

# GTCC

GUILFORD TECHNICAL  
COMMUNITY COLLEGE

**RADIOGRAPHY PROGRAM**

**STUDENT HANDBOOK**

**2023-2024**



Any information in this handbook may change. Students will receive written notice of any changes.

REVISED 06/14/2023, 07/22/2022

# 2023 - 2024 GTCC RADIOGRAPHY STUDENT HANDBOOK



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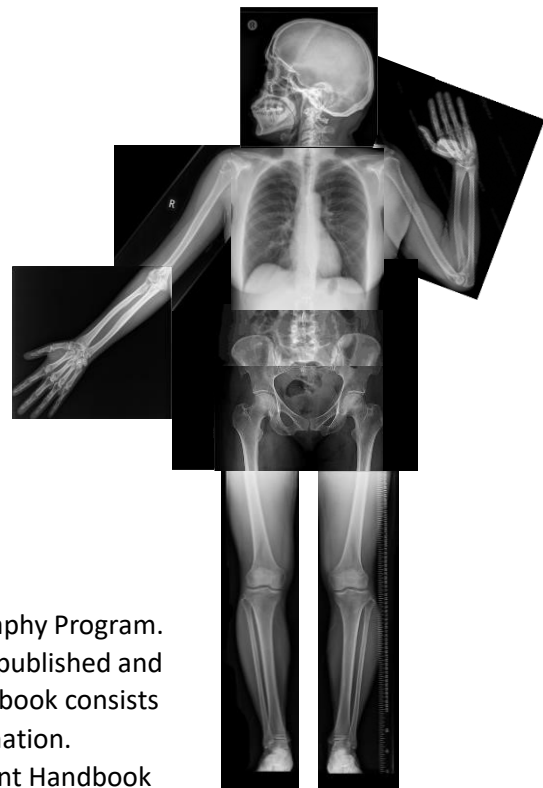
## SECTION I: GENERAL PROGRAM INFORMATION

WELCOME TO THE GUILFORD TECHNICAL COMMUNITY COLLEGE

### RADIOGRAPHY PROGRAM!

This Student Handbook guides students through the GTCC Radiography Program. The Student Handbook is edited annually, and any changes will be published and made available to new and continuing students. The Student Handbook consists of two parts: Radiography Program Information and Clinical Information. Students should retain and refer to the current Radiography Student Handbook throughout the year to ensure understanding of all program policies and expectations.

GTCC policies and procedures are available through online resources such as the GTCC website and GTCC Academic Catalog.



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#### RADIOGRAPHY PROGRAM OVERVIEW

The GTCC Radiography Program began in 2011 and is administered at the GTCC Jamestown Campus. The Program provides an education that is flexible, progressive, and sensitive to the changing needs of the individual, significant support person(s), and community. Through these educational experiences, students can develop critical thinking and problem-solving skills. The program consists of didactic and clinical education experiences and culminates in an Associate Degree of Applied Science. The associate degree is the recognized entry-level degree for Radiologic Technologists in the US. Associate degree programs follow a standardized curriculum that includes general education courses in addition to RAD professional courses. Students must complete ALL the general education courses and the RAD professional courses for an associate degree before they can apply to take the American Registry of Radiologic Technologists (ARRT) certification exam.

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#### LIMITED ENROLLMENT

The GTCC Radiography Program admits cohorts of students once per year, with applications in the late spring and classes for the new group starting in the fall semester. The GTCC Radiography Program is a limited enrollment program with additional specific admissions criteria and admission to GTCC because the number of qualified applicants usually exceeds the radiography program capacity. A committee comprised of the Health Sciences Dean, Program Directors, and the Limited Entry Office Staff evaluate and set the admission criteria for each limited enrollment program before each admission cycle.



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## TECHNICAL STANDARDS & ESSENTIAL FUNCTIONS

All students entering the program must meet nonacademic standards, skills, and performance requirements expected of radiographers. These are essential to meet the requirements of the curriculum and to develop appropriate professional attributes to succeed in the profession.

The technical standards provide a description of the physical demands of the profession so students can make realistic assessments of their interests, abilities, strengths, weaknesses, and challenges to choose the most appropriate programs and career paths.

All students must meet performance standards at the same level, with or without reasonable accommodation. Any condition affecting the ability to comply with these technical standards and essential functions must be evaluated by GTCC disAbility Access Service staff to identify reasonable accommodations. If requested accommodation(s) cannot be provided by the clinical facilities, students may not be able to successfully complete the program.

Radiography students must be capable of demonstrating the following fundamental skills:

### **Communication and Intellectual Skills**

- Accurately interpret, record, and manage electronic data such as procedure manuals and medical records;
- Communicate with patients, family members, and other medical professionals using appropriate terminology;
- Adhere to HIPAA regulations to protect patient privacy;
- Perform mathematical / algebraic calculations;
- Review and evaluate images to determine quality and suggest improvements when necessary;
- Apply critical thinking, judgment, and techniques to resolve imaging challenges and to make compensations to accommodate patient age and/or condition;

### **Physical Strength, Mobility, and Endurance**

- Be flexible enough to move in a confined space;
- Use safe ergonomics to move and position heavy imaging equipment;
- Use proper body mechanics and work with devices or teams to transport and position morbidly obese patients;
- Stand or walk up to 10 hours per day wearing personnel protective equipment such as lead aprons, surgical masks, gloves, and/or isolation clothing;
- Attend class and maintain attention up to 8 hours per day, participate in labs up to 4 hours per day, and complete clinical assignments up to 10 hours per day.

### **Sensory**

- Possess visual acuity to evaluate images on monitors and operate equipment under variable lighting situations;
- Adequately perceive depth well enough to move and position equipment and transport patients;
- Demonstrate tactile, gross, and fine motor skills sufficient to provide safe patient care, patient assessment, patient radiographic positioning, and equipment operation;
- Hear normal speaking level sounds, auscultatory sounds, and auditory alarms (i.e.: equipment, monitors, fire alarms, call bells).

### **Professional Behaviors**

- Maintain academic honesty;
- Adhere to the ASRT Code of Ethics and ARRT Standards of Ethics;
- Comply with the GTCC Radiography Program Handbook;
- Exhibit professional behavior by appearance, behavior, and social media;
- Consistently be prompt with submission of assignments and attendance;
- Collaborate with others to work as part of a professional medical team.

The program requires five semesters (almost two years), and the courses must be taken in sequence. The NC Department of Community Colleges determines the course sequence, along with co-requisite and prerequisite courses. Radiography course outcomes are leveled. Students are responsible for material presented in previous curriculum courses throughout the program.

The program requires a full-time commitment and students cannot attend part-time. Students typically have radiography classes and labs in the Business Hall on the Jamestown campus throughout the week during regular business hours (typically Monday – Friday 8:00 am – 5:00 pm). Many Radiography lecture classes will be synchronous online using TEAMS, lab sessions will be face-to-face in the Business Hall on Jamestown campus, and clinic rotations will be at multiple clinical facilities in the area. Clinical assignments and hours vary depending on the rotation. Students have a limited number of evening and weekend clinical rotations during the program. Students must provide their own transportation and have access to computers and internet. Students may use computer resources on the Jamestown campus. Students will learn about appropriate Personal Protective Equipment (PPE) and COVID 19 guidelines required for participation in clinical rotations. Whenever students are on GTCC campus, they must follow ALL COVID 19 guidelines such as wearing face masks, monitoring and documenting their COVID exposure and symptoms, hand and surface cleaning, and maintaining social distancing.

The program provides students clinical opportunities via rotations, and staff/instructor feedback that support competent graduates that can easily fulfill entry-level radiographer positions by delivering quality care to patients, producing high quality images with the least amount of radiation exposure while being desirable employees. Previous program graduates have been in demand and have had success securing jobs.

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### **AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) CERTIFICATION**

Graduates must pass a national certification examination administered by the American Registry of Radiologic Technologists (ARRT). ARRT certification and registration requires three components: Education, Ethics, and Examination. Upon satisfactory completion of the GTCC Radiography Program, the Program Director will verify successful completion of the education requirements.

Applicants for the exam are required to submit documentation of their criminal background checks and attest that they meet ethical standards. Students with criminal backgrounds who are cleared by the clinical sites and agencies for participation in clinical should contact the ARRT Ethics Department (1-651-687-0048 or [www.arrt.org](http://www.arrt.org)) for pre-application review to take the certification exam. Students who wait until the end of the program to reveal criminal backgrounds to ARRT may be delayed approval while their case is reviewed. The ARRT will communicate directly with the student.

Students wishing to apply for ADA accommodations during the ARRT certification exam must submit their justification and documentation early to avoid delays. The ARRT will communicate directly with the student.

After passing the examination, individuals are entitled to use the initials, R.T. (R) (Registered Radiologic Technologist in Radiography), after their names. Following initial certification, radiographers maintain their registration by participating in professional continuing education and by paying annual fees.

ARRT certification and registration are considered the gateway to the medical imaging profession. All graduates are strongly encouraged to prepare for the ARRT examination by studying, reviewing, and working diligently throughout the program because the exam is based on the entire curriculum. Graduates are encouraged to take the exam as soon as possible following program completion. GTCC graduates enjoy a high level of success on the ARRT exam!

North Carolina is currently one of the few states that do NOT require a radiography license. Most reputable medical facilities require their employees who use ionizing radiation to be certified and registered by the ARRT. The North Carolina Society of Radiologic Technologists (NCSRT) continues to work towards establishing state licensure.

Following ARRT certification in radiography, students may choose to advance their careers and pursue educational degrees (bachelors, masters, or doctorates) to be involved with clinical management, education, sales, or research. They may choose to add certification in other modalities such as computed tomography (CT), magnetic resonance (MR), nuclear medicine (NM), radiation therapy (RTT), vascular interventional (VI), bone densitometry (BD), and multiple areas of sonography (ultrasound).

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## **RADIOGRAPHY PROGRAM MISSION AND GOALS**

The program uses best education practices to produce competent entry-level radiologic technologists professional communication and critical thinking skills. The program supports the mission of the North Carolina Community College System (NCCCS) and the mission of Guilford Technical Community College (GTCC) through its commitment to serve the community.

The goal of the GTCC Radiography Program is to produce graduates with a solid foundation in radiography knowledge, based on best professional practices and clinical competency. The curriculum addresses rapid changes in the technology-based medical imaging field while preserving a focus on patient care and instilling respect for human dignity. Graduates are prepared for professional employment options.

### **Program Goals / Student Learning Outcomes (SLO)**

#### **Goal 1: To demonstrate competence as an entry-level technologist.**

- Students will correctly perform radiographic examinations.
- Students will apply knowledge needed for radiographers.

#### **Goal 2: Students will demonstrate professional communication skills.**

- Students will use proper oral communication.
- Students will use proper communication during clinical assignments.

### Goal 3: Students will demonstrate critical thinking.

- Students will evaluate images for quality.
- Students will use problem solving skills related to the care of patients.

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## GTCC & RADIOGRAPHY PROGRAM ACCREDITATION

Guilford Technical Community College (GTCC) has institutional accreditation with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that also covers the Radiography Program.

The GTCC Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

JRCERT accreditation is the recognized professional standard that tells students, patients, and the public that GTCC values academic excellence, health care quality, and patient safety. The program adheres to the JRCERT Program Accreditation Standards and is compliant with the American Society of Radiologic Technology (ASRT) Curriculum Guide to ensure graduates possess the knowledge, skills, attributes, and clinical education necessary to practice in the profession. The program participates in the voluntary process of self-assessment and peer review via the JRCERT. A copy of the *JRCERT Standards for an Accredited Educational Program in Radiologic Sciences* may be reviewed at [www.jrcert.org](http://www.jrcert.org) and in the program office. A copy will be provided to any student on request.

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182  
312.704.5300 • (Fax) 312.704.5304  
[www.jrcert.org](http://www.jrcert.org)

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## RADIOGRAPHY PROGRAM EFFECTIVENESS

### Program Completion Rate

Graduation Year	# Students Completed	# Students Started	% Program Completion
2017	15	18	83%
2018	13	18	72%
2019	16	16	100%
2020	16	16	100%
2021	16	16	100%
<b>5 YEAR TOTAL</b>	<b>76</b>	<b>84</b>	<b>90.5%</b>
2022	21	21	100%

*Programs do not count students who withdraw for non-academic reasons (personal or medical reasons).*

**ARRT Certification Exam Pass Rate (on the first attempt)**

Year	# Students Passed	# Students Attempted	% Pass	Nat'l % Pass	Mean Scaled Score	Nat'l Mean
2018	12*	12*	100%	89.4	86.4	83.6
2019	12†	13**	92.3%	89	83.8	83.4
2020	13‡	15***	86.7%	88.2	80.5	83.3
2021	12§	15****	80%	83.8	81.6	82.3
2022	16ⓧ	21*****	76.2%		79.8	
<b>5 YEAR TOTAL</b>	<b>65</b>	<b>76</b>	<b>85.5%</b>		<b>82.42</b>	

\* (one of the thirteen 2018 graduates did not take the ARRT certification exam by 11/10/2018)

† Class of 2019 eventually 13 of 13 (100%) passed

‡ Class of 2020 eventually 16 of 16 (100%) passed

§ Class of 2021 eventually 15 of 16 (93.8%) passed

ⓧ Class of 2022 eventually 17 of 21 (80.9%) passed

**Job Placement Rate (within 12 months of program completion)**

Year	# Students Employed	# Students Responding	% Employed
2018	5	5	100%
2019			
2020			
2021	13	13	100%
<b>5 YEAR TOTAL</b>	<b>—</b>	<b>—</b>	<b>—</b>

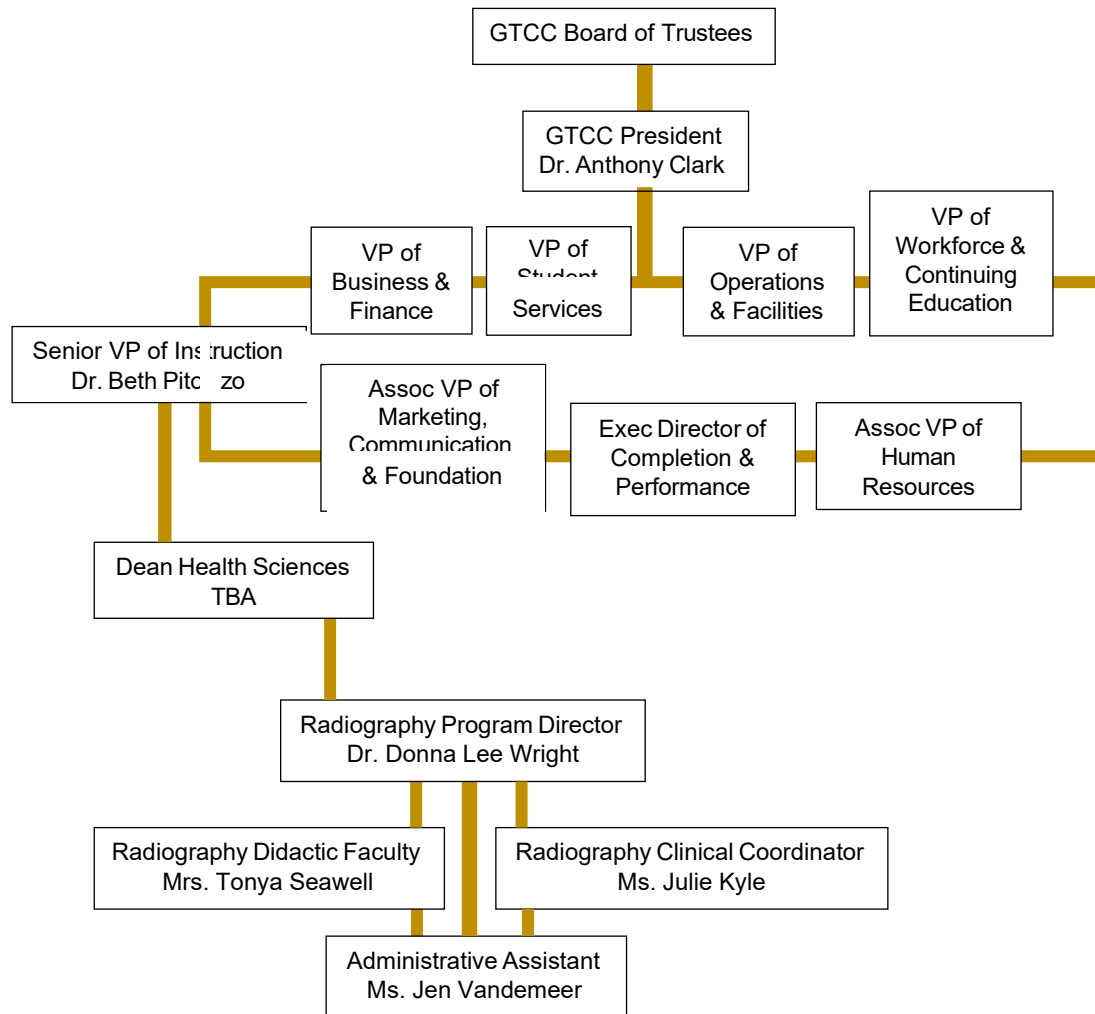
Job placement rate is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences.

