

August 9, 2024 Vol 1

**Handbook
2024-2026**

**AnMed Radiologic Technology Program
800 North Fant Street
Anderson, SC 29621**

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1.10 Mission Statement and Program Goals RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 09/29/2023

Revision Level: 5

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

The mission statement clearly defines the purpose of the program and is consistent with the mission statement for AnMed.

SCOPE:

Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:

Program Assessment Committee

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Accreditation Standards 1.1, 4.1, 6.5

<https://anmed.org/about/mission-vision>

POLICY/PROCEDURE:

AnMed Radiologic Technology Program is the only hospital-based radiography program in South Carolina, lending opportunity for students to learn Medical Imaging in the professional environment of the patient care centers. The Radiologic Technology Program accepts a maximum of 14 students each year. Upon satisfactory completion of the two-year course, curriculum and terminal competencies, the student will receive a Certificate in Radiography and will be eligible to take the National Certification Examination, sponsored by the American Registry of Radiologic Technologists.

The mission of the Radiologic Technology Program is to provide a quality education that enables our students to provide exceptional and compassionate care to all we serve and become a valuable member of the healthcare team. (2023)

Specific goals and student learning outcomes of the program include:

Goal: Students will be clinically competent.

Student Learning Outcomes:

Students will apply positioning skills.
Students will select technical factors.
Students will utilize radiation protection.

Goal: Students will demonstrate communication skills.

Student Learning Outcomes:

Students will demonstrate written communication skills.
Students will demonstrate oral communication skills.

Goal: Students will develop critical thinking skills.



1.10 Mission Statement and Program Goals
RADIOLOGIC TECHNOLOGY PROGRAM

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Student Learning Outcomes: Students will adapt standard procedure for non-routine patients.
Students will critique images to determine diagnostic quality.

Goal: Students will model professionalism.

Student Learning Outcomes: Students will demonstrate work ethics.
Students will summarize the value of life-long learning. (2011)

The mission statement is evaluated by the Program Assessment Committee annually.

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Approved By	Emilee McKinsey, Stephan Jones5



2.10 JRCERT Accreditation RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 03/25/2024

Revision Level: 7

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

JRCERT accreditation ensures that our program adheres to the highest educational standards of the profession.

SCOPE:

Radiology Students
Radiology Management

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

[2.10a Standards 2021 Radiography RADIOLOGIC TECHNOLOGY PROGRAM](#)

Standard 1.7

[JRCERT Certificate of Accreditation](#)

POLICY/PROCEDURE:

The AnMed competency-based Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive
Suite 2850
Chicago, Illinois 60606.
P: (312) 704-5300
www.jrcert.org

The JRCERT is recognized by the U.S. Department of Education to evaluate and accredit educational programs in Radiography and Radiation Therapy. JRCERT accreditation demonstrates that a program adheres to national educational standards required to prepare graduates to be eligible to practice in all 50 states.

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2.20 South Carolina State Certification SCRQSA Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 6

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PURPOSE:

To inform the student of the eligibility requirements to obtain certification to use ionizing radiation on humans in the state of South Carolina

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Director

REFERENCES:

www.scrqsa.org

RELATED DOCUMENTS:

SCRQSA Applications and Forms
Medical Radiation Health and Safety Act
SCRQSA Limited Scopes of Practice

POLICY/PROCEDURE:

South Carolina Medical Radiation Health and Safety Act
Eligibility for S.C. State Certification
Effective: June 30, 2000

Effective June 30, 2000, registrants of x-ray or other equipment, which emits ionizing radiation, are required by law to ensure that only operators certified by the South Carolina Radiation Quality Standards Association (SCRQSA) can use ionizing radiation, or equipment emitting or detecting ionizing radiation on humans for diagnostic or therapeutic purposes.

PROCEDURE

Students enrolled in the Radiologic Technology Program are eligible to apply for a Certified Limited Radiographer-General certificate through the SCRQSA. However, students must complete the following program requirements:

- Must successfully complete the first two semesters of didactic coursework.
- Must successfully complete a minimum number of designated clinical competencies.
- Obtain a letter from the program director indicating that the above mentioned requirements have been met.
- Submit an application and appropriate fee to the SCRQSA.

Students who receive a Certified Limited Radiographer-General certificate may only work within the scope of practice of a Certified Limited Radiographer-General. (See below)



2.20 South Carolina State Certification SCRQSA Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

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Certified Limited Radiographer-General

Position Summary:

Provides health care services, applying x-ray energy for diagnostic purposes. Performs limited radiographic procedures as authorized by state law producing images for interpretation by, or at the request of a licensed practitioner. Approaches patients and maintains a demeanor complementary to medical ethics. Provides patient care essential to the performance of these procedures.

