



Cleveland Community College

Radiography Program Student Handbook

2026-2027

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Introduction

The Radiography Student Handbook has been designed specifically for students in the Radiography Program and is to be used in conjunction with the Cleveland Community College Academic Bulletin and Student Handbook. The policies in this handbook are established in conjunction with the clinical affiliates and serve as a guide for the student in understanding program policies, procedures, and requirements, all of which must be met to remain in and graduate from the program. Non-discrimination policies are adhered to as outlined in the Cleveland Community College Academic Bulletin and Student Handbook Notice of Nondiscrimination.

The information in this handbook may be subject to change. If a change occurs, students will be notified in a timely manner and given access to a revised copy. All prior copies must be discarded. **It is the responsibility of each student to read and adhere to the College's Academic Bulletin and Student Handbook and the Radiography Program Student Handbook. It is also the responsibility of the student to request clarification of any policies and/or policy changes.**

Students must retain a large amount of information. Total commitment for the duration of the program is the key to success. Students must be willing to commit to the amount of time and study that this program requires to have a successful outcome. Out of class work and/or recommendations to enhance didactic and/or clinical performance may be assigned to meet the needs of the student. In order to complete the work or recommendations in a specified time, the student may have to complete tasks outside of regular class, laboratory, or clinical hours on the student's own time. The Program faculty recommends that all major elective plans be delayed until after completion of the program. Students must also be aware that changes in schedules may occur.

The College has a genuine interest and concern for the integrity of all students; therefore, all regulations found in the Academic Bulletin and Student Handbook and this handbook will be followed by all students. Each student is responsible for becoming familiar with this publication and for reading official announcements to stay informed of current policies. Current information may be found on the college website.

CLEVELAND COMMUNITY COLLEGE RADIOGRAPHY PROGRAM

MISSION STATEMENT

The mission of the Radiography Program is to prepare graduates for employment as registered, skilled health care professionals who employ the proper use of radiation to produce medical/radiographic images of the human body in varied facilities and with diverse populations.

PROGRAM GOALS AND OUTCOMES

Goal 1: Students will be clinically competent

Student Learning Outcomes:

- Students will select appropriate technical factors
- Students will utilize proper positioning skills
- Students will utilize appropriate radiation protection principles

Goal 2: Students will demonstrate effective communication skills

Student Learning Outcomes:

- Students will demonstrate effective oral and written communication skills

Goal 3: Students will demonstrate effective critical thinking skills

Student Learning Outcomes:

- Students will adapt standard procedures for non-routine patients
- Students will evaluate/critique images to determine diagnostic quality

Goal 4: Students will model professionalism

Student Learning Outcomes:

- Students will demonstrate positive, professional work ethics based on the professional code of ethics
- Students will demonstrate professional growth and development

STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOGRAPHY

Standard One: Accountability, Fair Practices, and Public Information

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

Standard Two: Institutional Commitment and Resources

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

Standard Three: Faculty and Staff

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

Standard Four: Curriculum and Academic Practices

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

Standard Five: Health and Safety

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

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

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

Program standards and effectiveness data are mandated and defined by:
The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182,
312-704-5300
www.jrcert.org

Essential Job Functions

The following functions and standards reflect reasonable expectations of a student in the radiography program. The student must be able to apply the knowledge and skills necessary to function in a broad variety of clinical situations.

Reasonable accommodation for students with documented disabilities will be considered on an individual basis, but each student must be able to independently perform all performance standards listed. The following abilities / skills are required, with or without accommodation.

Critical Thinking Skills:

- Demonstrates sound judgement in clinical situations and can appropriately modify the procedure based on patient condition and situation
- Identify and immediately report changes in patient health status condition
- Management of multiple roles and duties in a high stress, changing environment

Interpersonal Skills:

- Interacts with patients, families, and peers from a variety of social, emotional, cultural, and intellectual backgrounds
- Demonstrate respect for the patient, his or her privacy, and for family members

Physical Skills:

Fine motor:

- Perform palpation, tactile assessment, and manipulation of x-ray equipment as required to produce diagnostic images
- Don gloves
- Fill syringes
- Align patient, image receptors, and x-ray tube

Gross motor:

- Lift, carry or push up to 50 pounds
- Be able to endure long periods of standing, sitting, walking, bending, lifting, reaching, stooping, squatting, and moving in complex health environments
- Position and transfer patients safely from wheelchair or stretcher to x-ray table and back
- Push mobile x-ray machines to various locations within the medical facility

Confidentiality Statement

Students enrolled in the Radiography Program have access to sensitive and confidential patient information. Program students have both a legal and ethical obligation to maintain all patient information, written and/or oral, in the strictest confidence. No discussion of patient information will occur other than that allowed and needed for approved educational purposes and only with appropriate persons who have direct interest in the educational process and who are also aware of the confidentiality of the information.

Faculty/Student Communication

Faculty Office Hours

Faculty work schedules are posted for advisement or individual help on the door of each faculty office. Students are encouraged to contact individual faculty when the need arises and also for advisement. **It is suggested that the student request an appointment with the faculty member by phone or written communication.** This process will ensure adequate time is made available for the requested conference.

Student Communication

Canvas is a web-based learning management system platform that is used for all posting course information, announcements, and course documents. Please check your Canvas course and CCC student email daily. Teams is used for communication with faculty as well as classmates. Regularly check for any pertinent information posted.

Program Fees

Uniforms– Royal blue uniforms (pants/dress and tops), with embroidered CCC insignia are required for each scheduled clinical day and must be kept clean and in good repair. White or royal blue lab coats may be worn but must include the embroidered CCC insignia. Students will incur the cost of purchase, maintenance, repair or replacement. Cost estimate: \$250, included in tuition.

Shoes– Two pairs of all white or all black leather shoes (must have program official approval before purchase) are required. Students will incur the cost for supplies to keep shoes clean and in good repair. Shoes should be inspected and repaired or replaced prior to the start of each semester or as needed during the semester.

Cost estimate: \$150 - \$200

Name Badges: First CCC badge is included with program fees. Cost of replacement: \$5.00

Lead Markers– Two sets of thin lead markers with the student's initials are required. Cost estimate: two sets are included in program fees; replacement cost out of pocket is \$50

Radiation Dosimeters– Required for the monthly monitoring of radiation exposure. Cost estimate: \$75.00 /annually, included in program fees.

Liability Insurance - Malpractice insurance coverage while in the radiography program. Benefit period is fifty-two (52) weeks.

Cost estimate: \$16/annually, included in program fees.

Textbooks/workbooks– students are required to purchase textbooks and workbooks as determined by the radiography faculty.

Cost estimate: Varies by semester.

Calculators- students are required to purchase a non-programmable calculator. Cost estimate: \$5

Background Check and Annual Drug Screens– one-time background check and annual drug screens are required by all clinical sites and performed through a third-party vendor. Cost estimate: Varies by year as there are different requirements for each year.

ARRT– The American Registry of Radiologic Technology Certification Exam. The fee is set by the ARRT and is subject to change.

Cost estimate for first-time examinees: \$225

Radiographer Code of Ethics

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered 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 Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered 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 Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered 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 Registered 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 Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered 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 Registered 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 Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Campus Information and Expectations

CCC Alert/Inclement Weather

CCC uses the cccAlert app, a free email and cell phone text messaging service, to notify students, employees, and friends of the College in the event of an emergency or inclement weather. Students must sign up with their official college email address. Students can sign up through their app portal.

Occasionally the College will be closed because of weather conditions or an emergency beyond the control of college officials. The College president or designee will make the decision whether classes will be held during periods of inclement weather. Announcements will be sent via cccAlert and will be posted on the College's website. If day classes are canceled, night classes are automatically canceled. For more information on inclement weather, please refer to [Procedure 2.1.11.1 – Adverse Weather/Emergency Closings.](#)

Traffic and Parking Information

The control and enforcement of motor vehicle conduct is necessary both for the safety of the individual and the efficient operation of Cleveland Community College. For more information on Traffic and Parking information, including vehicle registration, general parking expectations, traffic violations and citations, and campus security, please refer to [Policy 2.3.4 – Traffic Regulations.](#)

Campus Behavior and Conduct

The College has an inherent responsibility to maintain order on its campus; therefore, it is expected that all students, employees, and visitors to campus will conduct themselves in a responsible manner at all times. Anyone who disrupts the educational environment for students, faculty and staff, or violates the Student Code of Conduct, may be asked to leave campus. The President, Vice Presidents and Campus Security have the authority to dismiss an individual from campus.

