA, OSHA, and clinical facility safety guidelines.
- Perform at a minimum of 15 clinical competency exams in order to pass the fall semester and 30 clinical competency exams to pass the spring semester.

Second Year Students – Learning Objectives

The degree of independence will progress on an upward scale throughout this academic portion of the program until the student can function with minimal assistance. The learning objectives are as follows:

- Perform routine radiographic examinations of the chest, abdomen, extremities, and spine with little or no assistance.
- Perform fluoroscopic exams and portable radiography exams with little or no assistance.
- Perform surgical procedures with little or no assistance.
- Facilitate the general function of the radiology department, including stat readings.
- Demonstrate effective communication skills in all areas of patient care.
- Demonstrate knowledge and proficiency in digital imaging procedures.
- Demonstrate knowledge and proficiency in patient transfers and transportation.
- Demonstrate knowledge and proficiency in O2, pulse ox, heart monitor leads and IV handling.
- Demonstrate patient respect for privacy and confidentiality.
- Demonstrate knowledge in HIPAA, OSHA, and clinical facility safety guidelines.
- All mandatory competencies and 15 electives comps, plus general patient care items, must be completed prior to graduation.

RADIOLOGIC TECHNOLOGY SCHEDULE & PROGRAM COSTS

Revised 2023

SUMMER SEMESTER – 1ST YEAR

COSTS: \$742.50 – 3 Credits (tuition & fees, including background & drug screen)

\$180.00 – Course fees

\$100.00 – Uniforms

Monday	Tuesday	Wednesday	Thursday	Friday
	8:00 – noon XRA 110 Basic Clinical Skills		8:00 – noon XRA 110 Basic Clinical Skills	

FALL SEMESTER – 1ST YEAR

COST: \$2,911.50 – 13 Credits tuition

\$100.00 - Uniforms

\$ 407.00 – Course fees

\$536.90 – Radiology Textbooks

\$2,227.50 – 9 credits **Tuition costs for XRA courses only

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:50 XRA-111 Lecture Rad Tech I	8:00 – 4:30 XRA-131 Clinical Site	9:00 – 11:50 XRA-111-001 Lab Rad Tech I	8:00 – 4:30 XRA-131 Clinical Site	
12:00 – 2:45 XRA 114 Lab Patient Care HYC		12:00 – 2:50 XRA 111-002 Lab Rad Tech I		
3:00 – 5:50 BIO-121 A&P Lecture & lab		3:00 – 5:50 BIO-121 A&P Lecture & lab		

SPRING SEMESTER – 1ST YEAR

COST: \$3,442.50 – 17 Credits tuition

\$100.00 - Uniforms

\$ 114.00 – Course fees

\$219.00 – Radiology Textbooks

\$1,732.50 – 7 credits **Tuition costs for XRA courses only

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:50 PHY-112 Lecture	8:00 – 3:30 XRA-132 Clinical Site	8:00 – 8:50 PHY 112 Lecture	8:00 – 3:30 XRA-132 Clinical Site	8:00 – 3:30 XRA-132 Clinical Site
10:00 – 11:50 XRA-112 Lecture		9:00 – 11:50 Lab Or 12:00 – 2:50 Lab		
3:00 – 5:50 BIO-122 A&P Lecture & lab	3:00 – 4:50 PHY-112 Lab	3:00 – 5:50 BIO-122 A&P Lecture & lab		
ENG-101				

Clinical courses highlighted in pink

Program courses highlighted in blue

SUMMER SEMESTER – 2ND YEAR

COST: \$1008.00 – 5 Credits tuition

\$ 128.00 – Course fees

\$495.00 – 2 credits **Tuition costs for XRA courses only

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 3:30 XRA-231 Clinical Site		8:00 – 3:30 XRA-231 Clinical Site		8:00 – 3:30 XRA-231 Clinical Site
COM 120, 103 or COM 205 recommended				

FALL SEMESTER – 2ND YEAR

COST: \$3,501.00 – 16 Credits tuition

\$239.00 - Radiology Textbooks

\$ 142.00 – Course fees

\$2,988.00 – 13 credits **Tuition costs for XRA – XCT courses only

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 3:30 XRA-232 Clinical Site	9:00 – 10:15 XRA-213 1 st 8 wk Hybrid XCT-210 2 nd 8 wk Hybrid	8:00 – 3:30 XRA-232 Clinical Site	9:00 – 10:15 XRA-213 1 st 8 wk Hybrid XCT-210 2 nd 8 wk Hybrid	8:00 – 3:30 XRA-232 Clinical Site
	Lecture online 10:30 – 12:30 XRA-214 Lab		Lecture online 10:30 – 12:30 XRA-214 Lab	
ENG-102				

SPRING SEMESTER – 2ND YEAR

COST: \$3,519.00 – 17 Credits tuition

\$526.00 – Radiology Textbooks

\$ 158.00 – Course fees

\$200.00 – ARRT Exam fee

\$120.00 – IEMA License fee

\$3,006.00 – 14 credits **Tuition costs for XRA – XCT courses only

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 3:30 XRA-233 Clinical Site	10:00 – 11:15 XRA-216 Lecture/hybrid	8:00 – 3:30 XRA-233 Clinical Site		8:00 – 3:30 XRA-233 Clinical Site
	12:00 – 2:50 XRA-217 Lab		12:00 – 2:50 XRA-217 Lab	
XCT-212 Sectional Pathology Online 1 st 8 weeks & XCT-214 Patient Care Online 2 nd 8 weeks (opt)				
Social/Behavioral Science or Humanities/Fine Arts elective				

Academic Grading and Course Enrollment Policies

1. An Incomplete (I) grade in any Radiologic Technology or supportive course that is in specific sequence is not permitted for continued progression in the program. Students earning less than a “C” grade in any first year course may not progress to second year XRA courses. The student should meet with the program director to complete the Program Withdrawal Form.
2. Students earning less than a 75% grade in any Radiologic Technology or supportive course may not continue in the Radiologic Technology Program. Students are required to set up a conference with the program director if they fail or withdraw from a program course.
3. College policy states that if it becomes necessary to withdraw from any class, including the Radiologic Technology classes for any reason, you must do so officially. The forms to withdraw must be obtained and signed by Tammy Cox, Program Director. Failure to turn in an official program withdrawal form prior to the withdrawal deadline results in an “F” grade for each class.
4. Students who withdraw from XRA courses or fail an XRA course will be automatically dismissed from the XRA program.
5. Students who withdraw from the Radiologic Technology Program a second time are no longer eligible for readmission. Students will only be readmitted (if qualified by the selective admissions score) one time.
6. A student may earn an F and not a W if the student has been involved in illegal, unethical or grossly unsafe practices at clinical. Additionally, a clinical student may earn an F and not a W when the student has not successfully met the specified requirements of a remediation plan or demonstrates such behaviors during the last semester even in the absence of prior issues. Final decisions are made by faculty in each specific program along with Health Professions Administration.
7. A “Mock” clinical evaluation may be given if a student is near failing. This is designed to notify the student that any clinical requirements or clinical behavior that were discussed during a previous evaluation are not improving. This “Mock” evaluation is a written warning of potential failure. The student is expected to sign the “Mock” to acknowledge the potential failure risk. This “Mock” evaluation is not worth a grade. It is simply to correct any deficits in clinical expectations.
8. First year students need to complete BIO 121, 122, ENG 101 and PHY 112 with a C or better before continuing to second year.