Duties and Responsibilities:

1. Performs radiographic procedures limited to the following anatomical regions:
 - a. Chest (not to include breast)
 - b. Abdomen (non-contrast procedures only)
 - c. Skeletal structures (to include upper and lower extremities, limited spine, skull and sinuses)
2. Assures patient clinical history is documented and available for use by a licensed practitioner.
3. Operates radiographic equipment.
4. Positions patient to best demonstrate anatomic area of interest, respecting patient ability and comfort. Immobilizes patients as necessary
5. Determines and applies radiographic technique exposure factors
6. Applies principles of radiation protection to minimize exposure to patients, self and others
7. Evaluates radiographs for technical quality, assuring proper identification is recorded.
8. Assumes responsibility for provision of physical and psychological needs of patients during procedures
9. Performs basic patient assessment and care. Initiates basic life support action when necessary.
10. Maintains darkroom and processing equipment consistent with quality control standards
11. Performs general office procedures.
12. At no time is the Certified Limited Radiographer-General to perform exams in the emergency department, operating room, or with portable or fluoroscopic radiographic equipment.

Once a student graduates from the program:

- Application may be made to the SCRQSA for a temporary certificate to work as a radiographer. This must be done prior to working as a Radiographer-General (not limited).
- Upon successful completion of the ARRT certification exam, the graduate will submit proof of ARRT registration by submitting an ARRT verification letter. A permanent certificate will then be received from the SCRQSA.



**2.20 South Carolina State Certification
SCRQSA Policy RADIOLOGIC
TECHNOLOGY PROGRAM**

Effective Date: 08/09/2024

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In the case that a student does NOT complete the Radiologic Technology Program, it is the responsibility of the student to obtain eligibility information from the SCRQSA on maintaining certification.

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2.30 Ethics Requirements for ARRT Certification RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 6

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PURPOSE:

To assure applicants and/or students meet the ethics and education requirements in order to make application to take the ARRT certification exam.

SCOPE:

Applicants to the Radiologic Technology Program
Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.arrt.org American Registry of Radiologic Technologists
www.asrt.org American Society of Radiologic Technologists

RELATED DOCUMENTS:

[2.30a Code of Ethics - ARRT](#)
[2.30b Standards of Ethics RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

Every candidate for certification must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ARRT investigates all potential violations in order to determine eligibility.

When applying for certification and registration, you must answer the following ethics-related questions on your application form.

Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)

Answer "Yes" if you have:

Charges or convictions—including those that were stayed, withheld or deferred, set aside, or suspended

Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)

Court conditions applied to your charge—including court supervision, probation, or pretrial diversion

Traffic violations charged as misdemeanors or felonies

Traffic violations that involved drugs or alcohol

Answer "No" if you have no offenses. Also answer "No" if you have:

Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court



2.30 Ethics Requirements for ARRT Certification RADIOLOGIC TECHNOLOGY PROGRAM

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Speeding and parking tickets that weren't charged as misdemeanors or felonies and that didn't involve drugs or alcohol (if you have any traffic violation that involved drugs and/or alcohol, you must answer "Yes")

Charges that were dismissed with no court conditions required (if conditions were required, you must answer "Yes")

Court records that were sealed or expunged (if you don't have court documents that prove your case was sealed or expunged, you must answer "Yes")

Offenses you've already reported to ARRT and about which ARRT has sent you communication
Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?

Denied, revoked, or suspended your professional license, permit, registration, or certification?
Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?

Allowed voluntary surrender of your professional license, permit, registration, or certification?
Subjected you to any conditions or disciplinary actions?

Answer "Yes" if one or more of these apply to you and the organization imposing the action wasn't ARRT.

Answer "No":

If you have no offenses

If your only offense is ARRT Continuing Education (CE) probation

For offenses previously reported to ARRT and for which ARRT has sent you communication

Have you ever been suspended, dismissed, or expelled from an educational program you attended to meet ARRT certification and registration requirements?

Answer "No" for offenses previously reported to ARRT and for which ARRT has sent you communication.

Whether you answer "Yes" or "No" to this question, you'll:

Agree to Written Consent under the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g ("FERPA"), which allows ARRT to:

Communicate freely and openly with your Educational Program Director

Obtain specific parts of your education records in order to verify whether you have ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements

Waive, in part, the confidentiality of your education records under "FERPA"

Consent to the release of any and all education records relating to your suspension, dismissal or expulsion to ARRT for purposes of its review of your application for certification and registration by ARRT.