Should disruption continue or if the person or persons do not leave the campus as requested, administrative officials of the College will request that appropriate law enforcement officials come to the campus for the purpose of preserving public order. After law enforcement officials arrive and assess the situation, responsibility for public order will be in the hands of the law enforcement officials.

For more information on campus behavior, please refer to **Policy 5.3.2 – [Student Code of Conduct](#)**

Discrimination and Harassment

The College is an equal opportunity educational institution and employer. The College is fully committed to providing a learning and work environment that is free from prohibited discrimination and strives to make its campuses inclusive, safe and a welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to college policy, the College prohibits and does not practice or condone discrimination based on race, color, national origin, religion, sex, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans' status in the administration of or in any of its academic programs and employment practices.

For more information on discrimination and harassment, please refer to [Policy 5.3.4 – Discrimination and Harassment](#) or email compliance@clevelandcc.edu.

For more information on discrimination and harassment related to gender-based and sexual misconduct, please refer to [Procedure 5.3.4.1 – Title IX Sexual Harassment Procedures](#).

For more information on discrimination and harassment related to all other types of unlawful discrimination and harassment, please refer to [Procedure 5.3.4.2 – Discrimination and Harassment Procedure](#).

Inquiries or complaints concerning Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, or any other Federal non-discrimination legislation should be referred to one of the following:

Prospective or Current Students: Vice President of Student Affairs and Enrollment Management

Attendance & Tardiness (arrival, required, hours, etc.)

The College considers attendance an important influence on good scholarship and student success. The College's Attendance Requirements shall apply to all college students. For more information on attendance expectations please refer to [Policy 5.2.1 – Attendance](#) and [Procedure 5.2.2.1 – Never Attended Reporting](#) or email advising@clevelandcc.edu.

Grading/Testing

Grading the performance of students in coursework is the responsibility of individual faculty members as dictated by the course syllabus. Students receive a grade for each course each semester. The College has a uniform ten-point grading scale. For more

information on grades faculty members can assign, including incompletes, please refer to [Policy 5.2.4 – Grading System](#) or email transcripts@clevelandcc.edu.

Students in the radiography program are required to maintain an 80 in every course before progressing to the next semester or become eligible to graduate.

Withdrawal

A student may withdraw from a course for a partial refund on or before the official 10% date of the course. At any point prior to the 75% point of the course, a student may voluntarily withdraw from the course. In rare circumstances, a student may request a voluntary medical withdrawal due to an illness, injury, or other medical situation, occurring on or after the official withdrawal deadline, which prohibits the student from completing a course. For more information on withdrawing please refer to [Policy 5.2.2 – Withdrawal from Courses](#) or email advising@clevelandcc.edu.

Students who register for a course and are absent for an extended period of time after the ten percent (10%) of the course will be administratively withdrawn by the course instructor. For more information, see Policy 5.2.1 Attendance.

Drug Free Environment

The College is committed to providing each of its students a drug and alcohol-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the College's educational environment and result in damage to College property.

Any student who comes to class or clinical under the influence of drugs or alcohol will be recommended for dismissal from the program.

For more information on an alcohol and drug-free environment, please refer to [Policy 5.3.5– Students-Alcohol and Drugs on Campus](#) or email compliance@clevelandcc.edu.

Smoking and Tobacco Products Policy

The College is concerned with the health, safety, and wellness of all employees, students, and visitors to the campus. To this end, the College is a tobacco-product-free campus. The use of tobacco products is prohibited in any College buildings, facilities, vehicles or property owned, leased or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

For College programs and courses offered off campus in public or private locations, the instructional area shall be smoke-free and tobacco-product-free; and, to the extent

possible, the area immediately in front of the doors entering off-campus instructional areas shall be smoke-free and tobacco-product-free.

Additionally, smoking is not allowed at the clinical affiliate sites. The first violation of this policy will result in an oral and/or written warning. The second violation will result in the student being recommended for dismissal from the program.

For more information on alcohol, smoking and tobacco, please refer to [Policy 2.2.1 – Tobacco Free Campus](#) or email compliance@clevelandcc.edu.

Code of Conduct

The College makes every effort to maintain a safe and orderly educational environment for students, faculty and staff. Therefore, in the judgment of College officials, when a student's conduct on-campus or while participating in a college-sponsored activity disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality, and practice academic integrity at all times. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

For more information on academic-related and non-academic related violations of the Student Code of Conduct please refer to [Policy 5.3.2 – Student Code of Conduct](#) or email compliance@clevelandcc.edu.

Social Media Usage

The program expects the student to use social media appropriately and with good judgment, always being conscious of whether a post will be helpful or potentially harmful. Good judgment also involves considering whether a post is embarrassing or could positively or negatively affect a future opportunity. Students must not mention a clinical site by name (full or abbreviated), patient encounter or case, patient name or any identifying information, clinical instructor's name, student and/or any other patient, staff or site related information. Posting "selfie" photos at the clinical site is also prohibited. The information posted on personal social media is a reflection on the student and college. Any student found to be violating this policy will be recommended for suspension or dismissal from the program.

Academic Integrity

Academic honesty is critical at Cleveland Community College (CCC). Academic honesty means incorporating one's own thoughts and materials in all academic activities (e.g., assessments, papers, projects, lab reports). A violation of academic honesty involves

misrepresentation, the submission of materials for evaluation that are not the student's own, or fulfillment of an academic exercise that does not result from individual effort or intellectual production. Examples of academic dishonesty include but are not limited to unauthorized use or copying of materials, unauthorized assistance with assignments, unauthorized collaboration, unauthorized use of devices or tools, unauthorized prior knowledge of the contents of assessment instruments such as exams, quizzes, or surveys, cheating on exams or quizzes, submitting fraudulent documents, plagiarism, and falsification or fabrication of information. Students are expected to adhere to CCC and Program Specific Policies reviewed during the first week enrolled in the Radiography Program. Falsification of any clinical records/documentation, including but not limited to, clinical competencies, time records, evaluations, and documentation of exam practices, constitutes cheating in this program. Such unethical and unprofessional conduct will be reported, and the student will be recommended for immediate dismissal from the program.

For full policy details and procedures concerning infractions of academic honesty and disciplinary actions, refer to the CCC's Academic Honesty Policy which may be accessed using [this link](#)

Academic Integrity/Academic-Related Violations and Appeal

The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The College always expects students to practice academic integrity. Academic integrity refers to the adherence to moral and ethical principles in all academic work.

For more information on academic integrity, the College's expectations, instructor's responsibility, and violations please refer to [Procedure 5.3.2.1 – Discipline and Appeals for Academic Violations](#) and [Policy 5.3.2– Student Code of Conduct](#) or email compliance@clevelandcc.edu.

Behavioral/Non-Academic-Related Violations and Appeal

The College provides an orderly system for handling student disciplinary cases in accordance with due process and justice. Any College employee or student may file written charges against any student or student organization for violations of the Student Code of Conduct.

For more information on sanctions, submitting a report of violation, the investigation and determination, notification, and appeals, please refer to [Procedure 5.3.2.2 – Discipline and Appeal for Non-Academic Violations](#).

Standards of Professional Behavior and Ethics-Related Violations and Appeal

The College provides an orderly system for handling student disciplinary cases in accordance with due process and justice. Any College employee or student may file written charges against any student or student organization for violations of the Student Code of Conduct..

Student Rights

The rights of students as citizens are acknowledged and reaffirmed. The College recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program.

For more information on student rights please refer to [Policy 5.3.1 – Overview of Student Rights](#) or email compliance@clevelandcc.edu.

For more information on student rights related to academic standards please refer to policies contained in the Policy Manual, Section 4 – Instructional and Section 5 – Student Affairs.

For more information on student rights related to freedom of expression, inquiry and assembly without restraint or censorship please refer to [Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly](#).

For more information on student rights related to student governance please refer to [Policy 5.4.8 – Student Role in College Governance](#).

For more information on student rights related to confidentiality of student records please refer to [Policy 5.4.3 – Student Records – FERPA](#).

For more information on student rights related to student discipline and due process please refer to [Policy 5.3.2 – Student Code of Conduct](#).

For more information on student rights related to withdrawing from a course please refer to [Policy 5.2.2 – Withdrawal from Courses](#).

For more information on student rights related to being free from discrimination, harassment, and sexual violence while attending the College please refer to [Policy 5.3.4 – Discrimination and Harassment](#).

Student Support Services

Jive Turkey Café

A variety of hot and cold foods are available in the Jive Turkey Café. Hours of operation are generally from 7:00 a.m.–3:00 p.m. Monday–Thursday, during normal College operating hours within the fall and spring semesters. Online ordering is available at jiveturkeycafe.square.site.