JRCERT has defined not actively seeking employment as:

- Graduate fails to communicate with program officials regarding employment status after multiple attempts,
- Graduate is unwilling to seek employment that requires relocation,
- Graduate is unwilling to accept employment because of salary or hours,
- Graduate is on active military duty, and/or graduate is continuing education.

Current program effectiveness data may be found at GTCC Radiography Program website and on the JRCERT website.

## GTCC & RADIOGRAPHY PROGRAM ORGANIZATIONAL CHARTS



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## RADIOGRAPHY PROGRAM CONTACTS

Person	Title	All GTCC Phone 336-334-4822 plus, extension #	Email
Dr. Donna Lee Wright	Program Director	ext. #50739 Cell 940-781-8477	<a href="mailto:dlwright3@gtcc.edu">dlwright3@gtcc.edu</a>
Ms. Julie Kyle	Clinical Coordinator	ext.50741	<a href="mailto:jakyle@gtcc.edu">jakyle@gtcc.edu</a>
Mrs. Tonya Seawell	Radiography Instructor	ext. 50740	<a href="mailto:toseawell@gtcc.edu">toseawell@gtcc.edu</a>
Ms. Jen Vandemeer	Administrative Assistant	ext. 50256	<a href="mailto:javandemeer@gtcc.edu">javandemeer@gtcc.edu</a>

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## RADIOGRAPHY JOB DESCRIPTIONS

### Program Director

A campus faculty member responsible for the organization, supervision, and operations of the overall program. The program director responsibilities include but are not limited to:

- Assuring effective program operations according to policies and procedures, including didactic and clinical components,
- Overseeing ongoing program accreditation and assessment processes,
- Participating in budget planning and fiscal management of program resources,
- Participating in didactic and/or clinical instruction when appropriate,
- Assuming the leadership role for development of the program curriculum design and delivery,
- Participating with the Limited Entry Program Office for ranking and acceptance of incoming cohorts of radiography students,
- Participating in hiring and evaluating faculty and staff as directed,
- Advising students about academic and non-academic issues,
- Serving on GTCC Division and Institutional committees, and
- Maintaining current knowledge of professional discipline and educational methodologies through continuing professional development.

### Clinical Coordinator

A campus faculty member who is responsible for the organization, supervision, and coordination of the clinical education courses in each of the clinical affiliates. The clinical coordinator responsibilities include but are not limited to:

- Correlating and coordinating clinical education with didactic education and evaluating its effectiveness,
- Participating primarily in clinical instruction and didactic instruction when appropriate,
  - Observing and working with students in the clinical settings during assigned clinical educational experiences,
  - Maintaining up-to-date clinical documentation using Trajecsys and other tools,
  - Assessing clinical competency of students based on their progression through the curriculum,
- Serving as a liaison between the campus and clinical affiliates and facilitating communication between the clinical affiliates and the college,

- Assisting clinical preceptors with on-boarding, documenting student performance, providing student feedback, enforcing program policies, etc.
- Participating in the accreditation and assessment processes,
- Reviewing and revising clinical course syllabi, schedules, and other clinical materials,
- Supporting the program director to assure effective program operations,
- Advising students about academic and non-academic issues,
- Seeking new effective and productive clinical affiliations to meet the needs of the students,
- Serving on program, division, and institutional committees as needed, and
- Maintaining current knowledge of professional discipline and educational methodologies through continuing professional development.

### **Didactic Faculty**

A campus faculty member responsible for the organization, supervision, and coordination of assigned didactic education courses. The didactic faculty responsibilities include but are not limited to:

- Reviewing and revising clinical course syllabi, schedules, and other course materials,
- Participating in ongoing program accreditation and assessment processes,
- Participating in didactic and/or clinical instruction when appropriate,
- Advising students about academic and non-academic issues,
- Serving on GTCC Division and Institutional committees, and
- Maintaining current knowledge of professional discipline and educational methodologies through continuing professional development.

### **Clinical Preceptor**

An experienced clinical radiographer employed by the clinical affiliate and who agrees to be a resource for students during their clinical rotations. The clinical preceptor responsibilities include but are not limited to:

- Supporting and enforcing program policies, procedures,
- Understanding the clinical objectives and clinical evaluation system and evaluating students' clinical competence,
- Approving student clinical rotation schedules,
- Providing students with clinical instruction and supervision,
  - Observing and working with students in the clinical settings during assigned clinical educational experiences,
  - Maintaining up-to-date clinical documentation using Trajecsys and other tools,
  - Assessing clinical competency of students based on their progression through the curriculum,
- Participating in the assessment process, as appropriate,
- Maintaining current knowledge of professional discipline and educational methodologies through continuing professional development.



**ESTIMATED RADIOGRAPHY PROGRAM COSTS** (subject to change without notice)

<b>ESTIMATED PROGRAM COSTS*</b>	
<b>Item</b>	<b>Estimated Cost</b>
Tuition In-state Out-of-state	\$76.00/credit hr. x 76 hrs. = \$5776 \$268.00/credit hr. x 76 hrs. = \$20,368
Fees (include campus access, parking, technology, security & activity fees, accident insurance, malpractice insurance, lab fees, etc.)	Vary per semester \$60–\$110 average
Textbooks/Resources/Standardized Assessments/ Miscellaneous School and Project Supplies, Trajecsys	\$1,600 – \$2,200
Uniforms (scrubs), shoes, jacket & clinical notebook with dividers	\$200 – \$400
Health Exam for Admission (Cost does not include cost of TB QuantiFERON test & required immunizations as this varies from student to student)	\$300
QuantiFERON TB test prior to program start date (Required for both years of program)	\$100 (\$50 each year)
Flu shot (required for both years)	\$44 (\$22 each year)
FIT test (Cone Occupational Health, required for both years)	\$90 (\$45 each year)
Criminal Background Check / OIG Report & Drug Screen	\$97
CPR Training (American Heart Association Basic Life Support - Healthcare Provider Level)	\$78 at GTCC—other locations may charge more or less
Registry Review Course (registration & lodging only) Final Semester	\$300
NCSRT Dues (2 years)	\$50
NCSRT Annual Conference Attendance (registration & lodging only) Final Semester	\$300
ARRT Certification Exam Application Fee for certification examination (Registry) Passport photo fee	\$200 \$15
Radiography School Pin	\$15 – \$55
GTCC Graduation Fee	\$35
<b>TOTALS:</b> Approximate cost for Associate Degree (in-state) Approximate cost for Associate Degree (out-of-state)	\$9,260 – \$10,155 \$23,852 – \$24,747

*\*As of February 2018. Tuition rates are established by the State Board of Community Colleges in accordance with actions taken by the NC General Assembly. Student fees are established by GTCC Board of Trustees in accordance to the State Board of Community Colleges. Tuition and fees are subject to change without notice; all other costs are estimates. For additional information about tuition and fees go to: <https://supportservices.gtcc.edu/tuition-rates-fees/>.*

### **Limited Scholarships for Radiography Students**

There are no radiography scholarships available for students in the first fall semester of the GTCC Radiography Program. There are three (3) scholarships available to radiography students who have passed the first fall semester. Students must apply and meet the specific criteria of the scholarship sponsors who determine the distribution of awards. Scholarship recipients will be acknowledged at the pinning ceremony.

- Jane Cox Hendrix Scholarship (NCSRT)
  - Applicants must be NCSRT members. Applications are available on the NCSRT.org website. Recipients will receive the awards during the NCSRT Annual Conference Awards Luncheon.
- Moses H. Cone Volunteers
  - The Radiography Program Director will distribute information about the MHCV Scholarship.
- Guilford Medical and Dental Managers Scholarships (GMDM)
  - Scholarship funds are for first year students. The funds will be awarded after the summer semester scholarship recipients will be acknowledged at an awards luncheon usually held in August.



**Explanation of Expenses:** Students are responsible for paying their expenses. Students who need assistance should contact the Financial Aid Office and/or the GTCC Titan Link Office for available resources. The Radiography Program is not involved in distributing financial resources but can help direct students to the appropriate offices on campus.

### **Tuition & Fees**

The North Carolina General Assembly establishes GTCC tuition. For information see the current GTCC Catalog. If financial aid is needed, the student needs to gain assistance/information through the financial aid resource office. The faculty is not involved in this process.

Student fees include mandatory accident and professional liability insurance required by clinical sites/facilities. Students are covered by professional liability insurance only when they are scheduled to be in the clinical sites. Accident insurance provides students coverage when they are on campus in class or participating in official school sponsored events. Students traveling in their personal vehicle are not covered by insurance. Students are expected to abide by the school injury policy.

## **Textbooks**

Each course will have the required textbooks and workbooks posted on the GTCC Bookstore website before the semester starts. Each course syllabus identifies the required textbooks and workbooks. Radiography Program faculty typically adopt the latest editions of textbooks when they are available. Students are responsible for purchasing the correct editions of textbooks. Students who have previous editions of required textbooks must determine the correct pages for reading and other assignments on their own. Students will be responsible for learning any new material included in the more recent editions.

Students may purchase textbooks at the GTCC bookstore or through outside vendors including online. Some financial aid packages require textbook purchases at the campus bookstore. Students should check with faculty members before purchasing textbooks to see if it is acceptable to use electronic versions of textbooks rather than printed versions. Likewise, students should check to see if it is acceptable to RENT electronic versions of textbooks rather than purchasing them.

The anatomy and physiology (biology) textbook may be a valuable resource for students in the radiography program, so students are advised to keep it after the course. Students must plan for a large investment in expensive textbooks the first semester. Many of these textbooks will be used in multiple courses in the program. Students must retain textbooks for reference and for assignments in subsequent courses.

Students are **STRONGLY ADVISED** to keep all RAD course textbooks to serve as references when preparing for the ARRT certification exam.

## **Uniforms**

Students must cover the costs of their uniforms. Students must have enough uniforms to wear clean uniforms each time they are required. The approved navy uniform scrubs may be purchased through the GTCC bookstore. Students must purchase GTCC patches to put on scrub tops and scrub jackets from the GTCC bookstore. Students may use financial aid to purchase scrubs through the bookstore. Students may purchase scrubs from another source with approval from the Radiography Clinical Coordinator.

## **Health and Medical Expenses**

Students must cover their own expenses related to insurance coverage, compliance with CastleBranch requirements such as medical examinations and immunizations, and any other medical and health requirements.

## **Cardiopulmonary Resuscitation Certification (CPR)**

Students must cover their own expenses to earn and maintain the American Heart Association Basic Life Support (BLS) for Healthcare Providers CPR certification.

## **Criminal Background Checks, Office of Inspector General Review, Drug Screening**

Students must cover their own expenses for Criminal Background Checks, Office of the Inspector General Review and Drug Screening. Clinical sites and agencies may require students to submit to additional checks, review, or screening anytime during the program. These additional costs are the responsibility of the students.



## **SECTION II: RADIOGRAPHY PROGRAM CURRICULUM**

### **CURRICULUM OVERVIEW**

The GTCC Radiography curriculum consists of 71 credit hours and follows the approved curriculum developed by the American Society of Radiologic Technologists (ASRT) and the state of North Carolina Community College System (NCCCS). See the current course descriptions on the GTCC website under Academics.

Upon completion of the program, with fulfillment of all graduation requirements, GTCC awards the student an Associate of Applied Science Degree in Radiography.

While it may be possible to take the general education courses at the same time as students take the RAD professional courses, this strategy is typically NOT recommended. Scheduling general education classes around RAD professional courses including labs and clinical hours is problematic. Students are advised to complete as many of the required general education courses as possible BEFORE applying to the GTCC Radiography Program. Grades of B or higher on the required general education courses result in additional admission ranking points; thereby improving the chances of admission.

Students who do not complete the general education courses prior to beginning the radiography program must take the general education courses while they are taking the RAD professional courses or after completion of the RAD professional courses. Taking the general education courses after the RAD courses will delay when the student can take the ARRT exam.

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### **COURSE PROGRESSION**

All RAD professional courses are offered in sequence. See the GTCC Radiography Program Curriculum Plan. Many courses have pre-requisite course requirements or co-requisites. Students must be in good academic standing to begin the next semester. Good academic standing means that students must pass each of the RAD professional courses with a grade of C (70%) or higher for students to progress from one course to the next in the program curriculum.

Students who score less than 70% on any test, quiz, exam or assignment need to be aware of the impact on their final course grades. Faculty members, advisors, or the Radiography Program Director will meet with students who are at risk of scoring grades of D or lower at the 25% point in the course. The Radiography Program Director may advise the student to seek counseling or other campus resources to resolve the issues causing the low grades and develop a plan to improve grades. If the reasons cannot be resolved, the Radiography Program Director will advise the student to withdraw from the program. Otherwise, a RAD professional course grade lower than C (70%) means the student will not be eligible to continue in the course progression.

GTCC Radiography students who earn grades of "D or F" in any RAD professional courses will automatically be suspended from the GTCC Radiography Program at the end of the course.

Students who fail any RAD professional courses in the first fall semester of the program will be suspended from the program and will need to re-apply as new applicants in the Limited Enrollment Program process for the next admission cycle.

Students who fail any RAD professional courses in the remaining semesters will be suspended from the program and will need to follow the readmission procedure.

**\*New in 2023 Minimum Grades**

Students must maintain above average grades throughout the Radiography program to improve their chances of passing the national certification exam after graduation. Students will be allowed a maximum of two (2) C grades on professional courses (RAD prefix). Students who earn a third C grade may not progress and must withdraw from the program.

**\*New in 2023 Limitations on Incomplete**

Students must fulfill course requirements to progress through the program curriculum on schedule. If there are extenuating circumstances, students may request an Incomplete grade. Incompletes will only be granted to students who are otherwise making satisfactory progress through the course and the program. The course Faculty members will complete an Incomplete Grade Form. The course Faculty member, Program Director, and Division Dean must all agree to the terms of the Incomplete. The student must be aware of the terms of completion. The Incomplete is temporary and will convert to a real course grade by the due date specified in the terms. The due date is typically 5/8 into the subsequent semester. On the due date, an unresolved Incomplete grade will convert to a grade of F. The student may not progress and must withdraw from the program. Students will not be granted an extension of the due date or a second Incomplete. Students are limited to one Incomplete during the program.

**Program Withdrawals**

It is the student's responsibility to withdraw from a class by the course withdrawal date that is noted in the course syllabus. Failure to follow the withdrawal procedure will result in a grade of "F" for the course. Students should consult with their instructor before withdrawing from a course.

"A student who formally withdraws from a course after the 10% point of the class and before 70% of the scheduled class hours have elapsed will receive a grade of "W". Students who stop attending class or are not re-admitted to class after excessive absences occurring before 70% of the scheduled course contact hours have elapsed will receive a grade of "F" unless they formally withdraw from the class." Withdrawing students should meet with the Dean of Health Sciences prior to withdrawal. (GTCC Management Manual)

**GTCC Radiography Program**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE (A45700)**

**Curriculum 2022 – 2023 for Class of 2023**  
**Curriculum 2022 – 2024 for Class of 2024**

<b>FIRST SEMESTER (FALL)</b>			Class	Lab	Clinical	Credit
RAD	110	Radiography Introduction and Patient Care	2	3	0	3
RAD	111	RAD Procedures I	3	3	0	4
RAD	113	RAD Lab Elective	0	3	0	1
RAD	151	RAD Clinical Education I	0	0	6	2
BIO	163	Basic Anatomy and Physiology	4	2	0	5
<b>TOTAL</b>			<b>9</b>	<b>11</b>	<b>6</b>	<b>15</b>

<b>SECOND SEMESTER (SPRING)</b>			Class	Lab	Clinical	Credit
RAD	112	RAD Procedures II	3	3	0	4
RAD	121	Image Production I	2	3	0	3
RAD	161	RAD Clinical Education II	0	0	15	5
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	3	0	0	3
<b>TOTAL</b>			<b>11</b>	<b>6</b>	<b>15</b>	<b>18</b>

<b>THIRD SEMESTER (SUMMER)</b>			Class	Lab	Clinical	Credit
RAD	122	Image Production II	1	3	0	2
RAD	141	Radiation Safety	2	0	0	2
RAD	171	RAD Clinical Education III	0	0	9	3
<b>TOTAL</b>			<b>3</b>	<b>3</b>	<b>9</b>	<b>7</b>

<b>FOURTH SEMESTER (FALL)</b>			Class	Lab	Clinical	Credit
RAD	211	RAD Procedures III	2	3	0	3
RAD	231	Image Production III	1	3	0	2
RAD	251	RAD Clinical Education IV	0	0	21	7
HUM	115	Critical Thinking	3	0	0	3
<b>TOTAL</b>			<b>6</b>	<b>6</b>	<b>21</b>	<b>15</b>

<b>FIFTH SEMESTER (SPRING)</b>			Class	Lab	Clinical	Credit
RAD	261	RAD Clinical Education V	0	0	21	7
RAD	271	RAD Capstone	2	3	0	3
PSY	150	Social Science Elective: General Psychology	3	0	0	3
SOC	210	OR Introduction to Sociology	(3)	(0)	(0)	(3)

COM	231	Public Speaking	3	0	0	3
		<b>TOTAL</b>	<b>8</b>	<b>3</b>	<b>21</b>	<b>16</b>

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## TRANSFER & ADVANCED PLACEMENT

### **\*New in 2023 Transfer & Advanced Placement**

Requests for transfer from another Radiography Program will be considered individually. The GTCC Radiography Program does not grant automatic advanced placement. Transfer students must merge with the GTCC course sequence and may need to repeat RAD professional courses. Appropriate placement is based on assessment of the transfer student's clinical capabilities and retention of information. Additionally, there must be clinical sites and agencies available to meet the clinical competency needs of the transfer student.