Agree to promptly execute any additional written consents under "FERPA" if your educational program has a different requirement

If you're not sure whether a potential violation is pertinent, contact our Ethics Requirements Department at 651.687.0048. Choose the option for ethics information.



**2.30 Ethics Requirements for ARRT
Certification RADIOLOGIC TECHNOLOGY
PROGRAM**

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Remember, not reporting an ethics violation is itself a violation.

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-0048

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	2.40 Greenville Technical College RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 6	Page 1 of 1

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PURPOSE:

AnMed Radiologic Technology program is designed to provide an outstanding clinical education experience through a hospital-based certificate program. In order to meet the ARRT minimum associate degree requirement an agreement with Greenville Technical College is utilized to provide an option to earn an Associate of Science in Radiologic Technology.

SCOPE:

Radiography Students

RESPONSIBILITY:

AnMed Radiologic Technology Faculty
Greenville Technical College program officials

REFERENCES:

Greenville Tech Radiologic Technology Program

RELATED DOCUMENTS:

[Memorandum of Understanding between Greenville Technical College and AnMed Health](#)


POLICY/PROCEDURE:

An agreement has been established with Greenville Technical College for an Associate of Science in Radiologic Technology utilizing a 1 + 2 approach. Applicants wishing to enter the AnMed Radiologic Technology Program who do not have a degree may complete Phase I of the radiography curriculum at Greenville Technical College, document a minimum of 22 credit-hours of the Phase I courses from Greenville Technical College, and maintain a cumulative technical GPA of 2.5 or higher. Phase I must be completed prior to starting the AnMed Radiologic Technology Program. After successful completion of the AnMed Radiologic Technology Program students will be awarded 62 block-style credits toward their degree.

For those interested in pursuing the Associate degree option through Greenville Technical College information is available through the College's published materials

<http://www.gvltec.edu/radtech/>

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	2.50 Penn West University of Pennsylvania RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 05/07/2024	Revision Level: 6	Page 1 of 1

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PURPOSE:

AnMed Radiologic Technology program is designed to provide an outstanding clinical education experience for a university offering a 2+2 type curriculum toward a degree in Radiologic Technology or Medical Imaging Sciences.

SCOPE:

Penn West University Students
Radiography Students

RESPONSIBILITY:

AnMed Radiologic Technology Faculty
Penn West University of Pennsylvania program officials

REFERENCES:

www.clarion.edu Medical Imaging Sciences

RELATED DOCUMENTS:

Clarion University Affiliation Agreement with AnMed

POLICY/PROCEDURE:

An agreement has been established with Penn West University of Pennsylvania for a Bachelor of Science in Medical Imaging Sciences utilizing a 2 + 2 approach. The Penn West student is required to complete credit hours as specified by the university and their name must be included on the candidate list provided by the university. After successful completion of the AnMed Radiologic Technology Program students will be awarded 60 block-style credits toward their degree.

Previous graduates of the AnMed Radiologic Technology Program may enroll in the Bachelor of Science in Medical Imaging Sciences program at Penn West University of Pennsylvania and will be granted 60 credit hours for completion of the hospital-based certificate program. These hours will not count toward the required 30 hours of in-residence credit.

For those interested in pursuing the Bachelor’s degree option through Penn West University accreditation information is available through the University’s published materials.

www.clarion.edu

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2.60 Anderson University Memorandum of Affiliation

Effective Date: 08/09/2024

Revision Level: 3

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PURPOSE:

The AnMed Radiologic Technology program is designed to provide an outstanding clinical education experience for a university offering a 2+2 type curriculum toward a degree in Health Science with a concentration in Medical Imaging.

SCOPE:

Anderson University Students
Radiography Students

RESPONSIBILITY:

AnMed Radiologic Technology program faculty
Anderson University program officials

REFERENCES:

Affiliation Agreement between Anderson University and AnMed

RELATED DOCUMENTS:

[Affiliation Agreement between Anderson University and AnMed Health](#)

POLICY/PROCEDURE:

An affiliation agreement has been established with Anderson University to earn a Bachelor of Science in Health Science with a concentration in Medical Imaging utilizing a 2 + 2 approach.

Two tracts are established; the traditional tract for students that are seeking to become a certified radiographer and the non-traditional tract for students who hold ARRT certification and desire to complete a bachelor's degree.