Student Health Insurance

The College provides students an opportunity to purchase low-cost student health insurance for themselves, their spouse or their children. This program is provided by UnitedHealthcare through the North Carolina Community College Student Health Plan. Any community college student taking three or more credit hours per semester is eligible; this also includes distance learning students. For more information visit studentccsi.com.

Student Accident Insurance

The Student Accident Insurance Plan covers all registered and enrolled students for injuries sustained while the insured student is participating in activities sponsored and supervised by the school except for play and/or practice of intercollegiate sports; traveling during such activities as a member of a group in transportation furnished or arranged by the school; or traveling directly to or from the insured's home premises and the site of such activities. For more information on student accident insurance please email studentinformation@clevelandcc.edu.

Counseling and Community Resources

The College maintains relationships with community mental health providers and services to assist and support students who may have mental health issues. Additionally, the College partners with a vendor to provide personal counseling and guidance in life skills, focused on assisting students who may be experiencing difficulties that could influence student success.

An additional source for local and state resources is the North Carolina Community College Resource Finder. The NC Community College Resource Finder is a powerful searching tool that can be used to find North Carolina resources that will assist students with free or reduced cost services such as food, housing, health, transportation and more. For more information on counseling and community resources, please visit our website or email compliance@clevelandcc.edu.

Academic and Physical Accommodations

The Americans with Disabilities Act (ADA) states: "No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." It is the responsibility of the student to initiate the request for accommodations. For more information on how to request accommodations, what documentation is required, and general guidelines, please visit the [Academic & Physical Accommodations](#) page or email accommodations@clevelandcc.edu

Community Virtual Primary Care

Available in Bailey Center or call 844-563-5268 to schedule a same-day appointment.

Program Admission

Admission policies and procedures are outlined in the Cleveland Community College Academic Bulletin and Student Handbook and apply to all applicants.

Deadlines

Application for provisional program admission will be determined on a yearly basis. Deadlines for all requirements will be relayed to the student following their application submission. All communication will be sent through CCC student email.

Requirements

Applicants are required to complete the following College admission requirements before the yearly January deadline.

- Application for admission
- Submit high school and/or college transcripts
- Submission of TEAS score.

Additional requirements are as follows pending conditional acceptance:

- Immunization records including MMR (2 or titer), Varicella (2 or titer), Hepatitis B series, TB (2 tests at least one week apart), DTP, Td booster, Flu shot (for clinical assignments Oct 1st – March 31st), Covid-19 (suggested). Immunizations must be kept current throughout the program.
- Student medical form for NC Community College System Institutions
- Criminal Background Check
- 12-panel drug screen
- Signed acknowledgement of the Essential Functions of a radiologic technologist
- Complete predetermined exposure dates at an approved clinical site
- Interview with Radiography program director and clinical coordinator

Any student failing to meet background check or drug screen requirements will forfeit their position in the program.

Before starting any clinical experience, the student will need to complete all learning modules and orientations as required by CCC and every clinical affiliate.

If an applicant is ineligible to participate in clinical hours at any clinical site, they will forfeit their consideration for the program. Students are required to remain in good standing with all clinical affiliate sites. Any student who becomes ineligible for one clinical site may be removed from the program.

Program Readmission

A student may be permitted to enroll in the Radiologic Technology program twice (initial admission and one readmission).

As stated in the Cleveland Community College Academic Bulletin and Student Handbook, readmission will depend upon the individual circumstance. Students who are allowed to return will do so when an appropriate course schedule can be worked out. Students who exit the program during or at the end of their first, second, or third semester must reapply to start the program over. Returning students must adhere to all policies and procedures without infraction during their tenure. In addition, a learning contract will be initiated between the program and the student. Failure to meet the requirements of the contract will result in dismissal from the program.

It is the responsibility of the student requesting readmission to remain in contact with program officials regarding their desire to return. Students requesting readmission after dismissal or voluntary withdrawal should send a written request to the Program Coordinator, **before the deadline set forth by program officials**, and contain the following information:

1. Their reason for leaving the program.
2. A reason for readmission and why the student feels that readmission should be allowed.

The student applying for readmission into the Radiologic Technology program will be required to complete the following:

1. Take a written and lab skills re-entrance exam and successfully pass with a score of 70 on both exams. If the student achieves a passing score on both exams, they will be readmitted to the semester in which they left the program. The student will also be required to complete the clinical course for that same semester. The student will also be required to successfully complete a clinical course prior to the semester they are being readmitted. (Example: if a student is readmitted to the Fall semester, they must successfully complete the Summer clinical course). If the student is allowed to return to the semester in which they exited the program, they must demonstrate continued proficiency in both the didactic and clinical components of the program to the satisfaction of program faculty.
 - **If the student does not successfully complete the re-entrance exams, they should reapply for the program during the next application period and start at the beginning of the program.**
2. Update application and college information, as needed.

3. Have an interview with the departmental officials for the Radiologic Technology Program. Additional interviews may be required with other college officials and/or clinical site officials.
4. The returning student must provide documentation of current CPR certification and complete a current medical form to include TB testing and vaccination update. The student must also complete the background check and drug screening process required by the clinical affiliates, at the student's expense.
5. Successfully fulfill all requirements of a re-admission contract to the satisfaction of program faculty. **The student will be placed on probationary status during their tenure in the program. Any infraction of program policy will result in immediate suspension from the course and the student will be recommended for dismissal from the program.**

Professional Behavior

The primary rationale for expecting professional behavior in the clinic is to promote patient safety and effective collaboration. The radiography program has established expected professional behaviors, which will aid students in their ability to develop necessary skills for an entry-level position in healthcare.

- Students are expected to adhere to all CCC program policies outlined in this handbook.
- Students are expected to adhere to all policies and procedures of clinical affiliates.
- Students are expected to arrive at their assigned clinical sites on time.
Demonstrating punctual behavior demonstrates professional behavior.
- Students are expected to demonstrate effective communication, interaction, and behavior toward other students, faculty, clinical staff, and patients.
- Students must give prior notice to their supervising radiographer when they are to report for classes or other CCC activities during clinical hours.
- Students are expected to use professional titles in the presence of patients and hospital staff.
- Students are expected to avoid controversial discussions with any hospital personnel.

- Students are expected to refrain from eating, drinking, sleeping, reading, utilizing personal devices, excessive studying, and mingling in other portions of the hospital.
- Personal calls made by students in the clinic must be limited to those that are emergent only. **Cell phones and devices should be put away in the student's bag and only used during approved breaks.**

Clinical preceptors, department managers, or program faculty have the right to send students home due to lack of initiative or lack of professional behavior.

Examples of Professional Behaviors

- Show consideration and respect for the thoughts and feelings of others at all times in the classroom, clinical, and at any venue representing CCC.
- Demonstrate effective verbal and non-verbal communication skills in the classroom, clinical, and at any venue representing CCC.
- Demonstrate flexibility with others while in the classroom, clinical, and at any venue representing CCC.
- Present in a professional manner (dress, communication) in the classroom, clinical, and at any venue representing CCC.
- Speak and behave in a manner that is sensitive to the dignity and worth of others in the classroom, clinical, and at any venue representing CCC.
- Show emotional maturity in the classroom, clinical, and at any venue representing CCC.

Examples of Unprofessional Behaviors

The student is expected to demonstrate emotional intelligence. Emotional intelligence is important to the student's ability to successfully complete the radiography program. Incivility often results in psychological or physical distress and can result in more violent behaviors if left unattended.

- Spreading rumors
- Insubordination
- Rude or obnoxious behavior
- Back-stabbing
- Sabotaging a project
- Intimidation/Aggressive behavior
- Setting someone up for failure
- Undermining another person's work

When unprofessional behaviors prevent satisfactory classroom and clinical progress, the student will face disciplinary action and recommended for dismissal from the program.

Disciplinary Action

Disciplinary actions will be initiated if a student fails to follow college, program and/or clinical affiliate policies and regulations. The following infractions of policy may result in immediate action taken by program faculty.