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## ACADEMIC SUSPENSION AND DISMISSAL

The Radiography Program has some unique academic characteristics as one of the Health Sciences Division Programs with clinical requirements, preparation for a national certification exam, and programmatic accreditation (JRCERT). See the current GTCC Catalog for Academic Warning/Probation under Health Program Students.

Students may be suspended or dismissed from the program for low academic performance, for unacceptable clinical behavior, or for unacceptable non-GTCC or non-clinical behavior.

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## PROGRAM READMISSION

The readmission procedure applies to radiography students who have successfully completed all RAD professional courses in the first fall semester.

Suspended students or students who withdrew from the program have only one opportunity for readmission to the GTCC Radiography Program. Readmission must occur within one year of the suspension or withdrawal. Students suspended for academic dishonesty or selected other unacceptable behaviors will not be readmitted.

### **Readmission Procedure**

- Students must contact the Radiography Program Director at least three months prior to the intended readmission semester to request readmission in writing.
- The Program Faculty, Clinical Coordinator, and Radiography Program Director will determine appropriate methods to assess retention of information from the courses before the semester of suspension or withdrawal. If the student does not demonstrate satisfactory competence, the student will be denied readmission and will need to re-apply as a new applicant in the Limited Enrollment Program process for the next admission cycle.
- The Clinical Coordinator must confirm there is clinical site availability that meets the student's clinical needs. If there is an available place in the program and it is offered to the student, the student must accept the position or forfeit the readmit opportunity.
- If the student demonstrates competency in the prior courses AND if there is an appropriate clinical site available, the student must complete an "Application for Readmission" available in the Radiography

Program office. The completed form must be signed by the Radiography Program Director and submitted to the GTCC Records/Admissions Office.



## **SECTION III: STUDENT RESPONSIBILITIES**

### **GTCC EMAILS**

- Students and faculty must use official GTCC emails for all program-related communication. Because of privacy and security concerns, faculty are unable to respond to emails from or about students that do not originate from an official GTCC email address.
- Students and faculty should respond to GTCC emails and Canvas posts within 72 hours whenever possible. Messages sent between 5:00 pm – 8:00 am, on a weekend, break, or holiday understandably may require a longer response time.
- Faculty members will attempt to post grades on Canvas within two weeks. Students are urged to review tests when they are returned. If a student has a question concerning a test/quiz/exam item, the student has two weeks to approach the faculty member with evidence supporting a grade change. If students wait more than two weeks, the grade may remain.
- After completion of the program, graduates should provide updated contact information so the Radiography Program can follow-up with them one year following graduation.

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### **ELECTRONIC DEVICES / CELL PHONES**

The GTCC Radiography Program defines electronic devices as cellular phones, iPods, iPads, tablets, programmable watches such as Apple watches, FitBits, MP3 players, Palm Pilots, and any other recording or information devices.

Many students have responsibilities for family members and can use their phones for emergency notifications and for study purposes. When used properly, some electronic devices can enhance the learning experience. Students need to clarify with faculty members for each class and situation whether and when electronic devices may be used in the classroom or lab settings.

GTCC will allow students access to their cell phones during class, lab, and clinical hours if they use them responsibly. Students are allowed to keep cell phones silenced in their pockets. If a clinical facility determines this is not an acceptable practice, student phone privileges will be revoked. Any abuse of the phone privilege should be reported, and phone use privileges may be revoked for all students if the program determines the privilege is not managed responsibly.

- Students may NOT take photos of patients or radiographic images inside of the medical facility.
- If a faculty member, technologist, Clinical Coordinator, or Clinical Preceptor tells a student to put away a phone, the student must comply immediately, without protest.

#### **\*New in 2023 Electronic Devices in Clinical Settings**

Restrictions on electronic devices in clinical settings are more stringent. Students are not allowed to use electronic devices to study. They may use print resources and textbooks to study during clinical hours only when there are no patients or patient-related activities such



as room cleaning or restocking. Students can keep muted cell phones in their pockets in case of emergency or critical messages. Students must clear with the staff radiographer or Clinical Preceptor before using the phone. Students should never use their phones in locations where patients can observe or hear them.

- When used improperly, electronic devices can distract fellow students, disrupt classes, violate personal privacy, or lead to questionable situations of academic integrity. For example, a student may prefer to take notes on a laptop during a lecture. That might be fine, but if the student spends time working on other classes or engaged in entertainment or social media on the laptop during class, that would be a visual distraction for classmates. Another example, classroom discussions about clinical incidents could include enough details to identify a specific patient. Recording such information is a serious violation of HIPAA regulations. Recording during class lectures may inhibit some students from participation. Some resources used for teaching are copyrighted. Faculty members may use them for teaching, but the resources may NOT be copied and posted for other purposes.
- Students may NOT use devices to record (photographic or audio) during testing or assessments. Students may NOT use devices as a resource during testing unless specifically instructed by the faculty member.
- At no time should devices be used for personal reasons during class times. Devices should be kept in silent mode. Penalties if it appears the students are using devices for personal reasons are at the discretion of the faculty member and could include confiscation of students' devices, dismissal from class and considered absent, assignment of a score of zero (0) for any work for that day.
- Faculty members will work with students if there is a legitimate reason the students need to keep their phones available for emergency contact because of a specific situation. In that case, students will keep their devices in silent mode and discreetly leave the room to take any emergency calls.
- **Students are encouraged to exercise extreme ethical and professional judgment and AVOID posting information about GTCC or their clinical experiences on ANY social media.** Inappropriate and/or unprofessional statements posted in cyberspace are not retractable and may cause the student problems later with employment opportunities and /or remaining in the program. Reference GTCC website see Public Disclosures: Social Media Policy.
- Any violations will result in student disciplinary actions and could result in dismissal from the program if cases are extreme, repetitive, a violation of the college code of student conduct or violation of HIPAA.

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## STUDENT CONDUCT

Students are expected to demonstrate respectful behavior to others. The GTCC Radiography Program expects each student to uphold the highest principles of honesty, integrity, fairness, and professionalism in classes, labs, clinical settings, or any time students are representing the GTCC Radiography Program.

- Conduct themselves in a professional and courteous manner.
- Show respect for self and others.
- Be responsible for their own actions.
- Abide by policies and procedures.

- Accept constructive feedback and suggestions for improvement.
- Respect differences in learning and in clinical practices.
- Demonstrate patience and understanding if there are questions or clarification needed.
- Promote a positive learning environment.
- Practice positive professional communication. Refrain from over-familiarity, gossiping, flirting, profanity, needless complaining, loud talking, boisterous laughing, spreading rumors and any activity that could disrupt patient care, teamwork, or student learning.
- Serve as a role model for other students.
- Celebrate other students' successes.
- Maintain positive relationships.
- Work cooperatively as a team with other students.

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### **AFFIRMATIVE ACTION / EQUAL OPPORTUNITY**

See the current online GTCC Catalog. See the GTCC student rights section in the current GTCC Student Handbook.

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### **ATTENDANCE & PARTICIPATION**

Attendance and participation for ALL classes, labs, and clinical are required with grade penalties for tardiness or absences. Significant learning occurs when the student participates responsibly and actively in the learning process of the GTCC Radiography Program. Every class has a Canvas website of resources for the class.

Most RAD professional courses will have quizzes, tests, assignments and a cumulative final exam. Student Learning Outcomes (SLO) are assigned to each course. Students must complete SLOs.

Being prepared for all aspects of course work is critical for successful completion of the program. Students in the program are expected to bring textbooks to class and complete all assignments including reading assignments; attend class, labs, and clinical as scheduled; submit assigned written work, complete online assignments on time, and be prepared to participate in class discussions, lab exercises, and clinical activities. Each course syllabus will describe the consequences of late work. Usually, faculty members will not accept late work and no credit will be recorded. It is unacceptable for students to work on other courses or other assignments during a scheduled class or lab.

Students must be responsible for actively participating in their education. PowerPoint slides and other resources that faculty members provide are to enhance learning and do NOT replace the students' responsibility to READ the assignments. Students who rely solely on instructor-provided resources and classroom lectures without reading the textbooks and doing the review assignments will miss vital information and not perform well in the program.

More details about course requirements and penalties will be described on every course syllabus. Students who are sick with a fever or any communicable pathology should NOT attend class, labs, or clinic to avoid spreading the pathology.

Students are expected to spend an average of three (3) hours per week READING, studying, completing assignments, practicing positioning skills, and preparing outside of the RAD professional courses each week. Students may also have additional opportunities such as guest lectures, labs, or presentations by experts, field trips, and other assignments in the energized and/or computer labs.

Students usually have opportunities to review tests and quizzes to prepare for final exams. Students can make appointments with the instructor to clarify content. If a student misses a scheduled review and needs help, it is the student's responsibility to make an appointment with the instructor within one week.

### **Class and Lab Attendance**

Students who know well ahead (hours, days, weeks) of a planned absence should arrange with the faculty member for the missed time before it occurs. In the case of a sudden or last-minute reason for absence, typically, faculty members prefer notification by email, text, or phone if a student will be tardy or miss a class. Notification is especially important when a student will miss class or lab on a day when a test, quiz, or graded assignment is scheduled or due. It is up to the faculty member whether students may submit work early or if students will receive grades of zero (0). Faculty typically will not accept work submitted by a different student to count for an absent student.

Students are responsible for all content covered in class. The faculty member may place any printed handouts in the student's box. The program copier may not be used to copy a classmate's notes. Students are responsible for making up all missed class work and for coming prepared to the class following absence.

If a student is eligible and the course syllabus allows "make-up" opportunities for assignments or tests, the student is responsible for making arrangements with the faculty member. Students are encouraged to complete any permitted make-up work as soon as possible. The make-up work format is at the faculty member's discretion. Make-up tests and quizzes may be different from the tests and quizzes given during the scheduled class time.

Make-up work will occur outside of scheduled class and clinic time. Students are not excused from class or clinic to do make-up work for a different class. Usually, make-up tests are proctored and taken at the GTCC Assessment Center. Some make-up course work must be done in the program labs and proctored by program faculty because hands-on skills must be assessed. If students do not follow-through with a scheduled make-up, they will not be permitted an extension and will receive a grade of zero (0) for the test or quiz.

Some course work may NOT be eligible for make-up opportunities (e.g., pop quizzes) and students will receive grades of zero (0).

If missed course work is required for an assessment of a Student Learning Outcome (SLO), the work must be completed for students to complete the course. SLO work MUST be completed. If students do not schedule the make-up SLO work, the grade on the SLO work will decrease ten (10) points each week until the work is completed. Students must complete the SLO work to pass the course, even if the grade on the work is failing because of penalty points.

Some faculty do not permit students to enter the class if a quiz/test/exam has begun while others will permit late students to use the remaining time to complete the work. Time will not be extended for the late student and a make-up opportunity will not be permitted.

### **Excessive Absences**

As stated previously in this section, details about attendance and penalties for tardiness and absences will be described on every course syllabus, whether for class, lab, or clinic.

*This is an example. Each class syllabus will define its own guideline about absence and tardiness:*

*Students can be absent one (1) class day during the semester.*

*Students who arrive up to 15 minutes late or who leave up to 15 minutes early are considered tardy.*

*Three (3) tardies are defined as one (1) class day of absence.*

*Students who miss more than 15 minutes of class time (beginning, during, or end) are defined as one (1) class day of absence.*

*Students who miss more than one (1) class day are considered excessively absent.*

*The consequences of missing more than one (1) class day are:*

*1 or 2 tardies = = = minus 2.5% for each tardy from the attendance portion of the final course average*

*Additional class days of absences = = = minus 10% for each day from the attendance portion of the final course average*

The course faculty members will review the syllabus with students at the beginning of the course, so students are aware of the consequences of tardiness and absences. Students with excessive absences before the midsemester and / or before the official withdrawal date must meet with the Radiography Program Director to review the records and the consequences. The Radiography Program Director may advise the student to seek counseling to resolve the issues causing tardiness or absences. If the reasons for tardiness and absences cannot be resolved, the Radiography Program Director will advise the student to withdraw from the program. Otherwise, the penalties for continued excessive absences will result in a failing grade for the student.

#### **\*New in 2023 Pattern of Excessive Absences**

**Students who exhibit a repeated pattern of excessive absence in the same or in subsequent semesters must withdraw from the GTCC Radiography Program.**

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**HEALTH & MEDICAL ISSUES** are the responsibility of students.

#### **CastleBranch**

The radiography program does not maintain medical records on students. First year students must set up an account with CastleBranch to submit health and medical records. Students will use CastleBranch accounts for the duration of the program to keep their records accurate and up to date.

Students are required to submit documentation of all required immunizations to CastleBranch. CastleBranch and the Radiography Clinical Coordinator or Radiography Program Director will review the records. Castle Branch will notify students if they are missing any of the needed immunizations.

- First year students who have not submitted complete immunization records by the due date will forfeit their position in the program.
- Second year students who do not keep their CastleBranch records accurate and up to date will not be allowed to participate in clinical and will be considered absent until the records are resolved. Routine grade penalties will apply for such absences.
- Note: Some series immunizations may not be completed within the timeframe and flu shots may not be available until later in the fall semester.
- Tuberculosis: Students must have a QuantiFERON Gold blood test for tuberculosis. If there is a positive result, the student will need to consult a physician and provide a clear chest radiograph taken within the past 12 months along with documentation that the student is symptom free.

- Students must report known or suspected communicable diseases to the Radiography Clinical Coordinator or Radiography Program Director. GTCC Infectious or Communicable Disease Policy and Procedures will be followed (GTCC Management Manual).
- Students with health or medical problems that present a risk to themselves, or others are subject to Health Sciences Departmental / College Student Conduct Policies. (GTCC Management Manual & GTCC Student Handbook). Actions may include suspension from the program and/or College.
- Students with manifestations of illness while in class, lab, or clinical may be sent home and / or advised to seek appropriate medical attention. Absences will be recorded if student misses class, lab or clinical. Routine grade penalties will apply for such absences.

**\*New in 2023 Determination of Illness**

Students with common symptoms of illness or infection such as fever, nausea, vomiting, diarrhea, etc. will self-determine whether they should participate in class, lab, or clinical. Students are encouraged to manage their symptoms at home and avoid spreading pathogens to others or exposing themselves when their own immune defenses are compromised. Students should seek medical advice and treatment if symptoms persist or progress beyond the first 24 hours because that may indicate a more serious condition.

Accidental exposure to hazardous materials or body fluids or involvement in an accident during class, lab, or clinic must be reported to the instructor, Clinical Instructor, Clinical Coordinator, or Program Director immediately and appropriate documentation completed. Students should seek medical attention at the Urgent Care Center. Incident reports must be filed with GTCC Campus Security. If accidents occur during clinic hours, additional documentation at the facility must also be completed. Routine grade penalties will apply for such absences.

**Insurance**

- **ACCIDENT INSURANCE**  
Students are required to have accident insurance during the program. Accident insurance is provided through the GTCC tuition and covers program activities.
- **HEALTH INSURANCE**  
Each student is encouraged to purchase health insurance. This may be private insurance or insurance obtained through GTCC.
- **LIABILITY INSURANCE**  
Professional liability insurance is required by the clinical sites during the program's clinical education component and provided in the GTCC tuition. The liability insurance provides students coverage during assigned clinical rotations.

**Cardiopulmonary Resuscitation (CPR) Certification** must be the Basic Life Support (BLS) for Healthcare Providers from the American Heart Association. Certification from the American Red Cross is NOT an acceptable substitute. Students must maintain current health and CPR requirements and provide documentation to CastleBranch. First year students must earn their initial CPR certification by the due dates described during orientation. Second year students must renew their CPR certification before it expires. GTCC offers the appropriate CPR training. Online recertification without hands-on skill evaluation will NOT be acceptable. Students with expired CPR certification will not be allowed to participate in clinical assignments and will be counted as absent until their CPR certification is documented. Routine grade penalties will apply for such absences.

## **Criminal Background Check (CBC), Office of the Inspector General Review (OIG), and Drug Screening**

Medical facilities and agencies require criminal background checks as part of pre-employment screening. The ARRT has ethical requirements for applicants applying for the certification examination.

Upon admission to the GTCC Radiography Program, all students will have a Criminal Background Check (CBC), Office of the Inspector General Review (OIG), and Drug Screening (a Twelve Panel Urine Drug Screen) performed at a National Institute of Drug Abuse (NIDA) approved laboratory (identified by the Radiography Program) as a requirement of the clinical sites and agencies.

Students will be responsible for the cost of the review / testing. Reports will be available through CastleBranch to the students and to the clinical sites and agencies.