To qualify for admission in the traditional program, the student is accepted first to Anderson University and will complete credit hours as specified by the university. In the Fall Semester of the first year the student will apply for admission to the AnMed Radiography Program. The University Admissions Coordinator will verify eligibility by including the students' name on the recommended candidates list. After successful completion of the AnMed Radiologic Technology Program the student will be awarded a certificate of completion from AnMed, eligibility to sit for the ARRT certification exam and 62.5 credits toward their bachelor's degree from Anderson University.

Previous graduates of the AnMed Radiologic Technology Program that hold ARRT certification and wish to attain a bachelor's degree may enroll in the non-traditional Bachelor of Science in Health Science with a concentration in Medical Imaging program at Anderson University. The AnMed graduate will be granted 62.5 credit hours for completion of the hospital-based certificate program. In addition to these 62.5 credit hours students enrolled in the non-traditional program will complete 73 credit hours at Anderson University for a total of 135.5 credit hours.



2.60 Anderson University Memorandum of Affiliation

Effective Date: 08/09/2024

Revision Level: 3

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For those interested in pursuing the traditional or non-traditional bachelor's degree option through Anderson University, additional information is available through the University's published materials. www.andersonuniversity.edu

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Approved By	Stephan Jones5



2.70 Veteran Transfer Credit Policy

Effective Date: 03/25/2024

Revision Level: 3

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PURPOSE:

The AnMed Radiologic Technology Program is designed to provide an education to all students with various backgrounds, including veterans.

SCOPE:

Veterans
Radiography Students

RESPONSIBILITY:

AnMed Radiologic Technology Program faculty

POLICY/PROCEDURE:

Veterans enrolled with the AnMed Radiologic Technology Program who have attended another post-secondary program must request and submit official academic transcripts from all schools previously attended. The AnMed Radiologic Technology Program will evaluate prior credit/clock hours earned from another institution but does not guarantee acceptance of transfer credits or that the program length will be shortened.

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2.80 South Carolina Commission on Higher Education

Effective Date: 03/25/2024

Revision Level: 4

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PURPOSE:

Licensed by the South Carolina Commission on Higher Education

SCOPE:

Radiology Students

Radiology Management

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

Citation of items used as substantial sources of information to support the content of the document.

POLICY/PROCEDURE:

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Citizenship/authorized alien/immigrant status is now a prerequisite for a professional license by an agency of a State or local government under Title 8, US Code Section 1621.

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Approved By	Emilee McKinsey, Stephan Jones5



3.10 Course Description and Clock Hours RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 05/07/2024

Revision Level: 11

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PURPOSE:

To describe the method used to award credit hours for didactic and clinical courses

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

JRCERT Standard 4.5, 4.6, 4.7

RELATED DOCUMENTS:

[Syllabus - Anatomy & Physiology RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Digital Image Acquisition and Display RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Equipment and Instrumentation RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Introduction to Radiologic Technology RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Medical Terminology RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Pathology RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Principles of Imaging and Image Analysis RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Radiation Biology RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Radiation Physics RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Radiation Protection RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Radiographic Positioning and Procedures RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Registry Review RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Technical Writing RADIOLOGIC TECHNOLOGY PROGRAM](#)

[Syllabus - Patient Care, Medical Ethics and Legal Issues RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

AnMed Radiologic Technology Program Course Descriptions and Hours

The following courses are presented during the twenty-four-month competency-based program. A syllabus is provided for each course which includes references, outlines and objectives. The program uses a 1:1 clock-hour system to award credit for lecture hours and clinical hours. The curriculum is inclusive of the 2022 ASRT Curriculum for a Radiology Program, and meets the 2021 Standards for an Accredited Program in Radiology as published by the Joint Review Committee on Education in Radiologic Technology. The AnMed Radiologic Technology Program does not guarantee that credits earned will transfer to another institution.



3.10 Course Description and Clock Hours RADIOLOGIC TECHNOLOGY PROGRAM

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Introduction to Radiologic Technology

40 Clock Hours

This course offers the student an overview and understanding of the health science professions, organizations within healthcare, accreditation and regulatory agents. Also included is an introduction to the goals, philosophies and organization of the Radiology Program and the Radiology Department.

- First Semester (40 hours)

Medical Ethics, Patient Care, and Legal Issues

120 Clock Hours

This course offers a comprehensive study of medical ethics, diversity, the medico-legal responsibilities of a radiologic technologist, and patient care skills, including standard precautions, first aid, drug administration, contrast agents and pharmacology.