- Classroom disruptions, including but not limited to, talking or other actions that distract student learning during lecture or testing time
- Failure to meet the essential functions and technical standards requirements, without or with reasonable accommodation
- Unprofessional, unethical, or negligent conduct while with a patient or within the clinical setting
- Failure to meet program requirements contained within this handbook (pertaining to specific, general, didactic, and/or clinical requirements)
- Repeated infractions of didactic and/or clinical policies, rules, and guidelines
- Falsifications of student records, including invalid exam competency evaluations, exam practice forms, daily sheets, etc.
- Dishonesty, misrepresentation, disruption of the learning process, or other behavior deemed unethical and unprofessional by college, program, and/or clinical officials
- Violation of academic integrity on homework assignments, tests, clinical evaluations, exam comps, exam practice forms, etc.
- Causing dissension between or among other program students, program faculty, clinical officials, and/or clinical staff in the didactic or clinical setting by unprofessional and/or unethical verbal or behavioral actions
- Failure to follow proper protocol and procedure as outlined in the College and Program Handbooks
- Insubordination in the classroom or clinical setting

- Refusal to perform post competency examinations with appropriate levels of supervision
- HIPPA Violations
- Unprofessional behaviors, attitudes, and actions
- Inability or refusal to adapt to program requirements and expectations in regard to appropriate professional conduct
- Failure to fulfill requirements of the re-entry or the re-admission contract as agreed upon
- Misuse of ionizing radiation producing equipment during lab practice or during clinical rotations
- Expulsion from a clinical affiliate site/conference/workshop/seminar
- Failure to obtain the required average in RAD didactic or clinical courses
- Failure to obtain clinical competency, retain clinical competency, or demonstrate clinical proficiency
- Failure to apply radiation protection for patients, self and others
- Failure to use standard precautions
- Consumption or distribution of alcohol or drugs at school approved events
- Abuse of or chronic absenteeism or tardiness policies
- Failure to make up required didactic or clinical hours
- Inappropriate or unprofessional conduct while representing CCC in any capacity
- Failure to adhere to clinical site dress codes, including the visibility of piercings, tattoos and other forms of body art
- Performing repeat examinations without direct supervision from a qualified radiographer
- Giving medical advice or suggestions to patients
- Out of assigned area without supervisory permission
- Sitting or studying during clinical hours when there are patients to be done
- All radiographic equipment and teaching facilities must be regarded and handled with care. Damage to any equipment or malfunction of any equipment must be reported to the proper authorities immediately.

Radiography Program Grievance Policy

Students may make an appointment with the program coordinator or a program instructor regarding any complaints or concerns. For concerns related to program policies, procedures, or compliance, the student should use the following procedures:

1. Review the standards of the Joint Review Commission on Education in Radiologic Technology (JRCERT), the accrediting body for this program
2. As directed by the JRCERT Process, before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials
3. For allegations of noncompliance, the student must first attempt to confer with the appropriate program official (Program Coordinator)
4. If an issue remains unresolved, confer with the Dean of Health Sciences and Public Services
5. If the individual is unable to resolve the complaint with program or institution officials, he or she may submit allegations of non-compliance to the JRCERT.

In the event of complaints or concerns *regarding didactic or clinical standing*, the student should use the following procedures:

1. Confer with the instructor within one (1) week of the occurrence, if no resolution,
2. Confer with the appropriate program official (program coordinator), within one (1) week of conferring with the instructor; if the instructor is the program coordinator, then continue with step 3.
3. If still unable to resolve, the student should confer with the Dean of Health Sciences and Public Services. If the issue remains unresolved, the student should follow the procedure outlined in the Cleveland Community College Academic Bulletin and Student Handbook.

All documentation will be maintained in the appropriate college official's office.

Graduation and Progression Requirements

An overall 2.0 grade point average is required for graduation, per College policy. **However, any student who fails to obtain a grade of 80 or better in all RAD prefix courses will be dismissed from the program. Students must obtain at least an 80 in RAD 271, the capstone course of the final semester, in order to graduate.**

Students who are not progressing satisfactorily in didactic or clinical courses will be remediated by program faculty. Students will not be allowed to progress to the next course until positive progression has been demonstrated. Additional clinical time or tutoring may be mandated.

Periodic evaluation of the student will be carried out by program faculty and will be used to inform the student of his or her progress. Students will be asked to sign a probational contract, as needed, that becomes part of his or her student record if course requirements are not being met. Students may request tutoring or inquire about their grades at any time.

Students are responsible for meeting all program and institutional requirements for graduation.

Licensure Eligibility

Students who have met all the didactic and clinical requirements according to The Joint Review Committee (JRCERT), American Registry of Radiologic Technologists (ARRT), and Cleveland Community College may be eligible to sit for the registry exam administered by the ARRT. Students who have committed any civil or criminal offenses should consult with program faculty and with the ARRT regarding their eligibility status to take the exam. Graduation from the program does not guarantee eligibility for the exam.

General Lab and Classroom Rules

- The energized lab may not be used unless an instructor or qualified radiographer is present. Any documented negligent misuse or mishandling of radiation producing devices that may endanger the student, or other personnel will result in immediate suspension from the course and recommended for dismissal from the program.
- Eating or drinking is limited to specific areas and is prohibited in all classrooms and labs. Smoking is prohibited throughout the college property and all clinical education facilities.
- Recording devices may be used to record lectures **only** with the permission of the instructor.
- Cell phones must be turned off during class and lab. If the student has a situation in which immediate access is needed, the student should discuss this with the instructor prior to class or lab.
- The use of a personal computer or tablet is not permitted during class or lab, unless approved by the instructor.
- Smart watches are not permitted during testing.
- Students must read and acknowledge each course syllabus. Students will not be allowed to take the first quiz or test in the course until the syllabus has been read and acknowledged.
- Students must present to lab with clinical notebook, radiation badge, and anatomical markers. Failure to do so will result in disciplinary action.

Class/Lab Attendance Policy

Chronic tardiness and absenteeism are not tolerated as it does not reflect the positive characteristics of a medical imaging professional. Absences or tardies should only occur due to an illness or emergency.

Course contact hourly requirements are set by the North Carolina Community College System. Therefore, students must meet required contact hours for all RAD prefix courses to progress in the program. Class and clinical hours shall not exceed more than 40 hours in one week. Students making up time cannot exceed 10 hours per day or 40 hours of combined class and clinical weekly, unless approved by the Clinical Coordinator.

Tardiness

- The student should notify the instructor of a potential tardy by email and/or Microsoft Teams before class/lab starts, otherwise it is unexcused.
- The door will close promptly at the class or lab start time and students who have not communicated their tardy beforehand will have to wait until the next break to enter. **Contacting another student about the tardy is not an acceptable form of communicating with the instructor.**
- A tardy is defined as arriving late, leaving early, or being away from the classroom or laboratory (any number of minutes) without prior permission from the instructor.
- Tardies should be accompanied by acceptable documentation to be considered “excused”. Acceptable excuses may include a doctor’s note, court order, death of immediate family member, car accident or breakdown (photographed documentation is acceptable). The excuse should be submitted within 24 hours following the missed class.
- An excuse only allows the student to make up missed assignments, but still counts towards the one (1) allowable tardy.
- After the one (1) allowable tardy has been used, disciplinary action will be taken.
- If a tardy is deemed unexcused, the student will not be allowed to make up any assignments, quizzes, or tests given during the missed class time.
- The student is responsible for obtaining any missed lecture information given during the tardy.

Absences

- The student should notify the instructor of a potential absence by email and/or Microsoft Teams before class or lab starts, otherwise it is unexcused.
- Absences should be accompanied by acceptable documentation to be considered “excused”. Acceptable excuses may include a doctor’s note, court order, death of immediate family member, car accident or breakdown (photographed documentation is acceptable). The excuse should be submitted within 24 hours following the missed class.
- An excuse only allows the student to make up missed assignments, but still counts towards the one (1) allowable absence.
- After the one (1) allowable absence has been used, disciplinary action will be taken.
- If an absence is deemed unexcused, the student will not be allowed to make up any assignments, quizzes, or tests given during the missed class time.
- The student is responsible for obtaining any missed lecture information given during the absence.

Additional Information

- Any mandatory school event that will cause an absence, tardy or early dismissal must be submitted to the instructor at least 72-hours in advance to be considered.
- Student class and clinical schedules cannot and will not be adjusted to meet the student's work or activity schedule. If personal schedules interfere with clinical performance and academic progress, the student will be notified in writing and expected to rectify the situation.
- Occasionally course and clinical schedule adjustments are necessary. Faculty will keep these occurrences to a minimum, but students will be given advanced notice and asked to adjust personal schedules.
- Medical, dental, or other appointments should not be scheduled during class or clinical hours. These appointments are considered part of a personal schedule.
- Absences and tardies because of unreliable transportation are always unexcused.
- For clinical attendance guidelines, please see the Clinical Attendance Policy.

Clinical Obligations

Each student will be evaluated for competency before being permitted to enter clinical during the first semester. If a student is having difficulty grasping key concepts required for daily clinical functions, program faculty may choose to hold the student back and remediate before releasing the student to a clinical site.