- Screening results will be available only to the contact persons at the clinical sites and agencies. They will review the results of the CBC / OIG reports to determine if radiography students will be allowed to participate in clinical experiences at their facilities. Certain findings on the CBC/OIG reports may disqualify students from clinical participation.
- Clinical sites and agencies will also review the results of the drug screens. A positive drug screen and/or specimen tampering will disqualify a student from clinical participation.
- Once a drug screen form is submitted at the lab testing site, students must complete the drug screening process prior to leaving the lab site premises. Failure to complete the drug screening is considered an automatic failure and results in automatic dismissal from the Health Sciences Program. Re-instatement into a Health Science program or admission to a different Health Science program requires a new drug screening.
- Clinical sites and agencies will notify the GTCC Radiography Program Director if there are findings that would disqualify a student from clinical participation.
- The Program Director will not see the details of the CBC / OIG reports or the drug screen results in the CastleBranch report but will confirm there is a flagged account to ensure no error was made. Program faculty will not engage in detailed discussions with students regarding criminal background history, criminal background check results, or drug screening results.
- The Radiography Program Director will notify the students that a finding in the CastleBranch report disqualifies their participation in clinical. The Program Director will inform the student that any student suspended from a health science program can avail themselves of the standard GTCC processes for appeal. Records of the attempt for resolution will be documented.
- A student who is appealing a disqualifying decision will be permitted to attend campus-based classes and labs until the issue is resolved. The appealing student will not be permitted to participate in clinical experiences until the issue is resolved.
- If a willing clinical site or agency that would meet the student's clinical competency needs is not available for the student to be reassigned, the student will be suspended from the program. (GTCC Management Manual).
- If the faculty should become aware of a criminal charge or conviction that occurs while a student is in the GTCC Radiography Program, depending on the charge, the student may be removed immediately from the clinical site or agency. The final decision as to whether the student can return to the site will rest with the clinical site or agency (GTCC Management Manual).

## **Substance Abuse - Alcohol and Drug**

GTCC is a drug free workplace / college. Students exhibiting behaviors indicative of substance abuse are in violation of GTCC Policy. (GTCC Management Manual). In addition, radiography students must also abide by the substance abuse policies of the clinical facilities and agencies where they have clinical experiences.

A substance is defined as alcohol or any drug. Substance abuse is the use of alcohol and/or being under the influence of alcohol during any course and/or the inappropriate use of prescription or non-prescription drugs and/or being under the influence of drugs during any course.

If a student is under the care of a physician and on a medication, the student needs to determine if the medicine will alter their judgment, performance, or participation while in class, lab or clinical. Clinical Instructors, Clinical Coordinators, and faculty members do not need to know specifics about why a student requires medication. If the medication has only a minimal effect, students need to gain permission to participate in clinical from the Clinical Instructor or Clinical Coordinator. Students need to gain permission to participate in class or lab from the faculty member.

If the prescribed medication alters the student's judgment, performance, or participation in an observable way, the student should not attend clinical assignments, class, or labs. Routine grade penalties will apply for such absences.

Reporting to class, lab or clinical while intoxicated or otherwise impaired is prohibited. Students who are impaired or appear to be impaired may represent a potential danger to themselves, other students, employees, or patients. These students will be removed from the patient care area, classroom, or lab immediately. The student will need a prompt conference with the Clinical Instructor, Clinical Coordinator, Department Manager, faculty member, or the Radiography Program Director. Depending on the situation, the clinical facility may require an alcohol or drug screen. Once an alcohol or drug screen form is submitted at the lab site, students must complete the drug screening process prior to leaving the lab site premises. Failure to complete the drug screening is considered an automatic failure and an automatic dismissal from the GTCC Radiography Program. Clinical facilities and agencies have the authority to deny any student access to their facility. If a suitable willing alternative clinical site that provides the clinical experiences the student needs is not available, the student will be suspended from the GTCC Radiography Program.

The student must NOT drive but must make transportation arrangements to leave the clinical site or campus. The Radiography Program Director will meet with the student following the incident to discuss implications and consequences.

### **Tobacco-Free**

Tobacco and related substances are prohibited at any GTCC facility. This prohibition includes E-cigarettes (Vape), other smoking devices, and/or paraphernalia. Students shall not use tobacco or related products on GTCC property or while attending GTCC sponsored activities, on or about any GTCC-owned or operated vehicles, or during any period when students are subject to the authority of college personnel.

The clinical sites are smoke free environments. Students are representatives of the GTCC Radiography Program and representative of the clinical site to the public. Students are not allowed to smoke during program activity, including breaks, lunch, before and during any assigned clinical time. The use of tobacco on school or clinical property will result in a conference and disciplinary action. If students have a lingering scent of tobacco smoke in clinical, class, or lab, faculty members

and clinical staff have the right to send students' home. Routine grade penalties will apply for such absences.

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## CAMPUS ATTIRE

Radiography students are transitioning from traditional casual student appearance to a more professional appearance. To be recognized and treated with respect as medical professionals, they must dress and conduct themselves appropriately. They should wear comfortable but “nicer” attire to class or lab if they are not scheduled to work in the energized lab. Faculty members reserve the right to refuse admission to class or lab until proper attire is worn. Routine grade penalties will apply for such absences.

- Clothes must be clean, well-fitted, practical, and in good repair.
- Daily personal hygiene is required. Students will be close to one another during classes, labs, and other activities.
  - No strong scents. Some people are allergic to scents. Strong scents can make patient nausea more intense.
- Skirts, dresses, and shorts must be modest with no visible gluteal folds.
- Appropriate shoes must be worn.
- Appropriate undergarments must be worn but not visible (no visible gluteal clefts, labial folds, or cleavage).
- Examples of inappropriate clothing choices include:
  - Clothing with suggestive, offensive, or controversial sayings or graphics, revealing clothing such as tank tops, sleeveless ribbed tank style tee shirts, halter or strapless tops or dresses, and tube tops, midriff tops, sheer or net see-through clothing, etc.

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## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) & PATIENT INFORMATION

Students will follow the clinical site / radiology department’s specific rules regarding federal HIPAA regulations for patient information privacy. Students must be aware of and apply the standards when handling schedules, patient documents, any health information, radiology records or requests, images, getting patients from waiting rooms/public areas, and releasing patient information. Students may not review patient records or parts of patient records if there is not a clinical or educational justification for them to have access to that information. Access to radiology and hospital records is usually tracked and limited to specific medical workers.

Sometimes it is necessary to discuss patient conditions or procedures that occur in the clinical and educational setting with staff technologists, radiologists, physicians, clinical instructors, or program faculty, but students need to be extremely cautious to avoid discussing anything related to a patient or procedures outside of controlled settings. It is NEVER acceptable for a student to discuss events that occurred during a clinical rotation with anyone OUTSIDE of the program, including identifying any patients, even if they are public figures. Any specific identifying details that could indicate a specific patient such as a name should NOT be discussed.

Students are not permitted to record images or records on any devices during clinical assignments. This includes social pictures because patients or family members could be in the background of these photographs. Students may NOT post images or make any comments about their clinical experiences on ANY social media. Violation of HIPAA regulations are a breach of patient confidentiality and will result in immediate disciplinary action.



Students will sign *Cone Health Orientation Acknowledgement* and a program confidentiality statement stating they will abide by guidelines required by the clinical education sites.

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## STUDENT SIGNATURES

Student signatures are required for many documents and forms in the program. Students should be aware what their signatures signify:

- Student Handbook Agreement = the student is aware of the program expectations, policies and procedures, and has been given the opportunity to ask questions and get clarification. The student agrees to remain familiar with and abide by the Student Handbook, including any revisions and updates.
- CastleBranch = submission of data serves the same function as a signature. The student pledges the information is accurate and current.
- Program data forms = the information the student provides is accurate and current.
- Ungraded work = the work is from that student and the student has neither given nor received assistance with the answers.
- Graded work such as tests, quizzes, assignments, worksheets, lab exercises, exams, etc. = the work is from that student and the student has neither given nor received assistance with the answers.
- Graded Online work such as tests, quizzes, assignments, worksheets, exams, etc. = submission of the online work (through Moodle or any other electronic means such as email) serves the same function as a signature for graded work.
- Clinical Forms = the student read the objectives prior to the start of the clinical assignment, is aware of the expectations, and aware of the evaluation of their performance during the clinical rotation.
- Clinical Competency, Re-Competency, Spot Check-Off, Final Check-Off, Performance Check-Off, etc. = the student followed proper procedure during the assessment.
- Group Work = the student pledges that proper procedures were followed for the group work and that they contributed their fair share of the work.
- Field Trips, Conferences, etc. = the student is aware of and will abide by program expectations while in attendance at the event.
- Individual Student Conferences = the student signature is not necessarily an acknowledgement of guilt or innocence. The student understands the purpose of the session and agrees that the information in the memo was presented. The student was given the opportunity to ask questions and get clarification. The student understands the consequences of the actions that agrees to the remediation plan if there is one.

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## STUDENT TECHNOLOGISTS

Some GTCC clinical sites hire a limited number of second year GTCC radiography students as “student technologists.” Students interested in student technologist positions should contact the clinical department manager for information. The clinical department managers may contact faculty members and interview students regarding positions/employment. Radiography program officials will offer recommendations when asked if the student has given their written permission, but the GTCC Radiography Program is not responsible for the interviewing process, selection, salary, work hours, etc. Student Technologist employment is between students and the clinical site managers.

The Radiography Program is not responsible for students when they are employed as student technologists. The employers provide training/orientation. Student technologists may not complete program requirements such as competency or checkoffs during their work hours. Employers do NOT guarantee student technologists employment following program completion.



## **SECTION IV: RADIATION SAFETY**

Since the early 1900's, scientists have been aware of both the beneficial and destructive potential of ionizing radiation. The clinical sites subscribe to ALARA, meaning radiation exposure is kept As Low As Reasonably Achievable. This is accomplished by employing proper radiation control procedures. Radiography is not considered a high-risk occupation.

Students will learn and practice radiation safety and protection to minimize radiation exposure to patients, the public, fellow students, faculty members, and medical workers. Students will have equipment checkoffs to ensure they know how to produce images with the least possible radiation exposure. Students are not permitted to operate the energized lab equipment or do radiographic exams in clinics without direct supervision. (Refer to specific policies about direct supervision guidelines, radiation monitoring, radiation protection policy, and repeat images in the clinical portion of this Student Handbook)

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### **RADIATION MONITORING**

Radiation exposure received during program-related activities such as working in the energized lab and during clinical rotations is considered “occupational” exposure and is governed by the rules and regulations of the North Carolina Department of Health and Human Resources, Radiation Protection Section 15A NCAC 11 with exposure limits stated in section §1604 “Occupational Dose Limits for Adults”.

It is the students’ responsibility to wear radiation dosimeters properly in the energized lab, during clinical rotations, and for any field trip or assignment that places students near ionizing radiation. Faculty members will dismiss students from activities to retrieve dosimeters if they fail to wear them when they are required. The missed time will count as tardy or absent, depending on how long the student is gone. Routine grade penalties will apply for such absences. Students should return to the activity as soon as possible to avoid extensive penalties.

Landauer dosimeters are exchanged regularly. Faculty members will announce and post the exchange dates. Students will be charged the fee (minimum of \$4.50) if dosimeters are not returned for processing. **The most current dosimetry reports of exposure will be available in Trajecsys and Canvasso students can review their exposures.** Reports will then be stored in a central location in the Radiography Office.

Readings of  $\geq 1$  mSv (100 mrem) in a month will result in an immediate conference between the student and the Clinical Coordinator to determine the cause of the exposure. The Clinical Coordinator will review safe radiation practices with the student at that time.

Readings of  $\geq 3.75$  mSv (375 mrem) in a month will be reported to the Radiation Safety Officer for Cone Health to determine the cause of the high reading. This may include reviewing the clinical education schedule to determine the student's rotations and interviewing the student to determine radiation protection habits. The Radiation Safety Officer and the Clinical Coordinator will counsel the student to identify poor radiation safety practices.

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## SAFE RADIATION PRACTICES

- Students will NOT perform a radiologic procedure without the order of a physician.
- Students will NOT use radiographic equipment for any reason without direct supervision by a certified radiographer. Students may NOT perform procedures or use radiographic equipment with a student technologist.
- Students WILL wear radiation dosimeters during Clinical Education, while working in the energized laboratory, and during assignments requiring proximity to ionizing radiation.
- Students WILL practice the ALARA (As Low As Reasonably Achievable) principle at all times to minimize radiation exposure to patients, public, fellow students, faculty members, and medical workers.
- Students WILL apply the three cardinal rules of radiation protection: time, distance, and shielding.
- Students WILL use immobilization devices. Students will NOT hold patients for diagnostic x-ray studies. Students may be asked to briefly support or help patients move during fluoroscopic and C-arm cases, but that exposure should be infrequent and as brief as possible.
- Students MUST remain completely within the shielded control booth during exposures in the radiology department.
- Students MUST wear lead aprons (0.5 mm Pb equivalent) during fluoroscopic, surgical, or mobile procedures.
- Students MUST maintain six (6) feet from the x-ray tube and patient during mobile procedures.

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## PREGNANCY RADIATION SAFETY GUIDELINES

The GTCC Radiography Program is compliant with the Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure", the Nuclear Regulatory Commission's (NRC's) regulations on radiation protection are specified in 10 CFR Part 20, "Standards for Protection Against Radiation"; and Section 20.1208, "Dose Equivalent to an Embryo/Fetus".

*The State of North Carolina requires, when one has voluntarily declared a pregnancy, during the gestation period, the effective dose equivalent to an embryo/fetus for occupational exposure to the expectant mother should not exceed 5 mSv (0.5 rem/500 mrem) and should not exceed a monthly effective dose equivalent of 0.5 mSv (0.05 rem/50 mrem) after declaration of pregnancy. 10 A NCAC 15.1610*

It is both the procedure and practice of GTCC Radiography Program to offer the utmost in radiation protection to the students. Students are advised to abide by radiation safety and protection standards and are responsible for protecting themselves and their child from excessive radiation exposure during

pregnancy because fetuses and embryos are more radiosensitive than mature tissues. Radiosensitivity is because of their rapid rate of growth and relative lack of differentiation.

- If female students become pregnant or suspect they are pregnant while enrolled in the GTCC Radiography program, they have the option to make a **voluntary** declaration of pregnancy to the Radiography Program Director and to the Cone Radiation Safety Officer (RSO). The choice to declare pregnancy is voluntary. If the student chooses not to declare pregnancy, the student and the embryo/fetus will be subject to the same radiation dose limits as other nonpregnant radiation workers.
- If the student decides to provide a written declaration of pregnancy, it should be done as early in the pregnancy as possible. A "declared pregnant woman" has voluntarily informed her supervisor, in writing, of her pregnancy and the estimated date of conception.
- The RSO or RSO's designee will send the student copies of the most recent federal and state regulations on radiation protection for the pregnant radiographer including a copy of the USNRC Regulatory Guide 8.13 titled "Instruction Concerning Prenatal Radiation Exposure" with the appendix titled "Questions and Answers concerning Prenatal Radiation Exposure". The student will also receive a copy of a pamphlet titled "Radiation Protection for the Pregnant Worker", an interview with Stewart C. Bushong, ScD.
- If there is a declaration of pregnancy in writing, a counseling session with the Clinical Coordinator, the Cone Radiation Safety Officer (RSO) or the RSO designee will be scheduled ASAP.
- A fetal dosimeter will be provided to the student. This fetal dosimeter will be worn in addition to the regular issued whole-body dosimetry. Hence, two dosimeters will be worn. When wearing protective lead, the whole-body dosimeter will be worn OVER the lead PPE; the fetal dosimeter will be worn UNDER the lead PPE. It is particularly important NOT to switch the two dosimeters.
- An interview with the student will be scheduled as soon as the student can review the fore-mentioned literature. The interview will be conducted by the RSO or a qualified individual designated by the RSO. A minimum of the following will be covered in the interview:
  - review of the relevant radiation safety policies,
  - occupational radiation exposure history of the student with special emphasis on the exposure since the estimated date of conception, work habits and best practices, responsibilities of the student and program/sponsor to protect the embryo/fetus from unnecessary radiation exposure.
- The student will be given the opportunity to ask questions. If all concerns of the student cannot be satisfactorily answered, the RSO will investigate these further and schedule another interview, including other experts.
- After the counseling session, the student may elect to:
  - Withdraw from the program with a plan to return the following year at the beginning of the missed semesters. The student does not have to reapply or go through a selective admission process to return to the program. The student is required to communicate with the Radiography Program Director her desire to return to the Program at least three months prior to the intended return semester so plans can be made for the student's re-entry into the curriculum.
  - Continue in the program without modifications.

- Provide a written voluntary withdrawal of declaration at any time.



## **SECTION V: CLINICAL EDUCATION**

### **OVERVIEW OF CLINICAL SITES**

The GTCC Radiography Program benefits from clinical affiliations with a wide variety of clinical facilities equipped with state-of-the-art imaging equipment. They provide a full spectrum of radiology services and target rich learning for students. Students complete approximately 1,152 clinical hours during the program.