- First Semester – Health Care Team, professionalism and ethics, communication, diversity, psychological considerations, patient – radiographer interactions, safety and transfer, and medicolegal considerations(80 hours)
- Third Semester – Infection control, aseptic technique, non-aseptic technique, contrast media and reactions (20 hours)
- Fourth Semester – Evaluating physical needs, tubes, line and catheters, medical emergencies, trauma, pharmacology and venipuncture, mobile and surgical radiography (20 hours)

Medical Terminology

90 Clock Hours

This course introduces the language of medicine. It includes body organization terms, root words, prefixes and suffixes, anomalies and terminology associated terminology.

- First Semester - Introductory terms (30 hours)
- Second Semester – Terms related to anatomy and positioning of each presented section (20 hours)
- Third Semester – Terms related to anatomy and positioning of each presented section (20 hours)
- Fourth Semester – Terms related to anatomy and positioning of each presented section (20 hours)

Pathology

50 Clock Hours

This course is integrated with Medical Terminology each semester and offers the student a study of systemic disease classifications and acquaints the student with the effects of these diseased conditions on the radiographic process.

- First Semester – Introduction to pathology, Chest, Abdomen, Urinary (15 hours)
- Second Semester – Osseous System, Endocrine System (10 hours)
- Third Semester – Spine, GI Tract, Circulatory, Nervous (15 hours)
- Fourth Semester – Reproductive, Comprehensive Review (10 hours)

Radiation Protection

70 Clock Hours

This course offers a study of the standards of protection associated with the ALARA concept. It includes sources of radiation, the need for radiation protection, methods of limiting radiation to patients and personnel, units of measurement, acceptable limits and dosimetry.

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- Orientation/First Semester - -Introductory principles, ALARA, cardinal rules of protection, use of personnel monitors, patient protection (10 hours)
- First Semester - Types & sources of radiation, behavior, interactions of radiation, units of measurement, types of personnel monitors (10 hours)
- Fourth Semester - Required standards for radiation protection and dosimetry, methodology of protection for patient & personnel, review of protection methods, effects of radiation on biological systems (50 hours)

Radiation Biology

50 Clock Hours

This course offers a study of the effects of ionizing radiation on living systems and how cells and tissues react to acute and chronic radiation exposure.

- Second Semester - Chemical composition and structure, cells, stochastic & nonstochastic effects, dose-response, radiation events/responses (40 hours)
- Fourth Semester - Review - Integrated with Radiation Protection Course (10 hours)

Anatomy and Physiology

220 Clock Hours

This course offers a comprehensive study of the human structure and function. This course is synchronized with radiographic positioning and procedures for optimum value to the students.

- First Semester - Introduction to human anatomy including cells, tissues and metabolism body structure and habitus, cavities, body organization, systems, major bones, chest and respiratory structures, abdominal structures, and genitourinary system (40 hours)
- Second Semester - Upper and lower extremities, pelvis, thorax and vertebral column (80 hours)
- Third Semester - Nervous System, digestive system, circulatory and lymphatic systems (50 hours)
- Fourth Semester - Skull & facial bones, sensory system, reproductive system, muscular and endocrine systems, sectional anatomy (50 hours)

Radiation Physics

180 Clock Hours

This course offers a study of the production and behavior of x-rays and other forms of radiation, as well as the components of the x-ray circuit and how each part operates.

- First Semester - Atomic structure, production, behavior of x-rays, interactions of radiation and matter (60 hours)
- Third Semester – Electricity and electromagnetism (40 hours)
- Fourth Semester - X-ray circuitry, diagnostic tubes, generators, motors, transformers, and rectification (80 hours)

Equipment and Instrumentation

80 Clock Hours

This course deals with the radiologic equipment used for both diagnosis and treatment. It includes the various imaging modalities, as well as the use of radiologic equipment not included in Introduction to Radiologic Technology or Radiation Physics.

- First Semester –Introduction to digital imaging and PACS, Nuclear Medicine, AEC (20 hours)



3.10 Course Description and Clock Hours RADIOLOGIC TECHNOLOGY PROGRAM

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- Second Semester - Radiation Oncology Equipment, Mammography Equipment, Bone Densitometry Equipment, Image Intensification, Tomography, CT introduction (20 hours)
- Third Semester - ECG, Vascular and Heart Cath Equipment, MRI (10 hours)
- Fourth Semester - Heating & Cooling charts, x-ray tube rating charts, Quality Control, CT components, operation and processes, equipment maintenance and malfunction (30 hours)

Digital Image Acquisition and Display

50 Clock Hours

This course provides an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.

- First Semester - Introduction to basic principles of digital radiography (10 hours)
- 2nd Semester - Image acquisition and errors, QA and maintenance, display and data management (40 hours)

Quality Assessment/Management Principles

20 Clock Hours

This course provides the methodology for performing quality control procedures that result in continuous quality improvement in radiography.