Grading Scale

A= 93%+
B= 87%+
C= 75%+
F= <75%

The grading scale is higher than general education courses to help students in passing the national certification exam!
Failure

Grade Appeal Process

Students who wish to appeal a grade should follow the Chain of Command.

1. Speak with the instructor that assigned the grade.
- 2.If that is unsuccessful, speak with the Program Director.
- 3.If that is unsuccessful, speak with Health Professions Department Chair
- 4.If that is unsuccessful, the student can request a Health Professions' Review hearing.

If that is unsuccessful, the student should follow the Grievance Procedure outlined in the Parkland Student Policy and Procedure Manual.

Academic Honesty

Parkland College's values include responsibility, honesty and integrity. Students, faculty, and staff are all expected to maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership. Academic dishonesty is unacceptable, and the institution is committed to helping students learn these values through development and growth. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. The process of determining the consequences of academic dishonesty begins with the faculty member and may proceed to include the department chair, the division dean, and/or the Office of the Vice President for Academic Services. All Incidents of academic dishonesty, including developmental or punitive action, should be referred in writing to the Office of the Vice President for Academic Services.

Definition of Academic Dishonesty from the Student Policies and Procedures Manual

1. Academic Honesty can be broadly defined as performing academic work without cheating, fabrication, or plagiarism.

a. Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic activity. Submitting as one's own work term papers, homework, and examinations that are not one's own work or for which a student received unauthorized help. Copying the work of another, or allowing another to copy one's own work, without proper acknowledgment.

b. Fabrication: Falsifying or inventing any information or citation in an academic activity.

c. Plagiarism: External information borrowed and directly quoted must be indicated by use of quotation marks, and any changes, omissions, or addition to the direct quotation must be shown in bracket, and the source documented. All cited external information that has been paraphrased and summarized must also be documented.

d. Collaboration: Students at Parkland College are encouraged to work together on group projects, study, and other activities. However, work submitted to fulfill an assignment not specifically identified as a group activity must be substantially the work of the author. Instructors should provide guidelines to students to maintain the academic integrity of these collaborative activities. Collaboration beyond this constitutes academic misconduct.

Parkland's Core Values

We believe strongly in the Core Values espoused by Parkland College: Honesty and Integrity, Fairness and Just Treatment, Responsibility, Multiculturalism, Education, and Public Trust.

Computer Access and Skills

Students in the Program should have computer access to complete online and computer assignments and assessments. If the student does not have access to the internet or a computer at home, it is suggested the student utilize an open lab at Parkland prior to leaving campus.

Basic computer skills required to participate in the Radiologic Technology Program include ability to use Word, to write single and group e-mails, to use the Internet, to conduct on-line research, to use PowerPoint and possess the ability to participate in on-line instruction and assessment using Cobra.

Students are required to demonstrate basic computer competency in keyboarding and basic computer skills. A student who demonstrates below average performance will be required to complete a Computer Technology Course (CTC) to improve computer skills.

Students are required to demonstrate basic computer competency skills as a requirement for graduation.

Laboratory Operation Policy

Parkland College maintains a fully energized x-ray laboratory and darkroom. The laboratory is kept locked at all times and is used only during scheduled classes, under the direct supervision of a Radiology program faculty member. Under no circumstances are exposures to be made on anything other than phantoms or test equipment.

Lab and Lecture Cell Phone Policy

Having cell phones during class is a privilege. Cell phones should be on silent mode and available for emergency notification only. Cell phones should not be removed from pockets, purses or back packs at any time during class. Cell phones should not be present in the student's lap or on the desk. When the instructor announces the hourly break, the student can use the phone. Separate guidelines for cell phone use at clinical are found in the clinical cell phone policy.

Clinical Cell Phone Policy

Students are not allowed to carry a cell phone on their person while in their clinical rotations. You may take your cell phone to clinical, but it must be kept with your personal belongings during your clinical rotations. You may use your cell phone on breaks and lunch. Taking a picture with your cell phone is strictly prohibited and a violation could lead to immediate program dismissal.

Health Immunizations, Drug & Background Policy

The conduct standards for Healthcare Professionals and students are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

The Program Director will distribute the process for a completing a background check and no other process may be substituted for this requirement. The vendor will report findings to the Dean and will use Illinois Department of Public Health's list of Disqualifying Conditions to determine clinical eligibility.

Parkland College Health Professions is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in Accordance with Parkland College Policy 3.24 Drug-Free Workplace.

For obvious health and safety concerns, all students involved in Parkland College's Health Professions Programs which have a clinical contract requiring drug and background testing (each individually the "Program" or collectively the "Programs") must participate in clinical education activities in full control of their manual dexterity and skills, mental faculties, and judgment. The OSF of alcohol and/or drugs, lawfully prescribed or otherwise, which interfere with student's judgment or motor coordination in a healthcare setting poses an unacceptable risk to patients, faculty, other students, the College and affiliated clinical agencies (i.e. hospitals, skilled nursing facilities, health systems, and other healthcare organizations involved with student education and with which the College has a clinical affiliation agreement in place). The College recognizes its responsibility to provide for a safe academic environment for College students, faculty, and staff, as well as a safe clinical setting for students, faculty, patients and employees of affiliated clinical agencies. For the foregoing reasons, the College has adopted this policy to further the following interests:

Parkland College will collect health, immunization, drug, and background information through Castle Branch on all students in clinical rotations. Required Student Health Records are considered a part of the student record, and are therefore subject to the PC policy regarding student records. Student Health Records may not be copied by Parkland College except when requested by the clinical facility for evidence of compliance with requirements. Students must maintain compliance, at all times, with all health & immunization requirements. Students found non-compliant will be dismissed from the program. ****It is the responsibility of the student to remain compliant with all health and immunization records through the duration of the Program.***

Alcohol and Drug Use Policy

If you arrive at clinical under the influence of either drugs or alcohol you will be removed from the facility and dismissed from the program. Students can also refer to the Parkland College Student Policies & Procedures Manual for more information regarding alcohol and drug use policies on campus. The manual also has resources listed for assistance on campus and in the community.

Student Code of Conduct

A graduate must be competent in the application of the principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, research and patient care. If a student is found to be behaving in an unprofessional manner, the student will be removed from the classroom, lab or clinical site. This includes any actions that may be deemed unprofessional by the instructors or radiology staff. Examples of unprofessional conduct include (but are not limited to): verbal or non-verbal language, actions, or voice inflection which compromises rapport with patients, family members, physicians, nurses, surgical technologists, surgical assistants, other staff or instructors. This includes sexual innuendos or flirtatious behavior. Violations of these standards are serious and will result in the student being removed from the classroom, lab or clinical site immediately. Students removed from clinical, will not be readmitted to class or to the program.

Social Media Policy

All Radiologic Technology students are expected to comply with the Health Professions' Policy on HIPAA. Each Radiologic Technology student will also be trained specifically to each clinical site's HIPAA information. Social Media posts are included when referring to confidentiality and privacy acts.

Social media posts on Facebook and Twitter regarding radiology procedures, hospital staff, and surgeons are prohibited. Posting information about an event of any kind at the hospital is considering a violation of HIPAA and could be the cause for dismissal from the program. If a student has a question about an event in the radiology department or if the student is upset about something that happened in clinical, the student should consult program faculty or their clinical preceptor immediately.

Social Media Statement

Health Professionals should evaluate all their online postings with the understanding that a patient, colleague, educational institution, or employer could potentially view those postings. Online content and behavior has the potential to either enhance or undermine not only the individual health professional's career but also their profession. Use caution when adding technologists to your social media account. Everything you post is public information and can be viewed for years to come. Be aware that employers, radiology personnel and scholarship committees often review social media sites as part of applicant evaluation.