General Clinical Regulations

- All students will be required to complete their clinical hours at a variety of locations during first and second shifts. No exceptions.
- Reading material, **other than the Bontrager pocket handbook**, is not allowed.
- The student is responsible for their patient until the examination is completed. During lengthy procedures, students must remain with the patient unless a special circumstance occurs.
- Personal phone calls are not allowed during clinical hours. Students will be allowed to return emergent calls.
- All types of cell phones and smart watches are prohibited in all clinical areas.
- Chewing gum is not allowed in clinical areas.

- Students must maintain and leave all equipment in the department clean and in orderly condition. Students must clean the area and all equipment after each patient, observing standard precautions.
- Supervising staff should always be aware of the student's location.
- Students should dress out and be ready for their OR rotation at the start of their shift.
- Any student documented as coming to the clinical site under the influence of drugs or alcohol will be dismissed from the site and further action will be taken as deemed appropriate. The student will abide by program and site policy concerning illegal drugs and alcohol.
- Students should not use their phones or other personal devices to access Trajecsys for clock in/clock out times. Only in certain approved situations can students use their personal electronic devices. When unapproved, the student will incur penalties.

Clinical Dress Code

Students must wear the designated program uniform in all clinical areas. The complete uniform consists of the following:

- Clean, pressed uniform for each day or shift of clinical assignment. Students wear royal blue scrubs. Royal blue lab coats may be worn. Sweaters, sweatshirts, hoodies, and/or coats are not allowed.
- Students who appear unkempt in wrinkled or soiled clothing will be dismissed from the clinical site to make attire/appearance changes prior to returning.
- College insignia must be sewn into all uniform tops and lab coats.
- Solid black shoes with black socks will be worn for all clinical assignments. Shoes must be clean when reporting to each shift assignment. Students with soiled shoes may be dismissed from clinical to rectify this problem and time is expected to be made up. Clogs or shoes with open toes or backs are not allowed. Athletic shoes must be all black and made of water- resistant material.
- Student name badges and radiation badges must always be worn and visible.
- Students are required to adhere to the dress code of each facility; failure to do so will result in disciplinary action.

- Students on special assignments or rotations (such as portable or surgical) should always wear school uniforms and inquire at the beginning of their shift about potential uniform changes. At end of the shift, the student must change back to their student uniform before leaving the clinic.
- Under no circumstances are students allowed to wear street clothes to a clinical site.
- Smart watches are not allowed to be worn during clinical hours.

Personal Appearance and Hygiene

All students must be committed to maintaining a professional appearance.

- Long hair (i.e., hair below one's collar) must be secured and pulled back away from the face. Under no circumstances should hair be able to swing onto a patient (i.e. braided, in a bun or pony tail).
- Brightly colored bows or hairpins are not allowed.
- Hair must appear natural in style and color. It should be appropriate and representative of a healthcare professional.
- Hair extensions are not allowed.
- False eyelashes are not allowed.
- Excessive eye or facial make-up is unacceptable. Make-up should appear natural.
- Facial hair should be kept to a minimum and must always be neat and trimmed.
- Students who smoke should be conscious of the odor. If a student is reported to smell like smoke (including body or personal effects), they will be sent home and expected to make up the missed time.
- Students must refrain from wearing perfume or cologne; this includes hair, bath, and body products with strong scents.
- Earrings are limited to a small stud. Only one earring per ear is allowed. **All facial piercings should be removed. This is a clinical affiliate policy.**
- Students are allowed one ring and a wristwatch. No other jewelry should be worn to clinical.
- **Only clear nail polish is allowed.**

- For patient and student safety, fingernails must not extend beyond the tips of the fingers. **Nails must be natural (no false nails of any kind).**
- **All tattoos and body art must be covered.** Should a clinical site make a complaint regarding the visibility of piercings or tattoos, disciplinary measures will be initiated.

If a clinical affiliate has a policy that is more comprehensive than the program policy, the student must follow the clinical affiliate policy. Students violating any of these policies will be sent home from clinical and must make up missed clinical time.

Only one infraction of the dress code and personal appearance policies will be allowed before disciplinary action will be taken.

Smoking Policy

Smoking is not allowed on campus or at clinical affiliate sites. Cleveland Community College and all clinical affiliate sites are smoke free. For students who smoke, there will not be extra break time allotted. Smokers should follow proper hygiene protocols to reduce offensive odor. Breath mints may be used. Gum is not allowed in the clinical area.

All smokers must abide by the College and clinical site smoking policies and procedures.

Clinical Attendance Policy

- Students must be in place, in their assigned area (first or second shifts), prepared and ready to begin the rotation at the assigned time.
- The student should notify the Program or Clinical Coordinator of their tardy or absence by email or Microsoft Teams **before clinical starts or else it is considered unexcused.**
- The student should also notify the clinical site that they are going to be absent or tardy. **A zero will be recorded for not complying with this rule.**
- Plan and prepare travel times in advance to avoid accruing a tardy or absence.
- Tardies should be accompanied by acceptable documentation to be considered “excused”. Acceptable excuses may include a doctors note, court order, death of immediate family member, car accident or breakdown (photographed documentation is acceptable). The excuse should be submitted within 24 hours following the missed clinical time.

- Regardless of excuse, all clinical time must be made up at the site where the tardy or absence occurred.
- One tardy (leaving early or arriving late) is permitted per semester and daily clinical grades will reflect any tardies. All other tardies will result in further disciplinary action.
- Only one absence (excused or unexcused) is permitted per semester. Time will be made up on the assigned make-up day. Continued absences will result in further disciplinary actions.
- Any mandatory school event that will cause an absence, tardy or early dismissal must be submitted to the instructor at least 72-hours in advance to be considered.
- Student class and clinical schedules cannot and will not be adjusted to meet the student's work or activity schedule. If personal schedules interfere with clinical performance and academic progress, the student will be notified in writing and expected to rectify the situation.
- Occasionally course and clinical schedule adjustments are necessary. Faculty will keep these occurrences to a minimum, but students will be given advanced notice and asked to adjust personal schedules.
- Medical, dental, or other appointments should not be scheduled during class or clinical hours. These appointments are considered part of a personal schedule.
- Absences and tardies because of unreliable transportation are always unexcused.

Bereavement Leave Policy

It is the policy of the CCC Radiography Program to provide time off from clinical and class due to the death of an immediate family member. The student shall have three consecutive absence days, and the student is NOT required to make up the clinical time. Immediate family shall be deemed to include 1) spouse; 2) child, stepchild; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandparent.

Official documentation should be provided and it is the student's responsibility to remain in contact with program faculty regarding the circumstances.

Supervision In Clinical Areas

The Joint Review Committee on Education in Radiography Standards clearly states that all students must perform patient examinations in any given procedure, prior to competency, under the direct supervision of a qualified radiographer, and post competency under the indirect supervision of a qualified radiographer. The JRCERT does not recognize non-registered individuals as qualified to supervise students during the performance of patient examinations/procedures.

Direct supervision includes the following:

1. A qualified radiographer reviews the request for examination in relation to the student's competency level.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's competency level.
3. A qualified radiographer is present during the examination.
4. A qualified radiographer reviews and approves the radiographs prior to the release of the patient.

Failure to follow this policy will result in disciplinary action. No exceptions.

After a student has achieved documented clinical competency on a patient examination, the student may perform the exam under the indirect supervision of a qualified radiographer. Exceptions are pediatric, portable, surgical, and trauma radiography, all of which require the presence of a qualified radiographer.

Indirect supervision includes the following:

1. A qualified radiographer reviews the request in relation to the student's competency level.
2. A qualified radiographer evaluates the patient's condition in relation to the student's competency level.
3. A qualified radiographer is immediately available if the student needs assistance (adjacent to the area in which ionizing radiation is being delivered).
4. A qualified radiographer reviews and approves the radiographs prior to release of the patient.

Pediatric, portable, surgical, mobile fluoroscopy, combative, and trauma policy

- All students must inform a supervising staff radiographer or the patient flow coordinator before a patient examination is performed.
- No student can perform unsupervised pediatric, portable, surgical, mobile fluoroscopy, combative, and trauma patient examinations. A qualified radiographer must always be present regardless of competency completion.
- No student is to examine combative or uncooperative patients (such as highly inebriated patients) without direct supervision of a qualified radiographer.

- All student radiographic examinations must be checked by a qualified radiographer. First- and second-year students are not allowed to check and pass their examinations.

Failure to follow this policy will result in disciplinary action. No exceptions.