- First and Third Semesters - Presented as a part of Principles of Imaging and Image Analysis, and experiments assigned with clinical objectives (10 hours)
- Fourth Semester - Quality management programs, QC tests, Economics of radiology – Presented with Equipment & Instrumentation (10 hours)

Principles of Imaging and Image Analysis

200 Clock Hours

This course offers a study of the principles of radiographic exposure needed to integrate the use of various image receptors in imaging with the appropriate processing techniques. This course provides the student with the tools needed to apply radiologic science theories to the selection of technical factors necessary to produce optimum images of the highest diagnostic quality. Critiquing images for quality, accuracy, and identification/evaluation of anatomical structures is a major part of this course.

- First Semester -Image appearance characteristics, imaging principles, technique selections, procedural factors and image evaluation for thoracic radiography and abdominal radiography (80 hours)
- Second Semester – Procedural factors and image evaluation for appendicular radiography (25 hours)
- Third Semester - Procedural factors and image evaluation for vertebral radiography and gastrointestinal radiography (15 hours)
- Fourth Semester - Control of secondary radiation, accessory devices, causes of poor quality, radiographic parameters, density maintenance equations and math, image appearance standards, and procedural factors and image evaluation for reproductive system radiography and cranium radiography (80 hours)

Scientific Writing

10 Clock Hours



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This course offers the student an opportunity to research a topic of interest for the purpose of writing and presenting a technical paper. On a monthly basis the student is required to read articles from technical journals and submit abstracts. These assignments are designed to create and stimulate an interest in good written and oral communication skills.

- All Semesters – Journal Abstracts
- Second Semester - Technical Research (10 hours)
- Third Semester - Oral Presentation

Registry Preparation

20 Clock Hours

This course includes test-taking strategies, objective exams at the end of each semester, and practice exams during the 4th semester that cover an overview of all didactic subjects presented during the 24-month program.

- First Semester – Final Exams
- Second Semester – Final Exams
- Third Semester – Final Exams
- Fourth Semester – Practice Mock Registry Exams (14 hours)


Radiographic Positioning and Procedures and Clinical Procedures & Competencies

2500 Clock Hours

This course offers a comprehensive study of positioning methods, nomenclature, contrast media classification and applications, and radiographic procedures including pediatric & geriatric modifications, and trauma/mobile applications. This course is integrated into the competency based clinical education program and includes clinical procedures.

- First Semester - Positioning nomenclature, radiography of the chest, abdomen and urinary system (564 hours)
- Second Semester - Radiography of upper and lower extremities, pelvis (720 hours)
- Third Semester - Radiography of the vertebral column, thorax, and contrast studies to include vascular, GI & biliary procedures, arthrography, cerebral imaging and neuroradiography (689 hours)
- Fourth Semester - Radiography of the cranium, sialography, pediatric and geriatric radiography, and male and female reproductive systems (527 hours)

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

	3.11 Clinical Competency Plan RADIOLOGIC TECHNOLOGY PROGRAM	
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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To identify the purpose and components of the clinical competency plan

SCOPE:

Radiologic Technology Program Faculty
Radiography Students
Radiologic Technologists

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:


JRCERT Standard 4.2
Final Competency Forms

RELATED DOCUMENTS:

[Clinical Education Master Plan Table of Contents RADIOLOGIC TECHNOLOGY PROGRAM](#)
[3.12 Clinical Competency Process RADIOLOGIC TECHNOLOGY PROGRAM](#)
[3.13 Academic Competency Repeat Procedure RADIOLOGIC TECHNOLOGY PROGRAM](#)
[3.14 Clinical Competency-Obtaining Procedure Evaluation sheets and Final Competency Forms RADIOLOGIC TECHNOLOGY PROGRAM](#)
[3.15 Clinical Competency Semester Grading Scale RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Body Mechanics Form RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Cardiac Monitor Competency RADIOLOGY TECHNOLOGY PROGRAM](#)
[Handwashing Rubric RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Safe Patient Handling Equipment Skills RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Sterile Technique Competency Rubric RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Venipuncture Rubric RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Vital Signs Competency Rubric RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Radiologic Technology Program Competency Flow Chart](#)
[Competency Request Form RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Academic Competency Cover Sheet Rubric RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Peer Review Rubric RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Academic Competency Rubric RADIOLOGIC TECHNOLOGY PROGRAM](#)
[Oxygen Cylinder Checklist RADIOLOGY SERVICES](#)
[RAD Competency Requirements](#)
[Pulse Oximetry Competency](#)

POLICY/PROCEDURE:

AnMed Radiologic Technology Program originally adopted the method of clinical competency as outlined in the Clinical Competency Evaluation developed and approved by the American Society of Radiologic Technologists. “A Concept for Structuring and Planning Clinical Education in Radiologic Technology” and “A Methodology for Evaluating Planned Clinical Education in Radiologic Technology” served as the reference material for clinical competency development. This concept was then expanded to meet the goals of our program. The Competency Plan

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includes both cognitive and psychomotor aspects of Radiologic Technology. Methods of standardization for clinical performance are achieved by clinical rotations, didactic exams, clinical competency testing, and staff/instructor evaluations.