Breaks and Vacations

Our program observes all breaks and vacations as published in the college catalog.

Dismissal from the Program

A failing grade in any XRA Radiology courses, BIO 121, BIO122, PHY 112, or any other course that is a prerequisite to the following semester will result in an automatic dismissal from the program. Failure is any grade below a “C” for that course.

Other circumstances such as alcohol/drug abuse, or behavioral problems will result in dismissal from the program, in accordance with appropriate HP Policies. The student will receive a letter confirming their dismissal from the program stating the reason for expulsion.

**See readmission policy for reinstatement and/or reapplication to the program.*

Appearance and Uniform Codes

Students will be required to meet the appropriate appearance codes of the clinical facility they are attending. Please understand that patients are very susceptible to odors; therefore, ***no perfumes or colognes are allowed***. You are also encouraged to appear conservative in dress, without excessive jewelry or make-up, and hair pulled back so that it does not interfere in the administration of patient care duties. These are only common sense expectations.

The uniform code is as follows:

- a. Uniforms should be loose fitting and conservative in cut.
- b. Scrub tops in white, green, or blue - no prints or patterns are allowed.
You will prefer two pockets at the waist if available for practicality.
- c. All students may wear white or navy full length scrub pants. No jeans, cropped pants or shorts.
- d. All student may wear cleaned/pressed scrub jackets that match the color of their scrubs or may be white. Scrub jackets with hood will not be permitted.
- e. All students must wear uniform shoes or athletic shoes that are mostly white and have a back. Croc-like shoes are not allowed. Backless shoes are an ***OSHA violation*** and may not be worn. Good shoes are recommended due to extended amounts of time spent on your feet. Hose or socks must be worn.
- f. Undergarments must be white when wearing white uniform pants. Undergarments must be worn.
- g. You will also need a pen and a **pocket-sized notebook** for each clinical site. Minimum of 2.
- h. You must also wear a ***Parkland College Health Professions patch*** on the left sleeve of your uniform top. These are available in the college bookstore.
- i. No artificial nails or nail jewelry allowed.
- j. Tattoos must be covered by clothing, bandages, or cosmetics in clinical.
- k. Hair must be neat and clean and of natural colors.
- l. Beards and mustaches must be clean and neatly trimmed.
- m. **In clinical**, no visible piercing other than ears and only one per ear.
- n. Smoking is not allowed on clinical grounds – students who smell of smoke will be sent home.
- o. Daily attention to personal hygiene is expected. Violations – *see hygiene policy*.
- p. Hygiene Policy
 - Good personal hygiene is part of professional appearance and adherence to uniform codes.
 - Regular bathing, oral hygiene, and use of deodorant as often as necessary.
 - Clothing will be laundered daily, unwrinkled, not visibly soiled/stained and in good repair.

***** Any violation in uniform codes and the student will be sent home, resulting in a personal day. This day may not be made up.***

HIPAA Policy

The Radiologic Technology Program will implement and adhere to the HIPAA Act of 1996. All students enrolled in clinical rotations will receive HIPAA education and training. It is the practice and philosophy of the Health Profession's programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA. Each Health Professions student is responsible for understanding and adhering to the HP HIPAA Policy.

****** Violations of the Code of Ethics will be cause for dismissal from the program.**

Definition

Protected Health Information (PHI) is any information that identifies an individual AND relates to:

1. The individual's past, present or future physical or mental health; OR
2. The provision of health care to the individual; OR
3. The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full face photograph.

1. All patients records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
2. Students must be protective of patient information once it is removed from the clinical setting. . (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
3. Students must not identify patients, surgical team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
4. Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

HIPAA Compliance Policies

Students are expected to observe the standards of conduct established by the college and clinical practice agency.

1. All patient records are confidential. Patient Records include the chart and any other information, verbal or written, and those notes taken from the record.
 - Students must be protective of patients information (i.e. notes not left on desk, in classrooms, or out for any public viewing).
 - All identifying patient information (surgical schedules, printed orders) should be disposed of properly at clinical and should not leave the healthcare setting.
2. Patient records may not be duplicated or removed from the healthcare setting (i.e., notes from records must not contain client-identifiable information or be left on desks, in classrooms, in cafeterias, or out for any public viewing).
3. Personal electronic devices cannot be carried or used in patient care areas.
4. Students must not discuss patient, staff, or care issues with other patients, friends, family or others in public places such as cafeterias, elevators, bars, restaurants, etc.
5. Students must report observations of violations of the policies to the program directors or the course/clinical instructor immediately. A Parkland College Incident Report will be filed.
6. All students will review the HIPAA policy at Parkland College, review HIPAA prior to clinical in SUR 232 and sign a HIPAA agreement before attending clinical. Additional training may be required at Parkland or at clinical sites.
7. Students are responsible for all activities that occur under their login (Electronic charts left open, sharing logins and inappropriate use of internet).
8. If patient chooses to be "anonymous" in the hospital then even room number is not given out.

Examples of HIPAA Identifiers

- Names
- ALL geographic subdivisions smaller than the state
- All elements of dates smaller than a year (i.e. birth date, admission, discharge, death, etc.)
- Phone numbers
- Fax numbers
- E-mail addresses
- SS numbers
- Medical record number
- Health plan beneficiary
- Any other account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identification numbers
- WEB URL's
- Internet IP address numbers
- Biometric identifiers (fingerprint, voice prints, retina scan, etc.)
- Full face photographs or comparable images
- Any other unique number, characteristic or code.

HIPAA Violation Procedures:

- Any student providing patient information to the media will be dismissed immediately.
- If an incident appears accidental (like leaving a chart open), the student will receive a written warning.
- If a willful violation occurs, such as looking up information on a patient without good reason or taking pictures with a cell phone, the student will be immediately dismissed from the program.

Students dismissed from a clinical facility for HIPAA violations will be dismissed from the radiology program and receive an “F” for the clinical course. Students will not be placed in another clinical facility.

TOEFL Policy

Spoken and written language skills are critical to student success in clinical courses. Accurate communication between the student and patients and families, care providers, physicians, all hospital employees, and faculty is essential to effective patient care, and patient safety. It is always with the care and safety of the patient in mind that the following procedures have been developed:

- All students indicating English as a second language (ESL) on the college application is required to take the Test of English as a Foreign Language (TOEFL) assessment, prior to program admittance. The TOEFL iBT minimum score must be 18-18-26-17 = 79.
- Once admitted to a Health Professions program, if oral or written communication jeopardizes patient safety, regardless of the TOEFL score, the student will be asked to withdraw from the program, with a recommendation to take coursework to first improve their English skills.
- Students will be required to retake the TOEFL Assessment prior to readmission to the program.
- Because English language skills develop with practice over time, TOEFL scores will only be accepted six months apart, and after the student’s performance plan is implemented. Any scores more frequent will not be accepted.

Required Spoken and Written English

Spoken and written language skills are critical to student success in clinical courses. Effective communication between the student, patients, family members, physicians, health care providers and faculty is essential to patient safety. It is always with the safety of the patient in mind that the Spoken and Written English Policy/Procedure was developed.