All clinical rotations are designed to maintain a 1:1 student to staff ratio. In addition to, or in the absence of program faculty, a qualified clinical staff member is designated as a student liaison who ensures that students are involved in viable learning experiences and are being properly supervised by qualified clinical staff radiographers who provide appropriate levels of instruction and supervision to students. If appropriate levels of supervision are not available during the performance of patient examinations, the student(s) must initiate the following procedure:

1. Notify program clinical faculty, site-designated student liaison, or site supervisor immediately. If anyone other than the site supervisor is notified, the supervisor must be contacted.
2. Site-designated clinical official will address the supervision issue.
3. Program clinical faculty will notify program Clinical Coordinator and Program Director
4. Clinical Coordinator and/or Program Director will follow up with site designated official.
5. Documentation will be maintained regarding the complaint and the resolution in the Clinical Coordinator's office.

Clinical Practices

The purpose of clinical practices is to prepare students to demonstrate proficiency on required examinations. Students must complete a minimum of five (5) practices for each required examination and procedure. Clinical practices may be completed by working with a patient or by simulation, both of which must be performed under the direct supervision of a qualified radiographer.

For every practice, the student is responsible for notifying the assigned radiographer before the examination or the procedure. Requesting a signature from anyone other than the observing radiographer constitutes falsification of records.

To be counted as a practice, the student must interact with the patient, manipulate the equipment and attempt to perform proper positioning with minimum assistance from the radiographer. **An observation does not qualify as a practice.**

Clinical Competency Evaluation Forms

For a competency to be valid, the following must occur:

1. Be performed under the **direct supervision** of a qualified radiographer until the patient is released and the images are evaluated by the radiographer.
2. The student must make the assigned radiographer aware of a competency attempt **prior to** the start of the examination by presenting them with their comp sheet. If another qualified radiographer takes over an exam, the student must immediately notify them of the competency attempt.
3. The student must present documentation confirming a minimum of five **completed practices**.
4. Competency anatomy must be completed with faculty as soon as practical. Once faculty has completed the anatomy, the competency **must be turned in within one week**, or else is considered void. Simulation exams and anatomy must be completed with faculty in one sitting.
5. All competency evaluations must be filled out by the observing radiographer who provided direct supervision during the exam. If a student turns in a competency filled out by someone other than the observing radiographer, it is considered falsification of records.
6. **The student can only attempt to comp the same body part twice in one day.**
7. **When submitting a competency form in Canvas, all documentation must be complete and accurate. Failure to do so will void the competency and it must be reattempted.**
8. Students must achieve an overall competency grade at ninety (90) percent or higher at the end of the semester.
9. If a student fails to perform key components of a competency exam, then it will be counted as a practice rather than a competency.
10. The ARRT requires mandatory and elective examinations. Equipment competencies are also required for every assigned clinical affiliate.
11. **Failure to meet these requirements will automatically convert the final course grade to a C.**

In semester one, two of the following must be completed: chest (mobile or routine) or abdomen (mobile or routine). In semesters two through five, 14 comps are required to complete all of the ARRT requirements. **OR and fluoroscopy comps are required to be completed before the start of the fifth semester, except for BE.** Semester 5 comps are due by April 1 (specific date will be listed in Canvas) to allow students ample opportunities to complete an end of program competency prior to graduation.

If a student fails to meet competency requirements, the Clinical Coordinator or Program Director disciplinary action will occur.

Simulations

The ARRT allows a minimum number of competencies to be simulated. Simulations are performed only when patient examinations are not possible.

The highest grade for any simulation is ninety (90) percent. It is the student's responsibility to present the completed practice form to the assigned radiographer before beginning the simulation.

End of Program Competency

After all competencies have been completed, students are required to complete an end of program competency (EOP). The EOP competency must be achieved with ninety (90) percent or higher accuracy. The student will not be allowed to graduate until the EOP competency requirement has been met.

General Patient Care Competencies

In addition to the radiological procedure competencies, students must successfully demonstrate and maintain competency in the following general patient care areas: as CPR, vital signs (blood pressure, pulse, respiration, oxygen saturation), sterile and medical aseptic technique, oxygen administration, and patient transfer.

Clinical Performance Evaluations

Clinical performance evaluations are used to evaluate the student's ability to apply course content to actual clinical situations. Program faculty and the appropriate clinical affiliate supervisors will counsel students, as appropriate, to maximize student learning. Students must understand that constructive feedback, including recommendations and suggestions for improvement, are an important part of clinical evaluations.

Performance evaluations are conducted daily according to specified performance objectives. The student is responsible for requesting the assigned radiographer to complete the evaluation and other required documents (competencies and practices). The grade average for clinical performance evaluations must average ninety (90) percent proficiency at the end of each semester. **Failure to meet this requirement will automatically convert the final course grade to a C.**

If staff failed to complete the evaluation, students have one week to request the missing evaluation. The request must be made in Trajecs by using the Email feature and include the appropriate faculty. Failure to obtain or request the evaluation will result in a grade of "0" for each missing evaluation.

Additional Clinical Documents

Monthly clinical grades include the following:

Daily Patient Log

Students must maintain a daily patient log on all patient examinations.

1. It is the student's responsibility to ensure all aspects of the documentation are complete and that the documents are initialed by the assigned radiographer.
2. A rubric is utilized to grade the submission and is available in Canvas.
3. Failure to submit the assignment in its entirety by the stated due date in Canvas will result in a zero for the grade.
4. If a repeat occurs due to equipment failure or technologist error, the student does not have to count the repeat, but must include it on the daily sheet form.
5. A completed spreadsheet using daily log sheet data must accompany the daily sheets to receive full credit for the assignment.

Image Critique

1. Monthly image critiques are completed **only** with program faculty members.
2. Students must complete their portion of the image critique by the stated due date in Canvas to receive full credit.

Repeat Analysis

1. Repeat analyses are completed with program faculty members and are designed to help the student understand the cause of their repeat.
2. Students who have repeats higher than 10% for the month will receive counseling and remediation.

Repeat / Reject Policy

1. If an image must be repeated, a qualified radiographer must be present (direct supervision). **Students that perform repeats without appropriate supervision will be subject to disciplinary action.** The Joint Review Commission Standards require documentation to support compliance with this policy.
2. Every unacceptable radiographic image must be documented on the daily sheet and initialed by the qualified radiographer supervising the repeat.
3. To enhance critical thinking skills, repeats will be reviewed with students by program faculty.
4. If a student has an excessive amount of repeats on a previously comped exam, program faculty will review the exam, pull the comp, and recommend remediation.
5. The student will need to complete 10 practices before attempting to re-comp the exam.
6. Student repeat data is evaluated monthly with program faculty. The reject/repeat rate must be less than ten (10) percent. If the rate is more than ten (10) percent, students will receive remedial instruction by program faculty. A record of all repeats due to student error must be kept.

Recommended Additional Clinical Experience

Program faculty may recommend additional clinical experience as part of a remedial process for students. A 1:1 technologist to student ratio is maintained during this experience. If the additional experience is approved, the student must sign a contract outlining expectations. The program director and appropriate faculty must also sign and date the document.

Program faculty will assign the clinical site and hours for the additional clinical experience. However, if a student agrees to accept the opportunity but fails to report for the scheduled clinical remediation, further opportunities for remedial clinical experiences may not be offered for that student. Additionally, the absence will count towards the student's overall absences.

Volunteering For Additional Clinical Experience

Students may request to participate in additional clinical experience on their own time to enhance clinical skills. **However, if a student fails to report for the elected clinical experience on time or at all, the student may forfeit the privilege to participate in additional clinical experience. Additionally, the absence will count towards the student's overall absences.**

Standard Precautions

With the increased awareness of contamination from blood-borne pathogens, such as Hepatitis B virus (HBV) and the human immunodeficiency virus (HIV) that causes acquired immunodeficiency syndrome (AIDS), the Centers for Disease Control recommends that “standard precautions” be used by health care workers when caring for all patients. These recommendations include the following precautions:

- Gloves must be worn during any procedure that could result in contact with blood or body fluid, open skin lesions, or mucous membranes.
- Goggles, masks, or face shields must be worn if there is risk of droplets spraying.
- Gowns must be worn to protect uniforms.
- Handwashing procedures must be performed immediately after removal of gloves.
- Needles should never be recapped and all disposable, sharp instruments must be placed immediately in a puncture-resistant container designed for that purpose.
- Protective devices must be available for use during resuscitation, as needed.
- Health care workers with draining lesions must not have patient contact or contact with patient equipment.

Bloodborne Pathogen Exposure and Injury Policies

Faculty will instruct students on the specifics of bloodborne pathogens during their courses.

To comply with OSHA standards, all bloodborne pathogen exposure (i.e., needle stick, splash, direct contact, etc.) must be immediately reported to Employee Health at the clinical site. If the office is closed, the student is to report to the Emergency Department of the clinical site.