Students are provided instruction, evaluation, and participation of general radiographic procedures under **direct** supervision of registered technologists. Clinical affiliations vary from year to year. Student techs are not allowed to complete any clinical forms nor comp other students on exams. Student techs are not allowed to supervise other students.

#### **Cone Health System**

- Moses H. Cone Memorial Hospital (Greensboro)
- Wesley Long Community Hospital (Greensboro)
- Annie Penn Hospital (Reidsville)
- Alamance Regional Medical Center (Burlington)
- Alamance Regional Medical Center Outpatient Imaging Center (Burlington)
- MedCenter High Point (High Point)

#### **DRI Greensboro Imaging (Greensboro)**

#### **Emerge Ortho (Burlington)**

#### **Emerge Ortho (Greensboro)**

#### **Murphy Wainer Orthopedic Specialists (Greensboro)**

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#### **Moses H. Cone Memorial Hospital**

- 1121 North Church Street, Entrance A, Greensboro
- Parking: 3rd level of the visitors' garage accessed from North Church Street
- Established 1953
- 517 bed tertiary care
- Diagnostic Radiography, Computed Tomography, Magnetic Resonance Imaging, Interventional, Cardiac Catheterization, Ultrasound, Nuclear Medicine

Clinical Preceptors: Rana Hamzi & Hugo Hernandez

Director: Sherry Nance

Executive Director of Imaging Services: Ike Ichite  
Diagnostic Manager: Shawn Harris  
Supervisor (days & weekends): Emma Busick & Tessa Hunter

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### **Wesley Long Community Hospital**

- 2400 West Friendly Avenue, Greensboro
- Parking: Employee parking lot 9, corner of Friendly and Elam Avenue or the employee parking deck
- Established 1917
- 175 beds
- Diagnostic Radiography, Computed Tomography, Magnetic Resonance Imaging, Interventional, Ultrasound, Nuclear Medicine, Positron Emission Tomography, Radiation Therapy
- Cone Health Regional Cancer Center

Clinical Preceptor: Regina Belcher  
Director: TBA  
Manager: Vicki Terry  
Diagnostic Supervisor: Jennifer Davis

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### **Annie Penn Hospital**

- 618 South Main Street, Reidsville
- Parking: park in the white parking spots, employee spots are marked blue so avoid those
- 110 beds
- Community hospital
- Diagnostic Radiography, Computed Tomography, Magnetic Resonance Imaging, Ultrasound, Nuclear Medicine, Mammography

Clinical Preceptor: Alicia Robertson  
Director: Michael Gilliam  
Supervisor: Bailey Frizzell

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### **Alamance Regional Medical Center**

- 1240 Huffman Mill Road, Burlington
- Parking: Employee parking lot
- 238 beds
- Community Hospital

Clinical instructor: Morgan Cook & Kayla White  
Director: Heather Walters  
Diagnostic Imaging Supervisor/Clinical Imaging Specialist: Tiffany DeWitt

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### **MedCenter High Point**

- 2630 Willard Dairy Road, High Point
- Parking: park in the yellow parking spots either in the front or the back of the building
- 24-hour Emergency Department
- Outpatient Rehabilitation, Cancer Care, Imaging and Lab Services

Clinical Preceptor: Tera Brooks  
Supervisor: Jerry Cox

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### **Emerge Ortho Greensboro**

- 3200 Northline Ave., Greensboro, NC 27408
- Parking: Parking deck; use elevators
- Orthopedic Medicine / Out patient

Clinical Preceptor: Anna Saintsing  
Director: Richard Eurillo  
Manager: Shannon Jarvis

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### **Emerge Ortho Burlington**

- 1111 Huffman Mill Rd, Burlington, NC 27215
- Parking: Visitor parking lot
- Orthopedic Medicine / Out patient

Clinical Preceptor: Jerrie Compton & Wendy Duke  
Radiology Manager: Tabitha Owens

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### **Murphy Wainer Orthopedics**

- 1130 N Church St Suite 100, Greensboro, NC 27401
- Parking: Visitor parking deck
- Orthopedic Medicine / Out patient

Clinical Preceptor: Susan Calhoun  
Administrator: Darcy Parizek

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### **DRI, LLC (Formally Greensboro Imaging)**

- 1150 Revolution Mill Drive, Suite 9 Greensboro, NC 27405(corporate office)
- 315 W Wendover Ave, Greensboro, NC 27408(clinical site)
- 301 E Wendover Ave, Greensboro, NC 27408(clinical site)
- Parking: Visitor parking lot
- Outpatient Imaging: Diagnostic, Computed tomography, Ultrasound, Magnetic Resonance Imaging, Interventional

Clinical Preceptor: Gregg Harris  
Facility Administrator: James Shafer  
CEO: Kelli Collins

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### **Cone Ortho Care – Greensboro**

- 1211 Virginia St, Greensboro, NC 27401
- Parking: Visitor parking lot

- Orthopedic Medicine / Out patient

Clinical Preceptor: Lauren Fix

Assistant Director: Eric Stone



## CLINICAL SITE COMMUNICATION

<u>Clinical Site</u>	<u>Clinical Preceptors</u>	<u>Days of the Week</u>	<u>Work Hours</u>	<u>Phone</u>
Cone Health Annie Penn	Alicia Robertson	M-F	8:00 am – 4:30 pm	336-951-4657
Cone Health Alamance Regional Medical Center	Morgan Cook Kayla White	M, T, W W, TH, F	8:00 am -4:30 pm	336-538-7862
ARMC Imaging Center	Tiffany Steele	M-TH	8:00 am - 5:00 pm	336-586-4229
Cone Health Wesley Long Hospital	Regina Belcher	M- F	7:00 am - 3:30 pm	336-832-1858
Cone Health MedCenter High Point	Tera Brooks	M-F	7:30 am - 3:30 pm	336-884-3611/ 336-992-5100 Ext. 3
Cone Health Moses Cone Memorial Hospital	Rana Hamzi Hugo Hernandez	M-F	6:00 am - 2:30 pm	336-832-7577
Cone Health Moses Cone Memorial Hospital	Megan Koehn	Sat/Sun Mon	6:00 am - 2:30 pm 2:30 pm -11:00 pm	336-832-7577
DRI, LLC	Gregg Harris	M-F	8:00 am – 5:00 pm	336-433-5028
Emerge Ortho Burlington	Jerrie Compton Wendy Duke	M-F	8:00 am -5:00 pm	336-584-5544 ext. 5015
Emerge Ortho Greensboro	Alicia Saintsing	M-F	8:00 am -5:00 pm	336-965-3446

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## CLINICAL SUPERVISION

The number of students assigned to the clinical education setting/site must not exceed the number of ARRT certified radiographers assigned to the medical imaging area. Students may not work with radiographers who are not in current good standing with ARRT. The student to radiographer ratio must be **1:1**. More than one student may be assigned temporarily to a radiographer to observe uncommonly performed procedures. Students assigned to observe in other imaging modalities are not included in the calculation of the authorized clinical capacity.

**Direct supervision is required during all GTCC Clinical Education courses.** Direct supervision by a qualified radiographer is required whether the students have achieved competency or not. Direct supervision is defined as being physically present in the room during the procedure to review student performance and to approve images for quality before sending images to PACS. Direct supervision requires reviewing requests and evaluating patient condition relative to the student's ability. A supervising technologist must be present during any repeat images.

Radiographers must be credentialed by ARRT in Radiography and employed at least 6 months to complete Clinical Competency or Clinical Rotation Evaluation Forms.



## CLINICAL PROFESSIONAL DRESS CODE

Student appearance creates an impression, reflects GTCC, and the program to the public. GTCC Radiography students wear the GTCC clinical uniform scrubs whenever they represent GTCC such in clinic sites, during recruitment events, orientations, field trips, and when working in the energized radiology lab on campus.

Students must adhere to the Professional Dress Code during assigned clinical education. Clinical attire including shoes must be neat, wrinkle-free, in good repair, and clean. The faculty and clinic sites reserve the right to refuse admission to the Radiology Department until proper attire is worn. The Clinical Preceptors reserve the right to send a student home if they are not in proper dress code for clinical. Students will be documented as leaving the clinical site and time record deductions will apply.

### **Clinical Uniform Scrubs**

#### **\*New in 2023**

#### Official GTCC Radiography Program Uniform

- Solid Hunter Green color scrub shirt (GTCC patch required on upper left sleeve, about 2" – 3" from shoulder seam) & scrub pants
- Solid Hunter Green, gray, or white short or long sleeve shirt may be worn under the scrub top but can only be seen in the "V" portion of the front of the scrub top/shirt. There should be no visible writing or imprint on the under shirt. The bottom of the top should not show under the bottom on the scrub top.
- Solid Hunter Green scrub jacket over the scrubs if it has the GTCC patch on the upper left sleeve. No other jackets or sweatshirts are allowed. Students are not allowed to tie jackets or sweatshirts around their waists or hips. Hunter Green scrub jackets are not allowed during OR rotations.
- Sports or medical duty shoes that are white, Hunter Green, or black, can be canvas or leather. Most of the shoe should be solid with minimal light-colored trim. Neon colors are not allowed. Crocs or open-toe shoes are not allowed.
- Appropriate undergarments that are not visible or detectable.
- Daily personal hygiene is required. Students may not use scented products including soaps, lotions, aftershaves, colognes, perfumes, hand sanitizers, etc.
- Fingernails must be neatly trimmed and clean. They should not extend beyond the finger pads when viewed from the palm side. Artificial or glued nails are not allowed because they harbor pathogens. Clear or neutral nail polish is allowed. No bold colors.
- Hairstyles and colors must be professional. Any hair below collar length must be worn up (headband, barrettes, clips, ponytail, bun, etc.). Facial hair must be well-groomed.
- Tattoos that are offensive must be covered. The Clinical Preceptor and/or the Clinical Coordinator will decide if a tattoo must be covered.
- Minimal jewelry and makeup. No rings are allowed in the Neonatal Intensive Care Unit (NICU). Rings with raised designs or stones may injure patients, harbor pathogens, or be damaged when working in the hospital environment. Single silicon rings are a reasonable alternative to metal jewelry. No dangle earrings or hoops larger than ½". No gauges. Water resistant watches are allowed. Medical alert bracelets are allowed, but no other bracelets are allowed. Necklaces should not hang outside of the scrub top.

- GTCC Student ID, Cone Health Nametag and Access Card, Dosimeter, R and L markers, Black Ink Pen
- Clinical Notebook and Pocket Guide

### Surgical Rotations

Clinical sites provide outfits for surgery rotations.

- Surgery scrubs are only appropriate if the student is assigned to an OR portable rotation. If assigned to OR portables, the student may wear appropriate street clothes (see dress code guidelines) into the hospital and change into surgery scrubs **before** the clinical start time. The student may not sign in and then change. The student needs to allow enough time prior to the clinical start time for surgery scrub change.
- Students are not allowed to take clinical site outfits home. All surgery scrubs must be returned at the end of the clinical day. The student will be held financially responsible if scrubs are not returned. Students are financially responsible for replacement of missing surgical site outfits.
- Surgery scrubs must be supplied and laundered by the hospital. If surgery scrubs are worn outside of the OR, an OR scrub jacket must be worn over the scrubs and buttoned or snapped entirely. Surgery scrubs may not be worn off campus. For surgery assignments, surgery scrub pants and tops, shoe covers, masks, and head cover (containing all hair) must be worn.
- In the event of an accidental soiling of a GTCC official scrub uniform, students may change to surgery scrubs for the remainder of the shift. The scrubs must be returned to the hospital ASAP, or the student will be financially responsible for the replacement of missing scrubs.

### **Clinical Notebooks**

Clinical notebooks are considered part of the student's uniform. Students should keep the notebooks during assigned clinical hours. They can provide information needed for radiographic procedures, protocols/routines and equipment. Notebooks should include information such as:

- Radiographic Positioning & Procedures (helpful hints)
- Department Routines
- Radiologist Routines
- Room Preparation
- Exam Preparation
- Equipment
- Supplies Required
- Technologist Expectations & Tips
- Manual & AEC Exposure Factors
- Contact numbers for program faculty, Clinical Preceptors, and all clinical sites

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### CLINICAL SCHEDULES

Radiography students have clinical courses with clinical rotations in a variety of sites every semester. Students are responsible for getting to the clinical sites and must have dependable transportation. Clinical rotations are scheduled based on site availability and student competency level. Rotations include days, evenings, and/or weekends.

Clinical contact hours are determined by the state based on course credit hours. Some rotations start early to provide experience with early morning procedures and some rotations extend to later hours to provide experiences with decreased staffing and trauma cases. Students will not be assigned to more

than 10 hours of clinical per day and not more than 40 hours of combined clinical, lab, and class per week.

1 <sup>st</sup> Fall Semester (16 weeks)	Contact Hours
RAD 151 Clinical Education I	96
1 <sup>st</sup> Spring Semester (16 weeks)	
RAD 161 Clinical Education II	240
Summer Session (10 weeks)	
RAD 171 Clinical Education III	144
2 <sup>nd</sup> Fall Semester (16 weeks)	
RAD 251 Clinical Education IV	336
2 <sup>nd</sup> Spring Semester (16 weeks)	
RAD 261 Clinical Education V	336
TOTAL	1,152

Clinical schedules are provided to students at the beginning of each semester. The Clinical Coordinator may revise clinical schedules but usually changes are not permitted once the schedules are approved by the Clinical Preceptors and distributed to students.

Clinical schedules include a 30-minute meal break in addition to the assigned clinical education hours. Students are not allowed to leave the clinical education site during meal/break times. Breaks must be coordinated with the supervising technologist or the Clinical Preceptor.

Students may have breaks between patients. They are encouraged to clean rooms and equipment during breaks. If the supervising technologist or the Clinical Preceptor approves, students may use breaks between patients to study or practice positioning and manipulating equipment.

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## CLINICAL ATTENDANCE

Dependable attendance is a valuable professional work ethic and is important for maintaining quality health care services. Positive attendance records impress potential employers in the clinical sites where students rotate.

During clinical hours students have opportunities to apply the information covered in classes and labs. They can practice and repeat positioning and procedures to develop confidence. Students gain from working with experienced radiographers from diverse backgrounds to expand knowledge, develop skills, increase confidence, and explore various job roles. Students observe and learn from positive (and negative) examples of work environments and co-worker relations.

Accurate clinical attendance documentation is taken seriously in the GTCC Radiography Program. On each clinical course syllabus, students will find detailed instructions about how to manage documentation of their clinical time. It is critical that students follow the instructions correctly because students are responsible for maintaining and reporting their clinical time. Missing documentation means the clinical time is not verified and students will be counted absent. Improper reporting of clinical time or asking another person to falsify a clinical time is falsification of records and can result in severe consequences including dismissal from the program as an ethical violation.

Attendance will be recorded and monitored for each clinical day using Trajecsys to clock in and out unless the Clinical Coordinator or Clinical Preceptor directs students to use a different method. **Students must clock in and**

**out of the clinical facility using a designated computer provided by the facility. Students may NOT use their phones to clock in or out of clinic.**

Students must sign in and out of the clinical facility honestly and accurately to avoid falsification of records. The scheduled clinical times must be followed. Students may clock in before the official start time without penalty, but they must still work the full scheduled time for that day. (Clocking in 15 minutes early does NOT mean a student may clock out 15 minutes early). Best practice is to clock in 5 minutes before the shift time and to clock out 5 minutes after the shift time to be sure the full clinical time is fulfilled.

- For every hour students are late, that same number of hours will be deducted from their total clinical time.
  - Students who arrive 1 minute – 59 minutes late are considered tardy by one hour. For example: if 8:00 am is the designated start time, arriving at 8:01 is considered tardy and one hour would be deducted from the time record.
- Students must remain in the clinical for the hours scheduled. If the student leaves 2 hours early, then 2 hours will be deducted and so forth. If the shift is scheduled to end at 4:00 pm and a student clocks out at 3:59 pm, the student will be docked for one hour of clinical time.
- Patient care comes first, and students should not leave procedures because it is the end of their shift. If students stay over the assigned clinical time they must submit to the Clinical Preceptor or Clinical Coordinator an email within 72 hours of the extended time explaining why they stayed late. If a student does not submit a note/email and they are outside their assigned clinical hours, then any competencies or exam logs will not be counted. Students do not accrue “credits” for extended time.
- Students can begin a less frequently ordered competency exam close to their scheduled departure time. Otherwise, students are not permitted to be in clinical areas “off the clock” or sign-in for clinical time when they are not assigned for clinical hours.

If a mistake is made when clocking in or clocking out, students are responsible for completing **Exception Requests** in Trajecs. Students are allowed one exception request if they forget to log in or log out with no time or grade penalty provided a technologist can verify the student’s attendance. If students cannot clock in or out because of circumstances beyond their control such as technical failures, the student needs to inform the Clinical Preceptor and the Clinical Coordinator so there will be no time or grade penalties.

Students must notify the 1) clinical site and/or the Clinical Preceptor, and 2) the Clinical Coordinator BEFORE their assigned time if they will be absent from clinical. If the Clinical Coordinator is unavailable, the students should leave a text message or email. It is unacceptable to send word by another student that a student will be absent. See the communication sheet in the Student Handbook for phone numbers.