Clinical Affiliate Relationships

As a student learner, you are expected to cooperate with hospital/clinic personnel at all times. While in the facility, you must observe all regulations imposed by that facility regarding patient safety, welfare, and personal cleanliness and appearance. Remember that we are guests in the facility. If any problems arise about the performance of a task that seems unreasonable you are encouraged to report the incident to your Clinical Coordinator or Instructor and they will assist you in handling the matter.

Each clinical facility reserves the right to prevent a student from completing their clinical rotations at their facility, due to aggression, misconduct, HIPAA violations, behavioral issues, etc. This is at the clinical facility's discretion and out of our hands. Students dismissed from a clinical facility will thereby be dismissed from the radiology program and receive an "F" for the clinical course. Additionally, students will not be placed in any other clinical facility.

A student may earn an F and not a W if the student has been involved in illegal, unethical or grossly unsafe practices at clinical. Additionally, a clinical student may earn an F and not a W when the student has not successfully met the specified requirements of a remediation plan or demonstrates such behaviors during the last semester with no prior issues.

****** If a student fails any clinical course for reasons stated above, the student will not be eligible for admission to any Parkland health career program.**

Clinical Competency Responsibilities

It is the student's responsibility to complete clinical competencies. This can be accomplished by:

- All students must have received didactic and lab instruction on all exams prior to attempting to comp.
- Required practices should be completed before attempting a competency.
- Notify the technologist you are working with, prior to beginning the exam that you are ready to comp.
- If the technologist testing you feels you are not ready to comp they may refuse to comp you on that examination.
- To complete a competency you must do everything yourself. That means technique selection, patient positioning, marker placement, shielding, and everything else required to perform the examination independently.
- If you attempt an exam and the technologist feels you are not ready they can issue a "No Comp" and you will not be penalized.
- The Clinical Coordinator will enter all completed competencies on the competency menu.

Clinical Criteria Used for Competency Evaluation

- Evaluation of exam order (correct patient, exam, reason for visit/history)
- Verify patient identifiers – name, DOB and exam
- Physical Facility Readiness (clean room/unit, room set-up, re-stock room)
- Patient and Technologist communication skills (assist patient, explain exam, and reassure patient)
- Complete patient history & patient preparation for exam
- Positioning skills (correct routine and centering landmarks)
- Equipment Manipulation (correct alignment of patient, tube/IR, angles, etc.)
- Evidence of Radiation Protection (shielding, pregnancy risk, collimation, and technique selection)
- Anatomical structures demonstrated on images
- Appropriate technical factors selected

Attendance Policy in Clinical

In order to receive a passing grade in clinical, your attendance must be within 90% of the scheduled hours for that semester. If you have not attended at least 90% of the scheduled hours, you will not receive a passing grade of “C” or better for the course.

- Each student is allotted one (1) personal day per eight (8) weeks, so two (2) per fall semester, two (2) per spring semester and one (1) per full summer semester. Up to (3) additional sick days may be made up with a doctor’s excuse and must be scheduled with the Clinical Coordinator during the same semester the student was absent. **** **NOTE: Missed clinical time must be made up in no less than four (4) hour increments, provided the time was a full day.**
- ***If more than five (5) clinical days are missed during a semester, the student will be dismissed from the program.*** The only exception is medical/surgical emergency (i.e. emergency appendectomy, cholecystectomy, abscess tooth, pregnancy complications/childbirth). Any extended medical condition may result in a withdrawal from the program. If the student is in good standing, they will be readmitted the following year.
- Missed clinical time must be made up in no less than four (4) hour increments, provided the time missed was a full day.
- Missed clinical or class/lab time due to inclement weather may be made up at the discretion of the Clinical Coordinator and/or Program Director.
- If you are ill or will not be in clinical, it is the **student’s** responsibility to call your clinical supervisor and inform him/her that you will not be in clinic that day. You must call within one-half hour of the start of clinical or it will be considered a **no call/no show**. If the Clinical Instructor is not available, please leave a message with the front desk personnel **and** also call/text the Clinical Coordinator. This will ensure that you will not lose valuable percentage points in your clinical grade.
- You must also contact the Clinical Coordinator via text or voicemail on her cell phone listed in the syllabus if you will be late or absent from clinical. This will ensure that you do not lose valuable percentage points in your clinical grade.

- Dental appointments, physicals, and doctors' appointments should not be scheduled during clinical rotations. Exceptions can be made, if necessary through the Program Director and/or Clinical Coordinator.
- Bereavement leave for the death of an immediate family member or grandparent (this includes spouse, brother, sister, parents, or grandparents) will be excused within reason. Each circumstance is unique and the faculty will make the decision approving absence and making up clinical and class time.

Attendance Grading

The following items pertain to grading of clinical attendance and records maintenance and are deducted from your final grade point average of clinical evaluations.

- a. Any absence beyond the limit for that semester will result in a loss of **5%** from your final grade per incidence.
- b. A no call/no show is an automatic loss of **8%** from your final grade per incidence.
- c. If you arrive late for clinical you have the option to make up that time at the end of the day or you will lose **5%** from your final grade per incidence.
- d. Leaving clinic without permission or disappearing from clinical will result in a loss of **5%** from your final grade per incidence.
- e. Two (2) percentage points will be added to your final clinical grade for perfect attendance and punctuality during the Fall and Spring semesters. One (1) percentage point will be added to your final clinical grade for only one personal day taken during the Fall and Spring semesters. During each Summer semester one additional point will be added to your final grade for perfect attendance and punctuality. **Students receiving a failing grade at final will not receive any additional points for perfect attendance.**
- f. An anecdotal record or notes of praise from patients on your performance can result in 2 additional percentage points being added to your final grade.

** See course syllabi for attendance grading in class and lab.*

Clinical Grading & Grading Scale

Clinical Evaluation for each semester is based upon clinical competency, clinical evaluations, and input from the Clinical Instructors, technologists and Clinical Coordinator. Starting with XRA 131, each student will receive a clinical grade based upon their clinical performance, which includes the number of competencies completed by midterm and at the end of each semester. **Any student with less than 15 competencies for the first fall semester will not pass the clinical course (XRA 131). Any student with less than 30 competencies for the first spring semester will not pass the clinical course (XRA 132).** Students are not penalized for completing competencies early. The Clinical Coordinator will assign the grades. **If a student receives a failing grade for the last 8 weeks of any semester, the student will fail the course and be dismissed from the program.**

Grading Scale A= 93%+
 B= 87%+
 C= 75%+
 F= <75%

The grading scale is higher than general education courses to help students in passing the national certification exam!

Clinical Hours

There is a total of **1,712** program clinical hours measured in clock hours.

Inclement Weather

The basic philosophy of the College is to keep the campus open if at all possible during inclement weather. Closing the College is always a difficult decision to make in view of the large geographical area which is served by Parkland. We also know that timing is important during the day AND evening, as students and/or faculty and staff may already be in route to the campus at the time the decision is made. The decision to close does include classes offered by Parkland at area learning centers throughout the District.

The conditions both on campus and in surrounding areas are monitored very closely during inclement winter weather. If it becomes necessary to close the campus during the day and/or evening when classes are in session, an announcement will be made over the public address system, to local radio/tv and on our website by 3:00 p.m. If weather conditions deteriorate overnight, a decision is made by 5:00 a.m. Monday through Saturday.