Upon exposure the source/patient and student will be tested for the Hepatitis B and HIV viruses. Depending on the results, proper protocol will continue according to OSHA recommendations.

Please see the following policies for more information:

[Communicable Diseases and Occupational Exposure to Bloodborne Pathogens](#)

Injury Policy

Students injured during clinical affiliation in a hospital must:

1. Report the injury to appropriate clinical site officials.
2. Seek medical attention as instructed per the affiliation agreement (i.e. be sent to the emergency department at the hospital.)
3. If sent to the Emergency Department, tell the staff that he or she is a Cleveland Community College student on affiliation.
4. Contact program officials.
5. The student's insurance will be the primary insurance with the malpractice insurance as the secondary policy.

Cleveland Community College Radiography Radiation Protection Program

These instructions are provided to ensure compliance with the North Carolina State rules for radiation control. The North Carolina Division of Radiation Protection enforces the radiation rules in North Carolina. These rules require that radiation machines meet specific requirements. The rules also require that certain procedures be followed and that certain records be kept. A copy of these rules is always available at www.ncprotection.net. The document is titled the North Carolina Regulations for Protection Against Radiation (NCRFPAR).

The rules contained within NCRFPAR also require that each x-ray facility and x-ray units be registered with the State of North Carolina. The current Notification of Registration, and other required documentation, is maintained in a compliance binder located in the radiography program coordinator's office located in the office.

The intent of the policy contained within this handbook is to establish procedures to keep radiation exposure As Low As Reasonably Achievable (ALARA) for x-ray students and personnel. Students are required to review the procedures in this handbook and to be able to demonstrate them properly.

All operators of x-ray units are responsible for following radiation safety procedures. Tiffany Houser, the Radiation Safety Officer (RSO), has the responsibility and authority for overseeing matters relating to radiation protection and adherence to all policies in the program. The RSO also confirms all training and serves as the contact person with the State of North Carolina. Employees and students should submit all radiation questions or concerns about radiation safety to the RSO.

Personnel Monitoring

- All persons involved in x-ray exposure areas will be assigned a radiation monitor badge.
- Always wear the correct monitoring badge when working
- The radiation monitor badge should be worn at the collar level. When a lead apron is worn, the badge shall be outside the apron. Rule .0603 (a) (1) (J)
- When not in use (such as an employee not on duty or a student not in clinical or lab), the badge must be stored in a low radiation area. The control badge is kept in the radiography program coordinator's office away from high-level radiation.
- Tiffany Houser, or designee, is responsible for exchanging badges on the 15th of each month. Monthly badge reports are reviewed by the RSO and signed by each wearer. If badge readings are more than the allowable amount, clinical rotations are reviewed. The wearer will be counseled, and the NC X-ray Exposure Reporting Form must be completed.
- If an incident has occurred that could result in possible exposure exceeding the allowable amount for an employee or student, the RSO should be immediately notified.

Exposures of 5 rems must be reported to the NC Division of Radiation Protection. The wearer must be notified of exposure of 100 mRem. The RSO will follow instructions given by the NC Division of Radiation Protection. Contact Information for NCDRP is as follows:

Division of Radiation Protection
5505 Creedmoor Road, Suite 100
1645 Mail Service Center
Raleigh, North Carolina, 27699-1600.
Phone: 919-814-2250 <http://www.ncradiation.net>

- Exposure for students during education and training must remain below 1 mSv (100 mRem) annually. Should a student exceed 100 mRem prior to their annual date, the student will be removed from participating in radiation producing procedures during clinical and lab.
- Following exposure of 1 mSv (100 mRem), the student will be counseled by the RSO regarding radiation safety procedures and methods of protection from unnecessary exposure. Students will be allowed to return to regular rotations after their annual date has passed. Documentation of the occurrence will be placed permanently in the student's record and with all dosimetry records.
- Keep personal radiation exposure as low as possible. Be aware of distance and time in the radiation area. Do not enter or remain in a radiation area unless it is necessary.

Operating Procedures

- Rooms in which x-ray equipment is located are restricted when the machine is in operation. CCC regulates the areas by defining zones where exposure may potentially occur with barriers and compliant signage. Operators are responsible for surveying and controlling the regulated area.
- Occupants should stay in the control booth (behind the barrier where the console is located) during each exposure. Rule .0606 (b) (2) (I). If it is not practical to remain behind the barrier, safety procedures must be followed, and a protective apron should be worn.
- To limit exposure, the x-ray beam should be restricted to the area of clinical interest. Additionally, the beam size must not be larger than the image receptor. The method used for restricting the beam is a light localized variable-aperture rectangular collimator. Rule .0606 (a)
- Align the x-ray beam with the image receptor by using the light localizer, tube detent function, laser crosshairs and SID indicator. Rule .0606 (a) (1) (B)

The x-ray equipment in this facility was installed following the manufacturer's specifications. Do not alter, tamper with, or remove any of the filters or collimators, or in any way cause needless radiation exposure.

Exposure Procedures and Protective Equipment

- Only a qualified radiographer/instructor can turn on the x-ray unit. Students are to be directly supervised by instructors when using x-ray equipment.
- Any staff or persons not involved with patient care or making the exposure should be removed from the room during x-ray exposures. Rule .0603 (a) (1) (E)
- Mechanical holding devices should be used to hold image receptors or patients. Rule .0603 (a) (1) (H) (I)
- Only authorized individuals, as determined by the RSO, shall be permitted behind the control panel during an exposure.
- Only phantoms are to be radiographed. **NO HUMANS ARE EVER TO BE IRRADIATED.**

Radiation Protection Rules

Carelessness with radiation must be avoided. It is extremely hazardous and may be detrimental to one's future health when used improperly. Specific rules are as follows:

- Radiation badges and radiation protection equipment (such as lead aprons, thyroid shields, etc.) must be worn whenever there is potential radiation exposure.
- Students are not allowed to hold patients during any radiographic exam (routine, fluoroscopic, portable, OR)
- Doors to the x-ray rooms must be closed during all exposures.
- The student must stand behind the control booth barrier when an exposure is being made.
- Personnel Monitoring Devices must always be worn at collar level when the student is in the radiology department at the clinical site and in the x-ray lab at school. If the student does not have their radiation badge with them for their clinical rotation or lab, they will be sent home to retrieve their missing radiation badge and time must be made up at the end of the shift.

All radiological equipment must be regarded and handled with care. Damage to any equipment or malfunction of any equipment must be reported to the proper authorities immediately. **Any negligent misuse or mishandling of radiation energy, radioactive materials, or radiation producing devices that may endanger any person will result in suspension and recommendation for dismissal from the program. No exceptions.**

Radiation Protection for Pregnant Students

A student may voluntarily choose to declare, not declare, or undeclare a pregnancy, as is her right. If a student becomes pregnant during her tenure in the program, it is the sole responsibility of the student as to the action the student chooses to take. It is the belief of program faculty that if a student becomes pregnant while involved in competency-based radiography education, it is in the best interest of all parties that the pregnancy be declared in writing to the Program Coordinator.

If a student chooses voluntarily to declare or un-declare her pregnancy, it must be in writing to the Program Coordinator. She will be advised of the possible risks to herself and her unborn fetus, radiation protection methods to reduce unnecessary exposure to the unborn fetus, and clinical affiliate policies. After being advised, the student may wish to exercise one of the several options open to her.

1. Remain in the program unmodified for the duration of the pregnancy as a full-time student with an expected graduation date. This will encompass performing and meeting both clinical and didactic requirements.

*Affiliate policies may not allow student performance in certain areas. If the student is unable to complete the program required competencies due to affiliate policies, the student's graduation will be delayed until the student meets all program requirements.

2. Complete all semesters prior to the delivery date, attend the didactic portion of the program post-delivery, and complete the clinical portion of the program at a later date with a delayed graduation date.
3. Complete all semesters prior to the delivery date, request temporary withdrawal and return to the program at the point at which temporary withdrawal began. The student will be required to audit any courses taken immediately prior to the withdrawal semester. The student must be in good standing prior to withdrawal.

The program and the clinical affiliates seek to provide the utmost in radiation protection for every student. If a student chooses to remain in the program on a full-time or limited basis after being advised of the possible risks, the student will be reminded to use proper body mechanics, employ the use of radiation protective apparel, to observe all rules and regulations regarding radiation safety, and to use prudent judgment in the performance of radiographic examinations.

If the decision is to remain involved in potential exposure activities, then a fetal radiation monitor will be ordered and issued to the student. All pertinent information will be documented and signed by the pregnant student and appropriate College faculty and/or staff. It is both policy and procedure to provide information on radiation protection to pregnant students. However, neither the program nor its clinical affiliates will assume liability or be held legally responsible for the health, safety, or welfare of the student or the unborn child.