Documents listed are located in Radiology Sharepoint/Administrative File/Radiology School/Clinical Education Master Plan

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To outline the competency plan that allows for effective student learning by establishing a foundation of knowledge and continual refinement of skills

SCOPE:

Radiography Students
Radiologic Technologists
Radiologic Technology Program Faculty

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standard 4.2

POLICY/PROCEDURE:**Step 1: PRESENTATION**

Each topic will be presented in the following format:

- Didactic Instruction – Lecture will include anatomy, positioning, image critique, terminology and pathology
- Demonstration
- Cognitive testing
- Return Demonstration
- Practice Session (may include phantom exposures)

Step 2: ACADEMIC COMPETENCY

Academic competency will require demonstration of psychomotor, cognitive, and critical thinking skills and knowledge in these areas:

Performance -	60%
Image Critique-	30%
Peer Review-	10%

A score of 90 is required for the student to advance to the next step. Failure to score a 90 will require re-evaluation.

Step 3: PATIENT PROCEDURES WITH DIRECT SUPERVISION



3.12 Clinical Competency Process RADIOLOGIC TECHNOLOGY PROGRAM

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Upon successful completion of academic competency, the student is ready for practical experience. The student will attain the required number of Practice Performance forms, evaluated by the clinical instructor or designated R.T. for each procedure. All R.T.'s have the privilege of evaluating students for this level of competency.

Step 4: FINAL COMPETENCY

When the required numbers of Practice Performance forms are completed the student is ready for Final Competency Evaluation. The evaluating RT must be informed of the student's desire to receive a Final Competency grade prior to starting the procedure. Only Instructors or technologists with two or more years of clinical experience have the privilege of evaluating students for this level of competency. *Reminder:* Documentation of the Final Competency, including the name of the evaluating R.T., is made available to the ARRT.

A score of 90 is required. Failure to score a 90 will require re-evaluation.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

	3.13 Academic Competency Repeat Procedure RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 9	Page 1 of 2

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To establish a process for remediation and assurance that a student is academically prepared to advance to the Procedure Performance step in the Clinical Competency Process

SCOPE:

Radiography Students
Radiologic Technology Program Faculty

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standard 4.2


POLICY/PROCEDURE:

When a student fails academic competency testing he/she must earn the privilege for re-evaluation. The following will apply:

1. The student will print on paper an image of each projection included in the competency section. This image should be selected from the PACS system. If the image cannot be located in PACS, the student should get permission from the instructor to copy the image from a textbook.
2. The student will label the projection, position, central ray and structures shown for each procedure.
3. At the discretion of the instructor, the student may also be required to take a phantom to the department to position, expose, and print to paper. The student will label on the image the projection and position, the central ray angle, direction and centering point and the anatomical structures visualized on each image. The instructor will notify the student when this step is required.

The deadline for completion of this package will be one week from the date competency grades are returned to the student. A repeat competency date will then be scheduled.

1. If the positioning portion needs to be repeated, the student will ask any Clinical Instructor to complete a Make-Up Competency grade form found in the Trajecsyst Report System. The Clinical Instructor will select an exam from that section and have the student demonstrate the position. The Clinical Instructor will complete and submit the grade form in Trajecsyst.
2. If the Image Critique portion needs to be repeated, upon receipt of the image package, a date for the make-up will be given. If the student is not prepared for this make-up session, due to assignment not turned in, an additional make-up date will not be scheduled.

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Grades for each section will be averaged and a total grade re-calculated. This will be the final grade for competency on this section; i.e. there will be no additional repeated competency testing. **If the student fails the positioning portion twice for any given section then the student will be withdrawn from the program.**

The student must maintain a 90 average on the competency portion of his/her clinical grade to remain in good standing in the program.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



3.14 Clinical Competency-Obtaining Procedure Evaluation sheets and Final Competency Forms RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 9

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To establish guidelines for completing the Practice Procedure Grade Forms and Final Competency Forms

SCOPE:

Radiography Students
Radiologic Technologists
Radiologic Technology Program Faculty

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standard 4.2

POLICY/PROCEDURE:

Students will show the grading technologist their Student Competency Record prior to being graded on any procedure. The student and the technologist will verify the type of grade form that is needed. The major study and exam listed on the Student Competency Record matches the Major Study and Procedure found in the Trajecsys Record System.