Radio and television stations are contacted always if the campus is closed due to weather conditions. The media will accept closings only; consequently, if you do not hear Parkland mentioned, then the College is open. The Switchboard on campus and the college’s radio station WPCD (88.7 FM) are kept apprised of announcements, as well as Parkland’s website. In addition, the following stations are contacted if the College closes:

Radio Stations:

WDWS/WHMS	1400 AM/97.5 FM	Champaign
WLRW/WIXY	94.5 FM/100.3 FM	Champaign
WBCP	1580 AM	Champaign
WILL	90.9 FM/580 AM	Urbana
WPCD	88.7 FM	Champaign

TV Stations:

WAND
 WCIA
 WICD

Safety and the ability to drive or walk in inclement conditions ultimately needs to be determined by the student. If the student has concerns because it is dark outside or the student expects the conditions may improve, the student should follow syllabus directions for calling in late or absent as soon as possible. You must also contact the Clinical Coordinator via text or voicemail on her cell phone listed in the syllabus if you will be late or absent from clinical. This will ensure that you do not lose valuable percentage points in your clinical grade.

First Year Students are expected to attend clinical on Tuesday and Thursday from 8 a.m. to 4:30 p.m. during the fall semester and Tuesday, Thursday and Friday 8 a.m. to 3:30 p.m. during the spring semester.

Second Year Students are expected to attend clinical Monday, Wednesday and Friday from 8 a.m. to 3:30 p.m. Lunch hours are $\frac{1}{2}$ **hour maximum** at all clinical facilities. Lunch hours should not be skipped because you need your lunchtime like everyone else.

* *See course syllabi for attendance policy in class and lab.*

Injury & Incident Forms

If a student is injured while at clinical, an incident form should be completed. If the student has been exposed to blood or body fluid, then proceed to the emergency room or occupational health department for appropriate testing. Standard precautions are to be followed at all times. If the incident occurred while following hospital policy and procedures, then the student will be treated usually without additional costs. If the student did not follow standard precautions, then the student may be held financially accountable for the treatment and tests.

If a student faints while at clinical, an incident form should be completed. Any injury incurred will be the student's financial responsibility; therefore, ***personal health insurance is highly recommended***. The medical facility will not be held financially responsible for any injuries incurred on their premises.

Liability and Health Insurance

Students purchase liability insurance once a year through course fees in XRA 110 and XRA 231. Therefore, students are covered by liability insurance when functioning as a student learner in all healthcare facilities, while acting as a program student.

Student Records

Clinical records and any program records are maintained through the Program Directors office. These are kept confidential; however, you may view these records at any time by appointment. Evaluations are kept on file for approximately five (5) years and then destroyed; however, grade books are kept as permanent records either in the office of the Program Director or college archives.

COVID-19

Information regarding COVID-19 is constantly under review and changing. This addendum serves as an official notice from Parkland College and your program of process and protocols that will apply to you as a student at Parkland College and in your chosen program. Please visit www.parkland.edu main page link to COVID-19 Info at the top of the page to ensure you are following guidelines for reporting a COVID-19 case, monitoring your symptoms and testing and resources available.

Please read thoroughly and clarify with your faculty or program director as needed.

Supervision Policies – Direct and Indirect

In accordance with the Joint Review Committee on Education in Radiologic Technology standards for accreditation of educational programs in Radiologic Sciences, the policy for direct and indirect supervision of students and the policy for image repeats are as follows:

I. Direct Supervision

Direct supervision exists when a technologist is working with a student in the radiography room or is observing the student performing an examination from the control panel area. A qualified technologist reviews the procedure, evaluates the condition of the patient, and is present during the performance of the radiographic procedure, and reviews and approves the procedure in relationship to the images, student knowledge and achievement. If a poor quality image is produced and subsequent images are needed, a technologist **must accompany** the student to perform the necessary “**repeated**” views.

Direct supervision is utilized whenever:

- the student has not yet successfully passed competency testing on that particular examination.
- All first year, fall semester students should be under direct supervision regardless of competency.
- Any student violation of this policy will receive a written warning for the first offense. A second offense is grounds for immediate program dismissal.
- **the student is repeating the examination.**

II. Indirect Supervision

Indirect supervision exists when a technologist is in the general vicinity of the room where the student is performing an examination. Students may perform examinations under indirect supervision **only** after successfully completing clinical competency testing on that particular examination. Again, if an image needs to be repeated, **direct supervision is required**. Students can be indirectly supervised if a technologist is in the vicinity of the room and is readily available to assist the student if needed. The previous paragraph is quite clear on this requirement and under no circumstance should a student be sent to do a portable examination unsupervised, the operating room unsupervised, or sent to any area outside the department without a technologist.

III. Repeat Procedure and Violation

Any image that requires a repeat exposure **must be completed under the direct supervision of a registered technologist**. Any student violation of this policy will receive a written warning for the first offense. A second offense is grounds for immediate program dismissal.

Radiation Safety Standards & Monitoring

- All students are required to wear radiation monitoring devices at all times while in the clinical education facilities (hospitals and/or clinics).
- The radiation monitoring devices will be purchased by Parkland College and changed quarterly by the Program Director or Clinical Coordinator.
- In the event a student receives a high quarterly badge reading of 100 mrem or higher, the Program Director will notify the student. An investigation of the incident will be conducted and the student will not be allowed to perform any radiographic procedures until the situation has been resolved.
- Radiation reports will be kept in the office of the program director and reviewed with the student quarterly during clinical evaluations.
- Students are not allowed to hold image receptors during any radiographic procedures and students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

Radiation Safety Policy

Radiation safety is an integral part of the medical imaging profession. Therefore, it is imperative that students be aware of radiation protection rules that must be followed by all personnel. This concept was developed by the National Council on Radiation Protection & Measurements (NCRP) and is accepted by all regulatory agencies. This concept allows Medical Radiographers, Students, and Radiologists to share the responsibility to keep occupational and non-occupational absorbed doses below the dose limits. This can be achieved through the employment of proper radiation control procedures.

The ALARA (As low as reasonably achievable) concept will be followed. A student is expected to exercise sound radiation protection practices at all times. At no time should a student participate in a procedure that exhibits unsafe protection practices. Parkland College will provide thermoluminescent dosimeter (TLD) badges to all students for laboratory and clinical education.

Radiation Protection Guidelines:

- Do not make radiographic exposures when individuals are in an unprotected x-ray beam pathway.
- Always stand behind the lead barrier in the control booth when making an exposure.
- Always wear the TLD when participating in labs or clinical.
- The TLD should be worn at chest level and outside the lead apron.
- Never leave the TLD in an exposure room.
- Never wear the TLD if you are having medical or dental radiographs taken of yourself.
- Never make an exposure while the door to the radiographic room is open.
- Never enter a radiography room without knocking to be sure an exposure is not in progress.
- The student is responsible for controlled storage of the TLD.
- If a TLD is lost or damaged, report it immediately to the Program Director.
- Report any inadvertent exposure or other irregular radiation incident to the Program Director.
- Students should not receive more than 100 mrem/quarter.
- Students will review and initial quarterly badge reports during clinical evaluations.
- Students receiving a high badge reading will complete a questionnaire to investigate the cause.
- The use of gonadal shielding should only be used when it will not interfere with the purpose of the examination and when it aligns with the clinical facility policy.
- The student should follow the clinical facility shielding policy when attempting to comp.