Should a student exceed the allowable monthly fetal dose limit (0.5 mSv or 0.05 Rem calculated in the same manner as the student's badge), the student will be removed from site rotations until calculation of remaining levels are determined and the student can safely be returned to regular site rotations. Information about a student's leaving due to pregnancy will be held in the strictest confidence.

VOLUNTARY DECLARATION OF PREGNANCY

I, _____, hereby declare my pregnancy to the radiography program director. I have an expected due date of _____.

I understand that I continue to be held to the same attendance policy as set forth in every course syllabus.

After becoming aware of the possible risks to myself and my unborn child and of the importance of proper radiation protection practices and proper body mechanics, I have elected to:

_____ Remain in the program for the duration of my pregnancy as a full-time student, without modification. I understand that my decision requires me to meet all clinical and didactic requirements.

I understand that I will be issued a fetal monitor to be worn at waist level during routine studies and under the apron at waist level during mobile and fluoroscopic studies. If I exceed the monthly gestational dose limit, I will be removed from participation in radiation producing areas until such time as I am allowed to return to normal rotations by program faculty. I also understand that affiliate policies may not allow student performance in certain areas; if a student is unable to complete required program competencies due to affiliate policies, graduation will be delayed until such time as all program requirements are met.

_____ Complete all semesters prior to my delivery date, attend the didactic portion of the program post-delivery, and complete the clinical portion of the program at a later date. I understand that this will result in a delayed graduation date.

_____ Complete all semesters prior to my delivery date, request temporary withdrawal and return to the program at the point at which temporary withdrawal began. I am in **good standing with the program**.

I understand that the program and the clinical affiliates seek to provide the utmost in radiation protection for every student. Neither the program nor the clinical affiliates will be held legally responsible for the health, safety or welfare of myself or my unborn child.

I have been advised to employ proper radiation protection methods, proper body mechanics when moving and/or lifting patients and/or equipment, and to use prudent judgment in the performance of radiographic examinations and procedures.

Student Signature

Date

Program Director Signature

Date

Clinical Coordinator Signature

Date

I voluntarily choose, in writing, to un-declare a previously declared pregnancy to proper program officials.

Student Signature

Date

Cleveland community college radiography program

Acknowledgement of radiation safety training and education

By initialing each line, I acknowledge receipt and/or review of the following:

- _____ Cleveland Community College Radiography Program Pregnancy Policy
- _____ Instructions Concerning Prenatal Radiation Exposure
- _____ Instructions Concerning Risks From Occupational Radiation Exposure
- _____ Review of ALARA and time/distance/shielding practices to reduce exposure
- _____ Informed that I may at any time request to view my occupational exposure records
- _____ Opportunity to ask questions

I, the undersigned, agree that I have been informed about the pregnancy policy and its voluntary nature of disclosure and agree that my choice is to or not to disclose. In the event I choose not to give written disclosure I will not be considered pregnant and will be expected to uphold all academic/clinical requirements regardless of condition. Furthermore, if I choose not to disclose pregnancy, I will assume all risk associated with prenatal radiation exposure and will indemnify and hold harmless Cleveland Community College, Cleveland Community College Radiography Program, and their agents.

Student Name

Date

ID Number

Cleveland Community College
Radiography Program
Academic Honor Code

As a student in the Cleveland Community College Radiography Program, I will abide by the Academic Honor Code. All Radiography courses will require completion of assignments, worksheets, quizzes, and exams that will prepare the student for primary-certification and transition into the profession of radiologic technology.

As a student in the Cleveland Community College Radiography Program, I agree not to copy, scan, or reproduce (including print and electronic in any form) any answers, scantrons, or other materials nor will I share and/or compare these with anyone other than the course instructor unless given permission to do so by the Program Director. Additionally, I agree not to plagiarize any work submitted to a course instructor.

Failure to abide by the Program Academic Honor Code may result in any of the following:

- o Loss of grade
- o Immediate Termination from Program
- o ARRT notification of Academic Honor Code Infraction

By signing this form, I _____ (PRINT NAME) agree to the Academic Honor Code established for all Radiography courses.

_____ Signature

_____ Date

Cleveland Community College Radiography Program

Confidentiality Agreement

The Cleveland Community College Radiography Program regards security and confidentiality of data and information about individuals, including patients, to be of utmost importance. Each learner granted access to data and information agrees to maintain the security and confidentiality of the data and information in the manner described in the Cleveland Community College Radiography Program's Handbook and by this Agreement.

In the course of your educational training at Cleveland Community College Radiography Program, you may have access to protected health information about patients or other individuals. In addition, you may have access to patient charts and medical images that may include, but is not limited to, and in any form (i.e., paper, magnetic or optical media, oral conversations, film etc.). Patient information and data is hereafter referred to as "protected health information" and/or "confidential information."

As a condition of continued status with Cleveland Community College Radiography Program, and to obtain access to any of the above-described protected health and/or confidential information, you acknowledge and agree that your access to such information is for the purpose of performing your clinical education training, and further, you agree to the following:

- I will look at and use only the protected health information and confidential information I need to care for and treat my patients or to perform my educational assignment. I will not look at protected health information or seek other confidential information that I do not need to perform my educational assignment for my own personal benefit or profit, for the personal benefit or profit of others, or to satisfy personal curiosity. I understand that Cleveland Community College Radiography Program's Clinical Education clinical affiliations may issue user identification and secured private passwords to access the information and that these sites have the ability and reserve the right to monitor access and use of protected health information and confidential information to determine my compliance with policies and procedures and the terms of this Agreement.
- I will not share protected health information and confidential information with anyone who is not authorized to have access to it. I will not share this information with other people in casual conversation.
- I will handle protected health information and confidential information maintained in any medium or form, including but not limited to, paper and electronic, diskette or CD, with care to prevent unauthorized use or disclosure of protected health information or other confidential information

- I will follow security and confidentiality policies and procedures and take reasonable measures to protect information for which I have responsibility. I will not release, remove or copy protected health information or confidential information for other than what is required in completion of my clinical education assignment.
- I will handle protected health information and confidential information with care to prevent unauthorized use or disclosure including the use of e-mail to send information. Because electronic messages may be intercepted by other people; I will not use e-mail to send individually identifiable health information or any confidential information.
- I will return or dispose of protected health information and confidential information that I no longer need in accordance with the policies and procedures of the clinical affiliation site.
- If I am conducting research for an educational assignment required by the Cleveland Community College Radiography Program, I will follow policies and procedures to maintain the confidentiality and security of protected health information and confidential information.
- All passwords, verification codes, or electronic signature codes assigned to me are equivalent to my personal signature:
 - I will use my own password, verification or electronic signature code only.
 - I will only use my password, verification or electronic signature code in accordance with the clinical affiliate policies and procedures.
 - I will not attempt to learn or use passwords, verification codes, or electronic signature codes of others.
 - I am responsible and accountable for all entries made and retrievals accessed using such passwords or codes regardless of any intentional or negligent act or omission by me.
 - I will not use my password, verification or electronic signature code after my clinical education with the clinical affiliate site ends.
- If I become aware that another person has access to or is using my password, verification or electronic signature code, or if I become aware that another person is using passwords, electronic signature or verification codes improperly, I will immediately notify the appropriate contact at the clinical affiliate site.
- I will follow the clinical affiliate policies and procedures regarding the access and the use of computers, information systems, intranet, or the Internet to carry out my educational responsibilities.

- I will not copy or download software.
- I understand and agree to abide by the obligations of this Confidentiality Agreement. If I do not follow these requirements, I understand that I may be subject to disciplinary action, up to and including, termination from the Cleveland Community College Radiography Program.
- I understand that the obligations of this Confidentiality Agreement will remain in effect through the termination or expiration of my education or affiliation with the Radiography Program.

By my signature below I am indicating that I have read, understand, and agree to adhere to the conditions of this Confidentiality Agreement.

Name (Please Print): _____

Signature: _____ Date: _____

Acknowledgement Statement

I have read the Cleveland Community College Radiography 2026-2027 Handbook. As a radiography student, I acknowledge that I have read the information contained within this document as it pertains to the essential functions and technical standards that I am expected to perform as a medical imaging student. I agree to abide by the regulations and policies therein. I further understand that all program requirements must be met as prescribed for me to continue my tenure and to graduate. Failure to meet program requirements as prescribed will result in disciplinary action, including suspension and dismissal.

I understand that should a policy change occur, I will be notified by the program faculty in a timely and appropriate manner. All previous handbook copies are to be discarded.

Student Signature

Student ID Number

Date