Students may report for a partial clinical day. Students must inform the 1) clinical site and/or the Clinical Preceptor, and the 2) Clinical Coordinator at the time of the original call if they intend to report later in the day. Students must contact the faculty upon arrival in the clinical area if they are working a partial day.

Each clinical course syllabus identifies the specific number of hours students may miss without any grade penalty. Time missed in excess will result in an attendance grade reduction as explained in the course syllabus. Missed clinical time is measured in hours, not in days. For example, an 8.0 hour shift is 7.5 hours of clinical time and 30 minutes of lunch. Students are responsible for keeping up with any missed clinical time. See the section for Clinical Makeup Time.

Students who are excessively absent must have a conference/remediation with the Clinical Coordinator and/or the Radiography Program Director for referral to GTCC Services. If the cause of the excessive absences cannot be resolved, the student may be counseled to withdraw from the program. If the cause of the excessive absences is because of extenuating circumstances that can be resolved, the Clinical Coordinator and the Radiography Program Director will identify an action plan for clinical makeup time.

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## CLINICAL MAKEUP TIME

Students must make up missed clinical time in excess of the allowed hours identified in the course syllabus. Clinical makeup time will be scheduled during final exam week based on availability and willingness of clinical sites and faculty to work with students. When possible, all clinical requirements should be made up before the beginning of the next semester. If additional clinical time is required, GTCC policies and procedures will be followed. Students will not bank time ahead of an absence or make-up time a few hours at a time during the weeks before the final exam.

Extenuating circumstances and excused extended absences are handled individually at the discretion of the GTCC Radiography Program Director. Extenuating circumstances may warrant students receiving grades of Incomplete for a course. Students have until 5/8 of the following semester to complete course requirements or the course grade will convert to a grade of F.

- Extenuating circumstances are traumatic, uncontrollable events that prevent the student from attending the clinic for a long time. Examples of extenuating circumstances include surgery (other than cosmetic surgery), major injuries or illness (doctor's note may be required), maternal leave, paternal leave, prolonged hospitalization, and death of a loved one.
- Participation in an authorized field trip or function.
- Students with Title IX-related clinical absences such as declared pregnancies should discuss plans for clinical time with the Clinical Coordinator as soon as possible. Title IX students may arrange special options such as banking time before the birth to help the student complete the program on time.

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## CLINICAL DISMISSAL

Clinical sites reserve the right to dismiss students from their facility at any time.

The Program Director, Clinical Coordinator, Clinical Preceptors, and/or Clinical Management have the authority to dismiss students from a clinical site for the day or a portion of the day if a student is not performing up to expectations. The missed time will be deducted from the student's time record.

Students dismissed from a clinical rotation will have a mandatory conference/remediation with the Clinical Coordinator and/or the Radiography Program Director. If the cause of the dismissal can be not resolved, the student may be counseled to withdraw from the program.

**Students suspended from any clinical site may not continue in the program and must withdraw from the GTCC Radiography Program.**

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## CLINICAL COMPETENCIES

### **\*New in 2023**

Documentation of clinical competencies assures that professional standards are met. Qualification of professional certification by the American Registry of Radiologic Technologists (ARRT) requires that applicants demonstrate successful completion of courses in a recognized program, including clinical competence for specific procedures and examinations. Applicants must also demonstrate competence with a variety of imaging equipment and diverse patient populations. GTCC requires students to meet or exceed the minimum competency requirements set by the ARRT.

The process for demonstrating clinical competency will be explained during clinical orientation and reviewed as necessary throughout the program. Students should participate as early as possible with all clinical procedures. They can do parts of procedures until they are ready to demonstrate competency doing the entire procedure.

Students are eligible to demonstrate competency only AFTER positioning or procedures are covered and tested in didactic lectures and/or labs. Each semester the clinical course syllabus will identify the target number of clinical competencies students are expected to accomplish.

Students are not permitted to observe other students completing clinical competencies. Students are permitted to do comps during scheduled clinical rotation hours only. Students may NOT demonstrate competency when working as a student tech.

RAD 151 Clinical Education I	2 comps	CPR is a pre-requisite 10 mandatory Patient Care comps done in RAD 110
RAD 161 Clinical Education II	[2] + 10 = 12 comps	
RAD 171 Clinical Education III	[12] + 8 = 20 comps	
RAD 251 Clinical Education IV	[20] + 20 = 40 comps	
RAD 261 Clinical Education V	[40] + 11 = 51 comps	
TOTAL	51 comps	36 mandatory comps, 15 elective comps including one head and two Fluoro (UGI or contrast enema) 10 Patient Care comps,

Students are encouraged to perform more than the minimum number of competencies each semester. Students are responsible for checking to be sure that completed competencies are recorded accurately in Trajecsys. Students should to keep their own competency record so that they know exactly where they stand at any point in the program.

**\*New in 2023**

**Students who do not complete the minimum required total number of clinical competencies by the end of the semester will have a grade reduction proportional to the % of competencies missed. The student will have a mandatory conference / remediation with the Clinical Coordinator and/or the Radiography Program Director to address low performance. Students who do not complete the minimum number of clinical competencies for more than one semester will be counseled to withdraw from the program.**

- For example, students with 1 of 2 minimum clinical competencies in RAD 151 would have a maximum score of 50% for the competency portion of the course grade.
- For example, students with 8 of 12 minimum competencies in RAD 161 would have a maximum score of 67% for the competency portion of the course grade.
- For example, students with 15 of 20 minimum competencies in RAD 171 would have a maximum score of 75% for the competency portion of the course grade.

**Process for Demonstrating Clinical Competency**

- Students are encouraged to review clinical site protocols, procedures, material, equipment

functions, practice and perform an exam *before* attempting to perform a competency on a patient. Students may briefly refer to their clinical notebooks or pocket guides prior to beginning the exam. These resources may NOT be used during the exam. If site protocols are different from information from lectures or textbooks, students must clarify with the supervising technologist what will be done. Students should know what needs to be done for the procedure, tray set-up, positioning, control console settings, and exposure factors.

- Students notify the supervising technologist they are ready to demonstrate competency. A list of technologists performing student competencies will be available in Canvas and Trajecsys each semester.
- The supervising technologist must observe the patient and agree the student is ready to attempt the competency. The technologist will physically observe, assist (on a limited level) and evaluate the student according to their performance, considering the patient's limitations.
- The technologist must be present for the entire exam. The technologist should observe the student and allow the student to solve problems that might arise.
- Students may use posted technique charts or their clinical notebooks for setting exposure factors. The supervising technologist must approve of the exposure factor settings before actual exposure.
- Students must use AIDET and verify the ID of the patient (Red Rules) and exam orders, obtain history, and explain the procedure.
- Students must use their correct GTCC lead markers. Students are not permitted to borrow lead markers. Partial points may be deducted for suboptimal marker positioning such as backwards or upside-down markers.
- Students must perform the procedure correctly including part selection, equipment manipulation, positioning, projections, IR placement, marker placement, collimation, grids, etc.
- Students must use best practices for radiation safety.
- Images must have an EI in an acceptable range for the projection/position performed.
- Images must include all pertinent anatomy.
  
- Students will login to Trajecsys, on the left side panel, they will select comp eval and complete their portion of the comp under Comp - student only. Students complete the first portion of the competency document in Trajecsys including the procedure name and category, student name, date, time, patient accession number, technologist, exposure factors, and EI#.
- Technologists will login to Trajecsys and complete their portion of the competency documentation.
  
- If students must repeat any images, the competency is a failed attempt. Any repeats must be taken with direct supervision by a qualified technologist.
- The technologist should intervene if the equipment is malfunctioning or at risk of damage. The technologist should intervene if the patient or student is at risk of injury or if the student is entirely misguided in how to do the procedure. If the technologist must intervene, the competency is a failed attempt.

### Competency Maintenance

Students must participate in ALL procedures available in a clinical setting, regardless of whether the student has already achieved competency on a particular exam or procedure. **Students are NOT allowed to decline exams or procedures because they have already comped.** Students who display that attitude will be counseled by the Clinical Coordinator.

Students must continue to gain additional experience and mastery even after they have achieved a competency. If students are unable to repeat a procedure or positioning they have already comped, they



will “lose” the competency and must demonstrate it again.

The Clinical Coordinator / Clinical Preceptor / supervising technologists may randomly check images from comped procedures. Images that were repeated, unacceptable, or comped outside of the students’ scheduled time will be revoked.

### **Simulation of Clinical Competency**

Clinical competency must be demonstrated on real patients whenever possible with direct supervision by qualified technologists. Under limited circumstances some competencies can be simulated (e.g. patient care comps in RAD 110). The Clinical Coordinator may allow up to three (3) simulated clinical competencies at the end of the final semester if students have not had opportunities to complete the ARRT required competencies.

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## **CLINICAL ROTATION EVALUATIONS (CRE)**

### **\*New in 2023**

Purpose: Evaluation of clinical performance has three components:

- To give the student immediate feedback to correct deficiencies or further develop strengths.
- To arrive at a final appraisal of the student's performance in relation to the course objectives & outcomes.
- To measure student success and program effectiveness via program assessment plan.

Clinical Preceptor gather input from the technologists who work with students to complete the Clinical Rotation Evaluations (CRE) for each rotation in each Clinical Education course. CREs assist students to identify areas of strengths, deficiency and overall performance. The Clinical Coordinator will discuss the student’s clinical performance. Students should approach the Clinical Coordinator with any questions or concerns about the CRE. A portion of the student's clinical course grade is based on the CREs.

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## **CRITICAL THINKING SKILLS**

Critical thinking skills are essential for Radiologic Technologists. Radiography students can develop critical thinking skills by reflecting and evaluating clinical experiences. Each clinical course includes a critical thinking assignment related to non-routine and trauma radiography procedures that require students to “think outside of the box” to obtain the most optimal images.

Some examples may include:

- Portable exams on patients in traction,
- Orthogonal views (opposing 90°),
- Radiography of morbidly obese patients in which multiple exposures are required to view all anatomy,
- Radiography of patients with disease processes or pathologies requiring normal protocol/routine must be altered,
- Radiography of patients with communication, physical, or cognitive limitations.
- Radiography of trauma patients (gunshot wounds/GSW, stabbings, fires, serious motor vehicle accidents/MVA, i.e., serious trauma)

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## **HEALTH and SAFETY IN CLINICAL SETTINGS**

### **Accidents / Injuries / Illness during Clinical Hours**

Students who are involved in an accident, have an injury, or become ill during clinical hours, should immediately notify the If a student calls in sick, is injured or becomes ill during clinic, the student should immediately notify the supervising technologist / safety officer / Clinical Preceptor / Clinical Coordinator.

Clinic site documentation must occur at the clinic site for example: Cone Health has a safety portal that must be completed. Campus Police must also be notified at GTCC, and all necessary paperwork must be completed by the student.

For major injuries or injuries occurring after 5pm M-F or during the weekend, the supervising technologist will decide if the student should be taken to the appropriate emergency department. For some injuries, students may be referred to the Urgent Care Center/Occupational Health/Emergency Department. Hospital services are covered by the student's personal health insurance.

Students need to contact their personal medical providers if medical attention is needed for an illness. Students are not allowed to have radiographic or imaging studies and/or medical treatment without following proper procedures. Students are not allowed to perform radiographic or imaging studies without an order from a physician. Students may not request permission from radiologists to have radiographic or imaging procedures or request prescriptions.

Evaluation of health and safety concerns is provided, including exposure to infectious diseases/communicable diseases, blood or body fluid exposure or an injury. If a student is exposed to a communicable disease while in a clinical rotation (considered occupational exposure), the Clinical Preceptor and/or the Clinical Coordinator need to be notified. Also, the program will be notified by the clinical site/facility if it is determined later that a student was exposed to a communicable disease while in a clinical rotation (considered occupational exposure). A faculty member will notify the student if notice is received from a clinical site. All occupational exposures are handled/managed through Occupational Health. Occupational Health will provide initial testing and a follow-up for TB exposure.

### **Electrical Hazards**

Extra caution and awareness are required because there is a lot of electrical equipment in medical care, especially in emergency and intensive care areas. Radiography equipment is electrical. Students must follow electrical safety rules, operate equipment properly, and avoid electrical hazards.

### **Emergency Disaster Plan / Emergency Preparedness**

Students must become familiar with the emergency disaster plans for clinical sites. Plans usually include the location, use, and operation of emergency equipment.

### **Fire (Code Red)**

Students must abide by basic fire safety procedures at clinical sites. Students should know the location of and how to use extinguishers, phones, fire alarms, and exits.

### **Hazardous Materials**

Clinical sites potentially have chemical hazards. Students must direct any questions and chemical hazards to the supervising technologist / safety officer / Clinical Preceptor / Clinical Coordinator. Students may also review Material Safety Data Sheets (MSDS) for the site.

### **Lockers and Storage Spots**

Clinical sites will provide designated spaces or lockers for students to stow belongings during clinical rotations. Students are discouraged from taking valuables, expensive electronic devices, large sums of cash, checks, or credit cards to clinical sites.

### **Parking**

Free parking is available to students at all clinical sites. Parking details will be provided in the clinical orientation. Students are expected to abide by the parking guidelines. Students who violate parking guidelines may have consequences such as fines or towing at their own expense. Clinical site security officers will escort students to their vehicles upon request.

### **Personal Protective Equipment (PPE)**

Students must wear protective equipment whenever appropriate. Protective equipment includes gloves, gowns, eye protection, hair covers, shoe covers, respiratory masks, occupational noise protection, and radiation protection. Gloves be worn for all patients.

### **Safety / Quality Reporting**

Students must report any potentially unsafe situation to the supervising technologist / safety officer / Clinical Preceptor / Clinical Coordinator. Students are expected to provide and maintain a safe environment by protecting themselves and others, preventing accidents, and observing the safety and health rules. Clinical site safety procedures will be reviewed with students during the clinical orientation sessions. Cone Health System policies and procedures are available in the Employee Handbook online <http://connects.conehealth.com>, under employee services.

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**\*New in 2023**

### **CLINICAL BEHAVIOR EXPECTATIONS / PROFESSIONALISM**

In addition to offering a transition from theory to application of skills, one of the purposes of clinical education is to impress upon students the importance of appropriate professional behavior. Student clinical behavior has a strong influence on which graduates will be offered jobs.

#### **Student Responsibilities to the Physician:**

1. Competently carry out orders of medical staff physicians to the best of the student's ability. No one is X-rayed without a physician's order.
2. Practice positive communication. Do not make negative comments/criticize physicians to patients, patient's families, or friends.

#### **Student Responsibilities to the Patient:**

1. Maintain a professional appearance by abiding by the program dress code.
2. Treat all patients with dignity, compassion, respect, and a right to privacy.

3. Observe HIPAA restrictions. Do not share any personal information about patients, their conditions, or the x-ray report.
4. Provide a safe and clean environment. Never leave patients unattended. Be sure that the patient's personal belongings are safe.
5. Recognize problems and emergency situations and take immediate steps to resolve them based on the best clinical practice.
6. Be familiar with the location and proper utilization of all emergency equipment.
7. Remain calm in stressful situations.
8. Provide clear instructions. Practice positive communication using words patients understand. Convey technical information/instructions when necessary. Speak in plain English and avoid medical terminology when engaging in conversations with patients.
9. Have focused conversations with the patient (never in the presence of other people). All comments/statements should be made with the patient's comfort and sensitivities in mind. Refer to patients by their name and not by the type of exam ("Time to do the next knee.")
10. Students must use their own assigned student lead markers for all images they produce. Markers must be visible and NOT overlying pertinent anatomy.
11. Radiologists interpret images. Students should not give their opinion of images, diagnosis or treatment to patients, their families, or friends.
3. Make every effort to produce diagnostic images on patients without unnecessary pain or extended exam times. Complete procedures in a logical sequence.
4. Students should not provide patients with their image report.
5. Refuse compensation for services from patients.
6. Practice radiation protection (ALARA).

**Student Responsibilities to the Clinical Preceptors / Technologists / other health care providers:**

1. Be punctual and report to assignment area promptly. Report to the supervising technologist upon arrival at the clinical site. Students should stay in their assigned area unless given other instructions by the Clinical Preceptor or supervising technologist.
2. Adhere to established policies of school, program, department, health system and/or clinical site. Adhere to the ARRT Code of Ethics.
3. Notify program officials and clinical staff of absence or tardiness.
4. Observe, assist, or perform radiographic procedures scheduled for the assigned area.
5. Meet clinical site expectations. If you have done everything you can think of, ask the technologist what you can do.
6. Maintain student and employee confidentiality.
7. Note and appreciate the technical experience and knowledge of others. Actively seek to further their information to improve his/her knowledge and skills by asking questions at appropriate times.
8. Maintain professional relationships with instructors and clinical staff.
9. Demonstrate patience and acceptance of other limitations and/or inadequacies.
10. Speak positively of others. Refrain from criticizing or making negative remarks toward or about others.
11. Keep a positive outlook and attitude. Remember every experience is a learning opportunity.
12. Accept constructive feedback and suggestions in a proper manner.
13. Be honest. Admit and learn from mistakes. Be responsible if your performance is less than what you would like. Directly ask the staff member how you can improve.
14. Recognize the chain of command and abide by it. Student concerns should be discussed with the Clinical Preceptor and/or the Clinical Coordinator first.
15. Respect others. Students should never tell the staff how to do their jobs. Question inconsistencies involving patient's care and scheduling at the appropriate time and place.
16. Upon successful completion of a clinical competency, be prepared to continue performing the procedure when the opportunity arises.