Intent to Dismiss Policy

Types of dismissal include:

1. Academic Dismissal for grades

- a. Dismissal from the program for failure to maintain the required grades or required program grade point average (PGPA)
- b. If the program dismissal is based upon failure to maintain required grades or grade point average for the particular program or for a course within the program the dismissal procedure does not apply UNLESS THE STUDENT DOES NOT AGREE WITH THE GRADE. Readmission processes differ, so see the program handbook for readmission procedures.
- c. If the student agrees with the assigned grade, the student follows the program rules regarding readmission.
- d. If the student disagrees with the assigned grade, and feels the grade assigned meets one of the criteria for a grade appeal, the student goes immediately to the Department Chair and follows the grade appeal process. See Grade Appeal and Policy 8.15.03.
- e. Dismissal for failure to progress in laboratory or clinical knowledge and skills
- f. Dismissal for unsafe care.

2. Disciplinary Dismissal related to Clinical Performance

- a. Dismissal determined by the clinical facility

A dismissal by the clinical facility includes but is not limited to severe breeches of patient safety, patient rights, staff rights or safety, breeches of confidentiality, or other breeches of rules, ethics or standards.

By contract, the clinical facilities have the right and the authority to determine who is present on their campus. If the clinical facility removes the student from the clinical facility, Parkland College must comply and there is no appeal process.

If the student is barred from a clinical facility, the Health Professions Dean will weigh the patient's rights, the facility rights, the student's rights and the infraction to determine if the student can be transferred to another clinical site or if the infraction supports immediate suspension from clinical.

A student who commits an infraction serious enough to warrant clinical dismissal, and due to the nature of the offense, cannot be transferred to another clinical facility, will be notified of intent to dismiss from the program.

- b. Dismissal for unethical, illegal, impaired or unprofessional behavior:

Standards and ethics that include safe and ethical care are incorporated throughout every program in Health Professions. Please see the program handbook and appendix B, and C for examples of behaviors that fall in this category. See appendix A for faculty responsibilities.

Safe and ethical care and behavior is required in the classroom, lab and clinical as well as outside the classroom. The student protects the patient/family at all times, not just when

“on duty”. For guidance on this issue, Health Professions follows the (ANA) Principles of Social Networking outlined in Appendix D.

c. Academic Honesty

Academic dishonesty is an ethical issue and, therefore, can result in a disciplinary dismissal.

All incidents of academic dishonesty, including developmental or punitive action, will be referred in writing to the Office of the Dean of Learning Support. Faculty will document the dishonesty, inform the student and forward the form to the Dean of Health Professions who will file the form with the Dean of Learning Support. The student should refer to the College Academic Honesty Policy 8.06 for procedures.

Students who commit severe forms of academic dishonesty, or have repetitive events may be dismissed from the program, and may also be referred to the Dean of Students for violations of the College Code of Conduct. Examples include blatant defiance of written warnings, participating in and assisting others to participate in academic dishonesty, refusal to report direct knowledge of academic dishonesty, falsifying patient data on required coursework, and accepting help from others on assignments when permission is not given in writing by faculty.

Due Process

Students always have the right to be heard and to appeal decisions made by the program director and/or faculty.

- If an issue arises in class, you must speak to the course instructor first.
- If an issue arises in clinical, contact the clinical coordinator.
- If the issue is unresolved, then the program director will meet with the student and the instructor or clinical coordinator.
- If the student is still not satisfied and the issue is unresolved, the student may set up an appointment with the department chair of Health Professions.
- If the issue remains unresolved, an HP Review Committee may offer advice or possible solutions to resolve the grievance - *(optional step in process)*
- If the issue remains unresolved, the student may file a grievance according to college policy located in the Student Handbook.

Readmission and/or Reapplication Policy

- Students who fail any XRA course, which includes lecture, lab and/or clinical will be automatically dismissed from the program. Readmission and/or reapplication to the program will not be permitted.
- Students who voluntary withdraw from any XRA courses will be automatically dismissed from the program. Readmission may be allowed if the student withdraws in good standing, both academically and professionally **and** pending seat availability.
- Students who withdraw from the program due to impending failure in any XRA course will not be readmitted and may receive an F for the course.

- Students who fail or withdraw from BIO 121, BIO 122, and/or PHY 112 will be automatically dismissed from the program. Readmission into the program the following year may be permitted, pending seat availability.
- Students who fail BIO 121, BIO 122, or PHY 112 will need to pass that course **prior** to readmission into the program.
- Readmitted students will need to repeat the previous semester of didactic and clinical courses at their additional expense. For example, if a student fails BIO 121, then XRA 111, XRA 114, and XRA 131 will all need to be repeated. BIO 121 will need to be completed, prior to readmission.
- Readmitted students will not be guaranteed their choice of clinical facilities for clinical rotations.
- Students who are removed from a clinical facility or not allowed to return to a clinical facility or asked to leave a clinical facility will be automatically dismissed from the program and receive an “F” for that clinical course. Students will not be permitted to “transfer” to another clinical facility.
- Students will be denied readmission if the cause for withdrawal or failure was due to safety concerns of any nature, breach of HIPAA/patient confidentiality, behavioral issues, and/or code of ethics violations.
- Readmission is at the discretion of the program director & clinical coordinator.

Pregnancy Policy

Pregnancy should not deter completion of the program. **Written notification of pregnancy is voluntary.** However, the first three months of pregnancy is the most important time to protect you and your fetus. If you choose to inform the college of your pregnancy, an appointment with the college Radiation Safety Officer, Tammy Cox, will be required. All questions concerning radiation safety and monitoring while pregnant shall be addressed and a copy of the NCRP guidelines and dose limits will be provided along with a pregnancy release form. A fetal badge will be ordered and the radiation safety guidelines for pregnancy will be reviewed.

All pregnant students have the right to:

- Complete the program without any modification, if they so choose
- Option for written withdrawal of declaration
- Students who wish to take a leave of absence can return the following year to resume the program
- Students also have the option of clinical reassignment

Disabilities Statement

If you have not yet registered with Accessibility Services, but believe you have a disability for which you may need an academic accommodation (e.g. an alternate testing environment, use of assistive technology or other classroom assistance), please contact the office at 217-353-2338 or accessibilityservices@parkland.edu.

If you are a student that is already registered with Accessibility Services and you have questions or concerns, please contact

- Kristen Stephens, Coordinator, Accessibility Services (U263) at 217-353-2337 or kstephens@parkland.edu
- Laura Wright, Coordinator, Accessibility Services (U265) at 217-351-2588 or lwright@parkland.edu

Title IX – Sexual Harassment, Violence, and Misconduct:

Parkland College is committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the College requires faculty members to report incidents of sexual violence shared by students to the College's Title IX Coordinator, Vice President of Student Services, Michael Trame. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a college-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a minor (any person under 18 years of age) to the Illinois Department of Children and Family Services (DCFS). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is available at <https://www.parkland.edu/Main/About-Parkland/Safe-Campus-Procedures/Title-IX-Harassment-Discrimination>

Title IX – Pregnancy: Title IX of the Education Amendments of 1972 provides pregnant students with certain rights regarding their education. For information, contact Dr. Marietta Turner, Dean of Students at 217-351-2505 or via email at mtturner@parkland.edu.

Title IX Protections against Sexual Harassment, Violence and Misconduct and Accommodations for Pregnant Students

Parkland College is committed to assuring a safe and productive environment for all students. The General College Syllabus (available on Cobra Learning) contains information regarding protections against sexual harassment, violence, and misconduct and accommodations for pregnant students.

Sexual Harassment, Violence, and Misconduct:

Parkland College is committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the College requires faculty members to report incidents of sexual violence shared by students to the College's Title IX Coordinator, Vice President of Student Services, Michael Trame. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a college-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a minor (any person under 18 years of age) to the Illinois Department of Children and Family Services (DCFS). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is available at <https://www.parkland.edu/Main/About-Parkland/Safe-Campus-Procedures/Title-IX-Harassment-Discrimination>

Parkland College Library

Located on two floors in the College Center, the College Library is a comfortable place to study, research, browse, and work with friends. Librarians are available to assist and guide you. Full-text databases are available online 24 hours a day 7 days a week. You may access these databases from off-campus using your ParklandOne login. While on campus, you can use your laptop and smart devices to access the Wi-Fi network.

Your Parkland ID is your Library card. You may renew library materials online in the Library catalog or call 217-353-2223. Fines and/or fees are charged for overdue, lost or damaged materials. Printing and photocopying are available in black and white (10 cents per page) and color (50 cents per page). Laptops, Kindles, calculators, headphones and more can be checked out at the Service Desk.

Get help! Use the Ask-A-Librarian service for chat, text, email, and phone assistance. For more information, see the library website or call a librarian at 217-373-3938.

Learning Commons

If you find yourself needing assistance of any kind to complete assignments, stay on top of readings, study for tests, or just to stay in school, please contact the Learning Commons in R201 at 217-373-3839. You may also email Learning Commons at learningcommons@parkland.edu

Scholarships

A full list of scholarships can be found in the Parkland college catalog or on the website. Always check with Financial Aid for application criterion and qualifiers associated with each scholarship.

Name and Address change

It is the student's responsibility to ensure that the student's legal name is in the Parkland system. Students should also update the address on file with Parkland College. Only the student's legal name can be used to take the National ARRT Exam and the name must match what Parkland College has for the official student record.

Graduation Requirements

To remain in the program and graduate, students are required to keep a minimum of 2.0 GPA (75% or higher) for all XRA didactic and clinical courses and a C or higher in BIO 121/122 and PHY 112. Students must successfully pass all clinical and lab requirements as specified in course syllabi and complete the ARRT competency requirements prior to graduation. Students must adhere to all ethical and professional standards and behaviors as outlined in the ARRT Code of Ethics, Parkland College Code of Conduct and Student Handbook.

After a petition to graduate form has been submitted, Admissions and Records will perform an audit and send a letter stating all coursework that needs to be completed, plus any additional items required prior to graduation.

This letter must be presented to the Program Director for review. Information pertaining to state licensure and national ARRT certification will be provided at this time. It is the responsibility of the Program Director to verify graduation for ARRT certification and state licensure and this letter is the only means of properly verifying your completion of the program. If you do not meet the requirements to graduate you will not be allowed to apply for the above stated licenses or ARRT national certification.

Petition to Graduate

Admissions form, Petition to Graduate needs to be completed in January or February prior to the student's May completion date. It is the responsibility of the student to know and fulfill all academic requirements when notified by Admissions of a deficit in the requirements. The Program Director will confirm with Admissions that each student has met the criteria of the Radiologic Technology Program AAS.

Academic Advising and Clinical Progression Longitudinal Record

It is a shared responsibility of the student and program director to maintain a longitudinal record of the requirements to complete the Radiologic Technology program. Graduation requirements and required courses are published in the College catalog. If a student changes an academic plan or fails to complete a required component in the timeframe scheduled, the student should notify the program director immediately. The program director will maintain records to show completion of the graduation requirements.

Clinical Progression: Program students are expected to retain knowledge from previous semesters. The evaluation of clinical performance is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. Each student will have a longitudinal record of her/his clinical performance. Identified areas of concern from previous semesters will be taken into account in the summative evaluation of each student's performance. Faculty will be assessing patterns and trends of learning and will take this into account in each course evaluation. The record includes clinical evaluations, any action/remediation plans that have been written for circumstances that resulted in a grade of "unsatisfactory" being assigned, and any other information related to the student's progression/performance in the program.

Students may review their record with the program director by making an appointment. Student will inform the program director in advance that they wish to review their record so their record will be available at the time of the appointment.

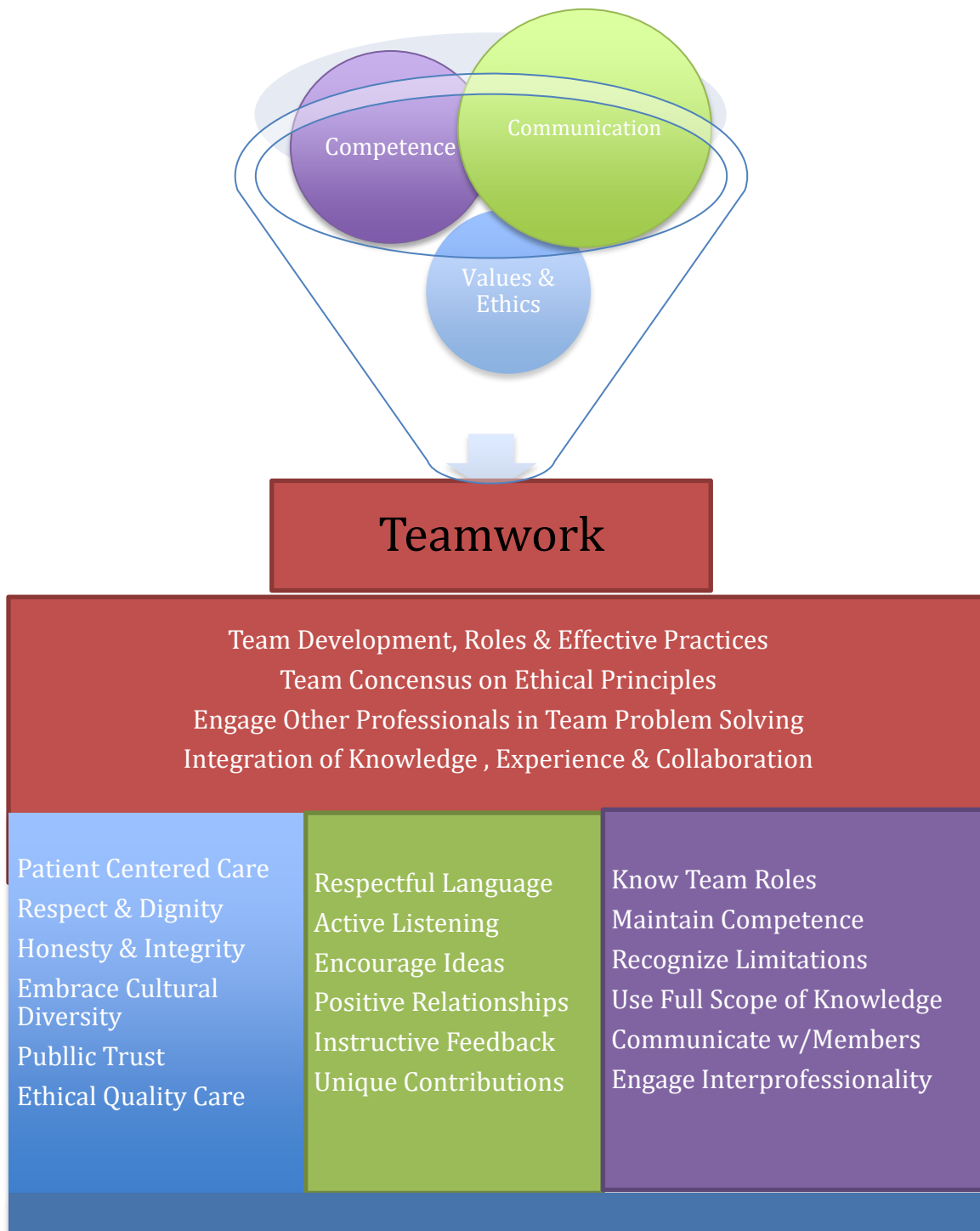
Essential Qualifications

Students matriculating in and graduating from a Parkland College Radiologic Technology health career program must be able to meet the Essential Qualifications of the academic program and must not pose a threat to the well-being of patients, other students, staff, or themselves. All students should receive the essential qualifications when they apply for the program. As an incoming Radiologic Technology student, you will need, at a minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program.