## **CLINICAL EXPECTATIONS FOR SPECIFIC ROTATIONS**

### **Clinical expectations in any area:**

- Locate the emergency supplies
- Become familiar with the area
- Become familiar with exams performed in the area
- Practice manipulating the equipment
- Prepare for exams by preparing for clinic/review course work material & clinical notebook from previous rotations
- Do every exam possible. Never refuse to do an exam, you can always try to do the exam with the help of the technologist.
- Get rooms ready for exams
- Be able to use technique chart
- Set techniques/select techniques
- Position the IR
- Observe, assist & perform exams under direct supervision
- Learn how to talk to patients
- Answer patient questions about the exam
- Instruct patients on exams
- Check with the technologist on each exam to verify specifics if needed
- Be familiar with where to send patients after exams
- Stock rooms with supplies & linen
- Clean rooms
- Clean outside of the IR
- Maintain a professional appearance, attitude & behavior
- Learn how to take patient history
- Work as a team member
- Ask questions of the staff when appropriate & at the appropriate time
- Apply critical thinking/problem solving to daily activities
- Communicate needs to the staff
- Check with technologist whenever you leave your assigned area
- Follow ALARA guidelines - time, distance, shielding

### **Fluoroscopy**

- Set-up rooms for exams
- Become familiar with exam preps
- Assist with tray set-up
- Collect supplies for exams not requiring trays
- Anticipate what is needed for the next step for the procedures (do not wait to be asked)
- Take specific notes in your clinical notebook
- Draw up contrast solution for exams
- Perform preliminary images
- Become familiar with the radiologist routines
- Put patients in the computer in rooms
- Page the radiologist when needed
- Operate equipment
- Understand role of the student in fluoro
- Assist with changing soiled patient gowns, linens etc.
- Assist with transporting patients into and out of the room

When the fluoro exams are completed for the day, the assigned student/s may do the following for the rest of the day.

- Stock rooms with ALL supplies and linens.
- Clean the room from top to bottom.
- Practice procedures in the fluoro room by yourself or with another student.
- Check to see if help is needed transporting at the hall desk/tech work area.
- Check with Clinical Preceptor or other staff techs in fluoro to see what may need to be done.
- Be available for portables if no students are assigned to that area. Make sure you check with the Clinical Preceptor or staff tech in fluoro for add-on fluoro cases.
- Update your clinical notebook.

#### **Trauma/Routine:**

Serious, unexpected events that demand immediate attention constitutes an emergency. Students will be directly involved in patient care delivery and must respond appropriately to minimize the possibility of further injury or complication.

- Understand routines may be altered because of patient condition
- Use observation skills to note changes in trauma patient condition
- Apply patient care information to trauma patients
- Observe & assist with clearing images
- Transport patients when needed

#### **Portables:**

- Help with the early AM portables/routines exams
- Clean the portable machine
- Place an apron on the portable
- Place tape, IR covers, and gloves on the portables
- Clean the outside of the IR
- Respond to STAT requests

#### **Operating Room:**

- Change into scrubs for procedures (wear head cover, shoe covers & masks)
- Learn about sterile fields & the sterile corridor
- Become familiar with C-arms
- Observe, assist & perform exams
- Perform preliminary images (leave the portable/C-arm in the room if there is a delay)
- Wear a lab jacket when leaving the OR in between cases
- Communicate with anesthetist for respiration
- Inquire from the anesthetist the patient body's weight & height (for technique selection)
- When exam is finished, return to the department
- At the end of the day, change out of OR scrubs. OR scrubs are to never leave the clinical site unless an accidental soiling occurs. OR scrubs are to be returned the next day.

**\*New in 2023**

## **NON-GTCC AND NON CLINICAL BEHAVIOR VIOLATIONS AND PENALTIES**

Medical professionals and students in medically-related programs represent themselves, the program, clinical sites, and professions. Radiography students must exhibit appropriate professional behavior at all times. Students are accountable for their behaviors, even if those behaviors are exhibited on social media, expressed virtually, or occur during non-school hours. Faculty will document reports of inappropriate or unacceptable behaviors in the student's academic folder along with documentation of any conversations or conferences with the student. The Radiography Program Director and the Clinical Coordinator or Faculty Member will inform the student of inappropriate or unacceptable behavior and the consequences during a required conference. Other individuals may be involved in the conference if necessary. The Dean will be apprised of the situation.

Students who do not meet expected levels of behavior will be placed on clinical or program suspension until the issue is resolved. The Program Faculty will consider input from the Clinical Site Representatives to determine if the student will be dismissed from the program. If the student is allowed to continue in the program, any missed clinical or course hours will be counted against the student's clinical or course attendance. The Program Director is required to notify the ARRT that the student was placed on suspension. Students who are placed on suspension must self-report the circumstances to ARRT when they apply to take the certification exam. The ARRT Ethics Committee will determine any professional sanctions based on the situation.

## **CLINICAL BEHAVIOR VIOLATIONS AND PENALTIES**

Reports of inappropriate or unacceptable behaviors during clinical hours will be documented in the student's academic folder along with documentation of any conversations or conferences with the student. The student will be informed of inappropriate or unacceptable behavior and the consequences during a required conference with the Radiography Program Director and the Clinical Coordinator. Other individuals may be involved in the conference if necessary. The Dean will be apprised of the situation. Depending on the severity of the behavior, penalties may vary from points deducted from the Clinical Rotation Evaluation, to lost clinical time, to dismissal from the GTCC Radiography Program. The Radiography Program Director and the Clinical Coordinator will determine the penalties appropriate for each case.

If the decision is made that students must withdraw from the program, the students will be instructed what steps are necessary to withdraw from GTCC.

If the decision is made that the students may remain in the program, they will be informed of any probationary status or remediation requirements. Students may be referred to GTCC Services such as Counseling or Titan Link. Students must follow all program policies and any performance agreements made during the conference.

This list does not include all possible clinical behavior violations and penalties. Other actions warranting violation deductions may be added pending notification of all concerned. The policy concerning academic suspension may be found in the College "Student Handbook."

<b>Action</b>	<b>Clinical Rotation Evaluation Penalty</b>
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<p>Students are informed about preferred methods for communicating with the Clinical Preceptor and the Clinical Coordinator. Failure to appropriately notify BOTH the Clinical Preceptor and the Clinical Coordinator if students will be absent or tardy results in grade penalties.</p>	<p>10 points penalty per incident</p>
<p>Students may NOT be present in clinical sites when they are not scheduled for clinic rotations. They must leave the clinic site after signing out. Students in clinics outside of their scheduled hours/ "off the clock" will have grade penalties on their Clinical Rotation Evaluations.</p>	<p>10 points penalty per incident</p>
<p>Students must conduct themselves professionally, regardless of the behavior of other hospital staff. Examples of unacceptable and unprofessional conduct include theft, damage or defacement of clinical site property, using inappropriate language, rudeness, lying, complaining, making inappropriate comments, disrespectfulness, arguing, refusal to follow instructions, asking medical co-workers for prescriptions or to evaluate personal health issues, or any other violation of ARRT Code of Ethics.</p>	<p>10 points penalty per incident</p> <p>Depending on the severity of the incident, students may be sent home from the clinical site for the remainder of the day and may be dismissed from the Radiography Program.</p>
<p>Students are responsible for the safety of patients, guests, co-workers and themselves. Examples of safety violations include any action detrimental to health, and/or safety of self, patient or others including: being impaired when in a scheduled clinical assignment, with-holding information regarding a patient that might impact their care, withholding mistakes from clinical staff, deliberately giving false or inaccurate information concerning a patient or a patient's image(s), failure to report incompetent, unethical, or illegal practices, failure to seek help when situation is beyond own knowledge, experience, and/or skill, failure to accept feedback and make appropriate changes in behavior, misusing radiographic equipment, abuse, performing an imaging study without a physician order, performing an imaging study/making an X-ray exposure without direct supervision from a registered radiographer, repeating an exposure without direct supervision by a registered radiographer.</p>	<p>20 points penalty per incident</p> <p>Depending on the severity of the incident, students may be sent home from the clinical site for the remainder of the day and may be dismissed from the Radiography Program.</p>
<p>Students must follow HIPAA regulations. Students will have penalties for patient confidentiality breach such as accessing or communicating schedules/reports/records/images. Sharing or communicating any protected information about a patient in person or electronically.</p>	<p>20 points penalty per incident</p> <p>Depending on the severity of the incident, students may be sent home from the clinical site for the remainder of the day and may be</p>



	dismissed from the Radiography Program.
Students must be fully engaged when they are in a clinical environment. Examples of underperformance or lack of initiative include avoiding participation in procedures, making excuses for inferior performance, sitting around, asking technologists for leniency during competency attempts, looking disinterested or distracted, leaving an assigned clinical area without permission from Clinical Preceptor, or declining to assist with tasks or procedures. Indicating a lack of willingness to do a procedure because it was already comped.	10 points penalty per incident
Visibly chewing gum, eating, drinking, or using inappropriate language in a patient care or clinical area.	10 points penalty per incident
Using someone else's marker during a clinical rotation.	10 points penalty per incident
Using personal electronic devices (including phones, laptops, etc.) at a clinical site without permission from the Clinical Preceptor or using computers for personal use.	10 points penalty per incident
Students have a limited number of scheduled weekend rotations during the second year in the program. Students who miss one of the two weekend days per semester are missing 50% of the clinical experience and will receive a Clinical Rotation Evaluation grade of 50.	Grade of 50 for Clinical Rotation Evaluation
<ul style="list-style-type: none"> <li>• Diversion of controlled substances from the clinical facility.</li> <li>• Falsification of patient record/images/clinical documentation.</li> <li>• Physical, emotional, verbal, or sexual abuse.</li> <li>• Evidence of intent to do harm to a patient, co-worker, or student.</li> </ul>	Immediate dismissal from the Radiography Program.



## **SECTION VI: GTCC STUDENT RESOURCES**

### **GTCC WELCOMES YOU WITH THE FOLLOWING STUDENT RESOURCES!**

#### **Academic Advising**

Radiography students have a program faculty advisor. Students are required to meet with their advisors each semester to discuss academics, student performance, and student progress, recommendations for student success, program information, student's requests / needs, student questions or concerns through the curriculum and to discuss career plans. Advising may include referral to financial aid, counseling services, or the Titan Link Office. The faculty may recommend/require a student to seek counseling, remediation, tutoring, academic advising, or financial aid.

The faculty advisors encourage students to be proactive with any problems/concerns that may interfere with their program performance. Follow-up conferences may be required to measure student progress. Additional conferences may be scheduled any time the student or faculty deems necessary. Each meeting is documented. Students who miss a scheduled conference may request another appointment.

In the last semester, students must provide the faculty advisor or Radiography Program Director graduation information. The Radiography Program Director must sign and review the student's transcript to ensure graduation requirements have been met. The deadline is usually in March each year. GTCC emails student's graduation information including deadline dates. Students must adhere to GTCC deadlines to participate in the pinning and/or graduation.

Additionally, the Radiography Program Director must sign students' applications to take the ARRT certification exam and verify program and degree completion at the end of the final semester. The ARRT applications typically should be submitted in February or March.

The faculty advisor or Radiography Program Director should conduct an exit interview or conference when students leave or at the program's completion.

**Academic Calendar** - See the current online GTCC Catalog.

**Academic Support Services** - GTCC provides professional and peer tutoring in a variety of subjects at no cost to students. In addition, the college offers for-credit classes to help students build study skills.

**Assessment Center** - includes placement testing, faculty arranged make-up testing, GTCC web-enhanced / online course testing, and testing services for students with disabilities. At the Jamestown location the Center also offers credit-based testing (CLEP), limited enrollment testing (TEAS), WorkKeys testing, and Praxis practice.

**Athletics** - GTCC's intercollegiate athletic programs include women's volleyball, men's baseball, and men's and women's basketball. The Titans' athletic teams compete in the National Junior College Athletic Association.

**Bookstore** - Students can order and buy books, uniform scrubs, Trajecsys Clinical Management license, supplies, technology items, and snacks. The GTCC Bookstores are owned and operated by GTCC, and all proceeds directly support GTCC student scholarships and activities.

### **Campus Boxes & Clinical Lockers**

Student campus boxes are in the Business Hall basement student lounge. The lounge door is locked with a passcode. They are to be used for communication and should be checked by the students at least weekly. The student boxes should be used for positive communication only.

Most clinic sites provide lockers for students' personal belongings during the clinical shift. Students should NOT take large sums of cash, checks, or credit cards to class or clinical.

**Cline Observatory** - Cline Observatory is equipped with a professional quality telescope that allows visitors to view the moon, planets, star clusters, nebulae, and galaxies. Anyone can visit the observatory on clear Friday nights. Throughout the year, the observatory presents special lectures and events.

**College Closings & Delays** – The GTCC President or designee may close, delay opening, or dismiss early because of unforeseen circumstances such as: hazardous weather conditions, power outages, infectious disease outbreaks, threat of physical harm, inclement weather, etc. Announcements will be available through the usual media outlets and will be posted on the Moodle course websites. GTCC communicates school or campus closings and other emergency information through E2Campus text messages and the Omnilert app. (<https://www.gtcc.edu/student-life/campus-safety-and-police/e2campus-sign-up.php>)

### **\*New in 2023**

**If GTCC Campus is completely closed with no classes taught, students will NOT go to assigned clinical rotations and will NOT make-up missed clinical time.** The missed time does not count against the students' allowed time out of clinic and does not result in a grade penalty.

**If GTCC Campus is closed, but classes continue online, the instructor will post instructions on Canvas.** Depending on the situation, alternate out-of-class assignments may be posted on Canvas or students may be instructed to continue with clinical rotations provided it is safe to travel or be at the clinical site. Faculty will consider that power outages may affect how quickly students can get alternate assignments completed.

**If GTCC Campus is closed, but classes continue with a delayed start,** lecture classes will not meet if they begin before the delayed opening. If students are assigned to lab or clinical and there are at least 50 minutes left with the delayed opening, students should report at the delayed opening time and finish at the end time.

When classes are missed, they will be shifted to an online delivery format whenever possible. Faculty members will describe in course syllabi how students will know the out-of-class assignments. Students are responsible for checking the Moodle course websites. Students will have extra time for assignments during power outages. All efforts will be made to make up missed hours. In some cases of missed clinical time, it may not be possible to make up all missed hours. Faculty members may identify out-of-class assignments in lieu of actual clinical hours if necessary.

In all instances it is the students' responsibility to determine if it is safe for them to travel.

**College Transfer Programming** - Over 50% of GTCC students are in a college transfer degree so to assist students with their transfer process, GTCC offers several programs and events each year. These events include a College Transfer Fair, Transfer Thursday, University Visits, College Transfer Club, and booths set up around campus throughout each semester.

**Computer Labs** - Computers are available for student use at several locations on campus. The AT Computer Lab also offers helpful workshops and information, available in person or online, for students who need to know how to use the technological tools GTCC offers to support the student experience at the College (i.e., Moodle, Self Service, Titan Live (e-mail), etc.). Radiography students use the computer lab in the basement of the Business Hall. The lab is loaded with several medical imaging-specific software programs to enhance student learning.

**Cosmetology Services** - Cosmetology students offer services such as haircuts, shampoo and sets, facials, hair color, highlights, permanent waves, chemical hair relaxing, and manicures/pedicures at economical prices. Services are offered in day and evening salon clinics.

**Counseling** - Counseling and *disAbility* Services include personal counseling, screening and assessment, crisis intervention, support groups, outreach and referral, and workshops on topics relevant to student success. Counseling and *disAbility* Access Services place a high priority on privacy and confidentiality. Services are available free of charge to current students. Appointments are preferred; however, walk-ins are always welcome. Faculty members or the Radiography Program Director may request students to seek counseling services when needed.

Jamestown Campus Counseling and *disAbility* Access Services Office  
Davis Hall #107  
(336) 334-4822, ext. 50038  
[askthecounselor@gtcc.edu](mailto:askthecounselor@gtcc.edu)

**Dental Services** - The Dental Hygiene and Dental Assisting programs operate a clinic as a learning lab for students. The clinic provides treatments including cleaning, X-rays, fluoride treatment, and preventive services. Rates for services offered by the clinics are nominal.

**disABILITY Access Services** - helps students who have disabilities. Students who believe they need accommodation make an appointment with the GTCC *disAbilities* Access Services Office. Services include sign language interpreters, note takers, scribes, voice output, alternative format textbooks, testing accommodations, and adaptive equipment. Once the office determines the reasonable accommodation, students must meet with the Radiography Program Director and the course faculty member so accommodation can be planned. Students are responsible for notifying course faculty each semester when accommodation is necessary.

Students have the option NOT to request any or all recommended DAS accommodations. Students must notify the Radiography Program Director and the course faculty member which approved accommodations they request.

Jamestown: Davis Hall #107  
(336) 334-4822, ext. 50157  
TYY phone number: (336) 841-2158  
<http://supportservices.gtcc.edu/disability-access-services/>  
Email: [das@gtcc.edu](mailto:das@gtcc.edu)

**e2 Campus Alert System** - <http://supportservices.gtcc.edu/e2campus-alert-system/>

e2Campus is a voluntary service that notifies students by text or email of inclement weather or any situation that may close a building or campus.

**Family Education Rights and Privacy Act (FERPA) 1974** and its regulations set out requirements designed to protect students' privacy in their records maintained by GTCC.

Student academic records on GTCC campus and in the Radiography, Program are locked in secure storage with limited access. The Clinical Coordinator (CC) maintains secure clinical files on current students. Each student will have a file that contains contact information, clinical evaluations, and clinical forms, anything pertinent to attendance, conference information and emails.

Dosimetry reports are kept indefinitely. This file is cumulative of years past GTCC student radiation reports. Radiation exposure records are also maintained by the RSO of Cone Health. Graduates can receive a copy upon written request.

Student medical information such as CPR certification, immunizations, flu shots, TB test results etc., are managed by CastleBranch with limited access.

**Financial Aid** - is based on demonstrated financial need, academic achievement, ability or academic major. GTCC awards financial aid without regard to race, religion, color, national origin or sex. To receive financial aid, students must demonstrate the need and maintain good academic standing. Students must contact the Financial Aid Office directly. The Radiography Program is not involved with financial aid awards, but there are limited scholarships available. (See Student Expenses section).

(336) 334-4822 Option 3

<http://financialaid.gtcc.edu/>

Email: [finaid@gtcc.edu](mailto:finaid@gtcc.edu)

**Food on Campus** - Culinary Arts and Hospitality Management students prepare and serve meals to the public, GTCC faculty and staff, and GTCC students at low cost. During the fall and spring semesters, lunch is served twice a week at noon and dinner is offered twice a week at 7:00 pm. During the three weeks of the summer session, lunch is served twice a week and dinner is served once a week. Reservations are required.

Titan Café is a 200-seat cafeteria that serves breakfast and lunch during the fall and spring semesters. All GTCC campuses have vending machines that sell beverages and snacks. The Food Pantry is available to students, staff, or faculty in need on all GTCC campuses. There is also a Food Pantry Garden located on the Jamestown campus where fresh fruit and vegetables are available to those utilizing the Pantry.

**International Student Office** offers various services and activities for international students, including admissions, assistance with immigration requirements, advising, community referrals, and enrollment verification letters, among other services. Appointments are preferred, though walk-ins are welcome.

### **Jury Duty**

The GTCC Radiography program encourages students to be active participants in the civic affairs of the community and will not seek students excused from jury duty. Upon receipt of a summons for jury duty, students should notify the course instructor. Students will be required to provide documentation of time served.

## **Libraries**

GTCC libraries offer students over 80,000 print and audiovisual items, in addition to professional librarian services 24/7 through a chat box on the library website. The libraries also provide digital access to premium content journals, books, streaming videos, audio books, eBooks and more. Most library services may be accessed at no cost to students, off-campus, through the library website.

The libraries have open computer labs with full access to library resources, Microsoft Office, the Internet, and other software related to course work. The Jamestown campus also has laptop computers available for use within the library. Printing is available at a nominal cost with a print card purchased at the bookstore. All campus libraries offer wireless access and space for quiet study.

Using a student ID card, students can borrow materials from GTCC libraries and most college libraries in the Triad area. Inquire at one of the GTCC libraries for more details.

Librarians and library staff are available to assist students with research, assignments, studying, or recreational reading. Students may reach them by phone, email, and chat box, or in person. In addition, free computer literacy courses on such challenges as how to set up research papers are available at each campus library.

Cone Health Medical Libraries also support the educational and informational needs of radiography students. Libraries at The Moses H. Cone Memorial Hospital and Wesley Long Community Hospital include services such as reference assistance, loan services, and hands-on workshops include searching the Internet and evidence-based medical and health literature. The library resources include collections, consumer health information, recommended internet resources and offers multilingual/ cultural/diversity information. Additional education opportunities are available through AHEC <http://www.gahec.org/library>.

## **Parking**

Parking permits are available at the Jamestown Campus Police Department. Most students park in the Hassell Health lot or the Parking Deck.

## **Prevention of Personal and Sexual Harassment or Abuse**

GTCC and the Radiography Program promote an atmosphere free of personal and sexual harassment or abuse in any form. The College's Title IX Compliance Coordinators oversee the investigation and resolution of all misconduct covered by the policy I-2.1.6 Sexual Harassment, Sexual Violence, and Anti-Harassment. Harassment and abuse are potentially serious actions with consequences including arrest, prosecution through the state courts, and incarceration.

All students, employees, and others on campus are encouraged to report incidents, or knowledge of incidents, of sexual violence or harassment to a responsible college official as soon as possible after they occur. Every effort will be made to protect the privacy of the persons involved, most faculty and administrators on campus are required to pass any reports or suspicions of harassment or abuse to the appropriate campus office for investigation. The College will respond to complaints of sexual violence or harassment by taking timely action to eliminate the sexual violence or harassment, prevent its recurrence, and address its effects. Students, employees, and others on campus may also choose to report incidents of sexual violence or harassment, including dating violence, domestic violence, or stalking, to law enforcement. College investigation and criminal investigation processes can occur simultaneously.

Title IX Coordinator for students:  
Kirby Moore,  
Chief Disciplinary Officer & Title IX Coordinator  
Jamestown Campus

Medlin Campus Center, Suite 320  
Phone: (336) 334-4822 ext. 50572  
Email: khmoore1@gtcc.edu

Students who are off-campus at a clinical site who think they have been the object of personal/sexual abuse, should report the incident immediately to the Clinical Instructor, Radiography Clinical Coordinator, Radiography Program Director, a member of the Leadership Council (at a Cone Health facility), a representative from Human Resources (at a Cone Health facility) or the site manager (orthopedic office setting, imaging center, Urgent Care Center etc.). Any complaint will be investigated promptly and in a confidential manner.

**Police & Campus Safety** - GTCC Campus Police are sworn North Carolina law enforcement officers who enforce North Carolina criminal and traffic laws in addition to college rules and regulations. They oversee emergency and safety procedures, traffic and parking, lost and found, and unlock doors. Campus police provide training for campus emergencies. They also provide student parking permits.

The general rule is that guns and other weapons are NOT allowed on campus with a few exceptions (such as on-duty or off-duty law enforcement officers). See the current GTCC Catalog. This includes firearms, or any other type of gun, weaponry, or other "look-alike" devices of violence. Students shall not possess or conceal or transport any weapon, whether openly or concealed, on or off GTCC property while attending any College-sponsored activities. A "weapon" includes but is not limited to all knives or other sharp instruments, firearms, explosives, pepper (or similar functioning) spray, any similar weapon capable of causing serious bodily injury. Weapons will be confiscated by Campus Police. Students who observe someone with a weapon on campus should contact GTCC Campus Police.

Students may need to participate in fire drills. Students must be aware of basic fire safety, the location of and how to use an extinguisher. Students should know the location of phones; fire alarms and exits.

(336) 334-4822 ext. 52529  
<http://www.gtcc.edu/campus-police>

**Self Service** is the web-based system through which students can register for classes, view grades, review their program evaluation, and make payments for courses.

**Student Success Center** - Student Success Specialists are available to help students who are undecided, program listed as Associate in General Education, and are in one of the pre-limited enrollment students. The Center assists students in creating an academic plan. They also assist students with college transfer assistance, program changes, career advising, new student orientation, international student concerns/issues, placement test review, academic warning/probation and suspension.

**Student Life Office** - provides educational and social programming for students outside the classroom. The Student Life Office encourages students to engage in college life by becoming involved in campus activities, volunteer experiences, leadership opportunities, and membership in clubs on the various campuses. Student clubs provide co-curricular activities that support the learning environment and promote leadership development.

The Student Life Office distributes the Student Handbook. Student Life also houses Clubs and Organizations, the Food Pantry/Garden, and the Student Government Association.

**Student Clubs & Organizations** - GTCC sponsors program-related and general-interest clubs for students. Clubs sponsor speakers, plays, talent shows, fund-raising activities, leadership opportunities and other ways for

students to get involved in the campus community. A complete list of clubs and organizations is available on the GTCC website.

**Phi Theta Kappa** is the official honor society for two-year colleges with the mission to recognize academic achievement of college students and to provide opportunities for growth as scholars and leaders. Alpha Pi Alpha, a subsidiary chapter of Phi Theta Kappa, was chartered at GTCC in 1988.

Membership is open to students who meet the following criteria:

Complete 12 credit hours at GTCC toward an associate's degree

Complete ENG 111 with a C or higher

Earn 3.5 GPA or higher

### **Student Government**

The Student Government Association represents the student body's interests, needs and concerns, and keeps students informed about issues that affect them. It also has the responsibility for program events, such as comedians, novelty activities, and lecturers for the campus community to enjoy. The SGA is run by students and all curriculum students are considered members. Students are encouraged to participate in the SGA as officers or board members. Students may make recommendations for changes to the college administration through the SGA, their representative body.

**Titan Link** provides resources and information that assists with non-academic challenges such as housing, transportation, food insecurity, childcare, and emergency loan/grant/scholarship application access for GTCC. These services include:

- Finish Line Grants to cover unexpected expenses.
- Transportation Assistance Program (TAP)
- Emergency Fund Application
- Food Bank Access
- Social Service and Community Resource Referrals
- Financial Literacy Programming

**Veterans and Military Assistance Programs Office** assists veterans and students serving in the military. The office handles Veteran Affairs educational paperwork and certification for educational benefits through the VA.





## **SECTION VII: GTCC GENERAL ACADEMIC INFORMATION**

**ACADEMIC INTEGRITY** - See the current GTCC Student Catalog & GTCC Student Handbook.

Academic integrity is a core principle of learning and scholarship. When students violate this principle, they cheat themselves of the confidence that comes from knowing they have mastered the targeted skills and knowledge. They hurt all members of the learning community by falsely presenting themselves as having command of competencies with which graduates are credited, thus degrading the credibility of the college, the program, and fellow graduates who hold the same credentials. All members of the learning community share an interest in protecting the value, integrity, and credibility of this learning experience's outcomes. Faculty and students are responsible for censoring behaviors that interfere with this effort.

Students suspected of academic dishonesty will be referred to the GTCC Vice President of Student Support Services. Disciplinary action may include grade deduction, probation, course failure, suspension, or dismissal from the college. (GTCC Management Manual).

Students suspended from the GTCC Radiography Program for academic dishonesty will not be permitted to apply for readmission to the program.

Examples of behaviors that are subject to disciplinary action include:

**Plagiarism** - presenting someone else's words, ideas, or data as the student's own work.

- When students sign their names on papers or assignments for a course at GTCC, they claim ownership of that paper. They are saying "I wrote this paper, and the words are my own except where I have cited my source". Students are responsible for the integrity of their work.
- Global plagiarism involves copying an entire paper from another source or person. This type of plagiarism is grossly unethical and inexcusable.
- Patchwork plagiarism, also called "cut and paste plagiarism" is when the writer takes bits and pieces from a variety of sources and pastes them into a paper claiming ownership without proper citing.
- Incremental plagiarism may occur by accident or carelessness. This is when most of the paper is the creation of the writer but there are some parts that are simple rewording of the source.
- The GTCC Radiography Program may use a plagiarism detection service called Turnitin.com or other available websites to check papers for plagiarism.

**Fabrication** – using invented information or the falsifying research or other findings.

**Cheating** – misleading others to believe students have mastered competencies or other learning outcomes that they have not mastered:

- A student copying from another student's work.
- A student allowing another learner to copy from their work.

- Using resource materials or information to complete a graded assignment or test without permission from the faculty member.
- Collaborating on a graded assignment or test without permission from the instructor.
- A student taking a test for another student or permitting a student to take a test for them.
- Obtaining work from the internet without properly citing the source.
- Taking photos/copying/duplicating in any form tests and/or final exams (this includes individual test/exam questions/answers).
- Using books/notes/internet sites for Moodle quizzes

**Abuse of Academic Materials** – Making inaccessible, destroying, or stealing library or other academic resource materials, including equipment. Violations may be referred to civil authorities for prosecution under the law.

**Complicity in Academic Dishonesty** – aiding or attempting to help another commit an act of academic dishonesty, including not reporting suspicions of academic dishonesty.

**Academic Misconduct** – other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, selling or buying products such as papers, research, projects or other artifacts that document achievement of learning outcomes will also result in disciplinary action.

## ACADEMIC GRADE STANDARDS

Requirements for GTCC Radiography professional courses will be included on each syllabus and posted on Canvas. Faculty members will review each course syllabus at the beginning of the semester. The syllabus is effective for the term and course for which it is issued only. It is important for students to keep and refer to the course syllabus during the semester. Referring to the syllabus answers many student questions. The graded components of courses will vary with the faculty members and the courses. Final examinations are cumulative.

The uniform GTCC grading scale is:

90 -100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 and below	F
*Incomplete	I

Students should always be aware of their academic standing in courses. They are encouraged to keep track of their grades during the semester. Calculation of course grades will be described in the course syllabus and students can ask the faculty member for help calculating grades. Scores for individual components of courses are available on Canvas, even if the final grade calculation is not included.

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## EARLY ALERT NOTICE

- The faculty member will communicate and/or request a meeting with the student regarding grade issues.
- The documentation of this process will be kept in the student's Navigate folder.
- The faculty member notifies Student Services if the student does not respond to the faculty member's attempts to contact the student.
- The counselor will set up a meeting with the student to follow-up on progress. The faculty member may also request another meeting with the student.

Students are advised to develop a success strategy at the first sign of trouble rather than waiting until too much content has been covered to recover in one semester. Students who are falling below program expectations need to seek help immediately.

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## STUDENT COMPLAINTS

The GTCC Management Manual provides guidance for managing complaints from students, faculty, staff, and the public.

- I – 1.1.10 Public Complaints
- I – 2.1.6 Sexual Harassment, Sexual Violence, and Anti-Harassment
- IV – 1.1.8 Student Complaints
- IV – 1.1.9 Health Program Student Screening Requirements and Appeal Process
- IV – 3.1.1 Student Code of Conduct
- V – 1.1.10 Equal Opportunity
- V – 5.1.6 Anti-Harassment



## **SECTION VIII: PROFESSIONAL ORGANIZATIONS & OPPORTUNITIES**

The GTCC Radiography Program strongly endorses professional organizations which provide educational programs, professional development, and opportunities to keep students and technologists informed about changes and advancements in medical imaging and therapy. Participating in professional

organizations is a terrific way to establish a professional network of colleagues who can provide references and resources for years to come.

Students must join the North Carolina Society of Radiologic Technologists (NCSRT) state professional organization and maintain membership throughout the program via a two-year membership. Students have the option of joining the American Society of Radiologic Technologists (ASRT) national professional organization. The ASRT has some educational materials it makes available to student members. Both organizations have leadership and limited scholarship opportunities for students.

**NCSRT Annual Conference** - Second-year students are encouraged to submit research papers and scientific exhibits for competition at the NCSRT Annual Conference. NCSRT posts details including guidelines and due dates each year.

**Kettering Registry Review Student Seminar** – Past graduates strongly recommend this seminar as good preparation for the ARRT certification exam. The seminar usually occurs in April or early May. Registration, transportation, accommodations, and meals are the responsibility of the students.

**Other Seminars** - There are other seminar options sponsored by the Atlanta Society of Radiologic Technologists (Atlanta), Virginia Society of Radiologic Technologists (Virginia Beach) or the West Coast Educators (Orlando) with sessions targeted for radiologic technology students in the southeast US. Registration, transportation, accommodations, and meals are the responsibility of the students.



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## COMMENCEMENT & BEYOND

To complete the GTCC Radiography Program and receive an Associate of Applied Science in Radiography degree, students must have:

- Course grades  $\geq$  "C" / 70 in each RAD professional course,
- Satisfactory completed all curriculum course requirements,
- Paid all financial responsibilities to GTCC,
- Return all program materials: borrowed textbooks, library books, parking card, Cone Health name tag, R & L markers, radiation dosimeters, OR scrubs
  - Lost items must be bought
- Graduation application completed with attached transcript and signed by the Radiography Program Director
- Paid graduation fee
- Cleared campus mailbox and any clinical lockers.

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## REFERENCES & RECOMMENDATIONS

The GTCC Radiography Program will provide attendance dates and completion verification for all students/graduates if requested.

Students must give written permission for program officials to provide oral and/or written references and/or recommendations to inquiring prospective employers/educational representatives. The signed consent form will remain in the student's record for program attendance. Students who do NOT wish faculty to provide references / recommendations should NOT provide prospective employers/educational representatives permission to contact faculty.

***Welcome to your new medical imaging career pathway!***





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## ARRT CODE OF ETHICS

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

- *The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.*
- *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.*
- *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.*
- *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.*
- *The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.*
- *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.*
- *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.*
- *The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.*
- *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.*
- *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.*
- *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.*