Essential Qualifications	Behaviors
1. Cognitive	<ul style="list-style-type: none"> Engage in decision-making and problem-solve in stressful situations Ability to access, evaluate, and use a variety of information resources such as library services, electronic catalogs, databases, in an efficient, ethical and legal manner Distinguish right from left. Use fine motor skills, such as finger dexterity and eye-hand coordination for manipulation of the x-ray equipment, computer work station, patient assistance, and written communication. Effectively attend to multiple features of a task, while focusing on personal and/or group interaction, and use divided /alternating attention between two or more tasks in an increasing quick and safe manner.
2. Affective	<ul style="list-style-type: none"> Maintain punctuality, positive work attitude and respect for others, professionalism and interact with persons of diverse backgrounds.
3. Psychomotor	<ul style="list-style-type: none"> Stoop, bend, reach, pull and push with full range of motion of body joints. Push or pull an occupied wheelchair or cart and/or x-ray equipment. Lift and carry heavy equipment daily, stand and wear lead aprons for extended periods of time. Maintain adequate skin integrity, without the presence of open, weeping lesions of the skin. Provide direct patient care and emergency treatment including transferring, lifting and turning patients, hygienic care, and cardiopulmonary resuscitation.
4. Communication	<ul style="list-style-type: none"> Use the English language to communicate effectively in a rational, coherent manner with others, both orally and in writing, with individuals of all professions and social levels.
5. Sensory/Observation	<ul style="list-style-type: none"> Examine and critically analyze images or other forms of output created by diagnostic equipment. Observe and assess a patient with functional visual and auditory acuity (with correction, as needed) to sufficiently assist and perform diagnostic procedures.
6. Behavioral/Emotional	<ul style="list-style-type: none"> Adapt effectively to changing environments, especially those with high stress levels and critically respond. Learn and perform quickly without repetition of instructions. Effectively use a variety of teaching/learning methods and strategies in both individual and collaborative learning situations. Maintain composure, confidence and reliability when subjected to high stress levels. Respond in an emotionally controlled manner in learning situations and emergencies. Establish effective and harmonious relationships in diverse settings, experience and communicate empathy, critical thinking, professional behavior at all times, and practices program work ethics.
7. Professional Conduct	<ul style="list-style-type: none"> Organize and efficiently manage time to prepare for class and clinical. Access transportation to attend classes and clinical assignments in a timely manner Maintain patient safety, including radiation safety practices at all times.
8. Criminal Background Checks	<ul style="list-style-type: none"> No disqualifying conditions according to the IDPH healthcare worker background check act by deadlines upon admission and throughout the program. No positive drug screen or clearance by the Medical Review Officer. A criminal conviction may prevent a student from licensure/certification

Students are encouraged to discuss their specific academic needs with the course instructor/program director prior to beginning a course of study. Consultation between Accessibility Services, the student and the program director are encouraged in order to address concerns. If you have any concerns that you do not meet these qualifications, please contact Tammy Cox, Program Director at 217-351-2436 or tcox@parkland.edu. These standards are in place to facilitate in successful completion of the program.

Core Competencies for Collaborative Practice



Sponsored by the Interprofessional Education Collaborative
AACN, AACOM, ADEA, AAMC, ASPH

ARRT Code of Ethics

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

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

Important Telephone Numbers and Email

Tammy Cox, Program Director	217-351-2436	<u>tcx@parkland.edu</u>
Kerry Janesky, Clinical Coordinator	217-353-2133	<u>kjanesky@parkland.edu</u>
Kim Pankau, Dean Health Professions	217-351-2383	<u>kpankau@parkland.edu</u>
HP Department fax	217-373-3830	
Travis Taylor, CT Clinical Inst.	217-383-6747	<u>travis.taylor@carle.com</u>
Chrystal Hamilton, Clinical Inst.	217-383-9479	<u>chrystal.hamilton@carle.com</u>
Heather Martinsen, Clinical Inst.	217-383-3550	<u>heather.martinsen@carle.com</u>
Natalie Tabbert, Clinical Inst.	217-258-5996	<u>natalie.tabbert@carle.com</u>
Haley Miller, Clinical Inst.	217-366-1285	<u>hmiller@christieclinic.com</u>
Shaylee Lieb, Clinical Inst.	217-366-1285	<u>swalsh@christieclinic.com</u>
Whitney Meyers, Clinical Inst.	217-366-5027	<u>wmeyers@christieclinic.com</u>
Rena Myers, Clinical Inst.	217-258-2141	<u>rmyers@sblhs.org</u>
Shannon Neighbors, Clinical Inst.	217-762-1820	<u>sneighbors@kirbyhealth.org</u>
Hunter Ervin, Clinical Inst.	217-762-1820	<u>hervin@kirbyhealth.org</u>
Robin Vail, Clinical Inst.	217-337-2331	<u>robin.k.vail@osfhealthcare.org</u>
Brianna Beebe, Clinical Inst.	217-784-2682	<u>brianna_beebe@gibsonhospital.org</u>
Brooke Fouse, Clinical Inst.	217-784-2682	<u>brooke_fouse@gibsonhospital.org</u>

Clinical Site Rotation Phone Numbers

Carle Physician Group

<i>Main</i> – 602 W. University Avenue, Urbana	
<i>Fluoroscopy</i>	217-383-4101
<i>Weekends/Evenings</i>	217-383-3550
<i>Mobile</i>	217-383-3550
<i>SE Urbana Branch</i> - 1818 E. Windsor Road, Urbana	217-255-9738
<i>Orthopedics and Sports Medicine</i> - 2300 S. 1st Street, Champaign	217-383-9479
<i>Curtis Branch</i> – 1701 Curtis Road, Champaign	217-365-6071
<i>Pain Injection</i> – 1802 S. Mattis Avenue, Champaign	217-383-6257
<i>Champaign Surgery Center</i> - 3103 Fields South Drive, Champaign	217-326-2030
<i>Mattoon Branch</i> - 2512 Hurst Drive, Mattoon	217-258-5996

Christie Clinic

<i>Main</i> - 101 W. University Avenue, Champaign	217-366-1285
<i>Windsor Branch</i> – 1801 Windsor Road, Champaign	217-366-8088
<i>Orthopedics</i> – 3101 South Fields Drive, Champaign	217-366-5423
<i>Spine Injection</i> – 101 W. University Avenue, Champaign	217-366-5027

OSF HealthCare- 1400 W. Park Street, Urbana 217-337-2331

Kirby Medical Center- 1000 Medical Center Dr., Monticello 217-762-1820

Gibson Area Hospital- 1120 N. Melvin Street, Gibson City 217-784-2682

Sarah Bush Lincoln Health System

<i>Main</i> - 1000 Health Center Drive, Mattoon	217-258-2141
<i>Prairie Pavilion 1</i> -1005 Health Center Drive, Mattoon	217-258-0000
<i>Prairie Pavilion 2</i> -1004 Health Center Drive, Mattoon	217-258-0000