The number of boxes that are found in the PRACTICE column represents the required number of Practice Procedure Forms. In the COMPETENCY column the letter M=Mandatory, E=Elective and EC=Extra Credit as specified by the ARRT. The ARRT requires documentation of 36 Mandatory procedures and 15 Elective procedures. Additional points are added to the clinic grade in the first, second and third semesters for Extra Credit procedures.

PRACTICE PROCEDURE FORM

- Can be completed by any technologist
- For less frequent procedures, one patient can be shared by more than one student
- Key to a Practice Procedure Form is "did the student have an opportunity to learn?"
- Student may simply watch the procedure and receive a Practice Procedure Form if it is a procedure for extra credit (see Student Competency Record)

FINAL COMPETENCY FORM

- Must be completed by clinical instructor or a technologist with 1 or more years of experience
- If no technologist is available with 1 or more years' experience, then the Final Competency Form must be submitted by the supervisor who was in the area at the time of the exam.



3.14 Clinical Competency-Obtaining Procedure Evaluation sheets and Final Competency Forms RADIOLOGIC TECHNOLOGY PROGRAM

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- Student must request that the technologist complete the Final Competency Form prior to starting the procedure. The technologist has the right to refuse to complete grade form if the student does not ask before the procedure is performed.
- Technologist will observe the entire procedure from introduction to patient to sending images to PACS.
- Only one student can receive a Final Competency Form on one patient.
- Grades do not have to be calculated by the technologist, the technologist will simply choose the *yes/no/NA*
- Must include last 5-digits of accession #
- Must be completed by the staff within one calendar day of the exam.
- Procedure Practice Forms and Final Competency Forms cannot be completed on the same procedure on the same patient at the same time, i.e. you could not get a Procedure Practice Form on os calcis and a Final Competency Form on os calcis on the same patient who had an order for bilateral os calcis views
- The Final Competency Form includes a review of anatomy and image critique points that the student is expected to know and demonstrate to the staff.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

	3.15 Clinical Competency Semester Grading Scale RADIOLOGIC TECHNOLOGY PROGRAM	
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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To provide a system to help the student accomplish the goal of obtaining the competencies required by the American Registry of Radiologic Technologists and to establish a grading system to reward student progress

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.arrt.org

RELATED DOCUMENTS:

[RAD Competency Requirements](#)

POLICY/PROCEDURE:

Based on the core clinical competencies to establish eligibility for ARRT certification, there are a total of 36 mandatory competencies and 34 elective competencies for a total of 71 competencies. Of these, all 36 of the mandatory competencies and 15 of the elective competencies must be completed prior to graduation and should be demonstrated on patients. To guide the student toward completion of this goal the following grading scale will be used and is based on the number of competencies presented each semester. It should be noted that each semester will vary slightly from year-to-year.

Five is the maximum number of points possible on the grade sheet.

First Semester

To receive all five points requires 30% completion

Second Semester

To receive all five points require 50% completion

Third Semester

To receive all five points requires 75% completion

Fourth Semester requires 100% completion to qualify for graduation



3.15 Clinical Competency Semester Grading Scale RADIOLOGIC TECHNOLOGY PROGRAM

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Examples:

A hypothetical first semester based on 15 mandatory and elective procedures taught.

30%	= 5 competencies	= 5 points
25%	= 4 competencies	= 4 points
20%	= 3 competencies	= 3 points
15%	= 2 competencies	= 2 points
<15%	= ≤1 competency	= 1 point


A hypothetical second semester based on 44 mandatory and elective procedures taught.

50%	= 22 competencies	= 5 points
40%	= 18-21 competencies	= 4 points
30%	= 13-17 competencies	= 3 points
20%	= 9-12 competencies	= 2 points
10%	= 4-8 competencies	= 1 point

A hypothetical third semester based on 64 mandatory and elective procedures taught.

75%	= 48+ competencies	= 5 points
65%	= 42-47 competencies	= 4 points
55%	= 35-41 competencies	= 3 points
45%	= 29-34 competencies	= 2 points
35%	= 22-28 competencies	= 1 point
<25%	= ≤21 competencies	= 0 points

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

	3.20 Grading Scale and Scholastic Requirements RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 7	Page 1 of 2

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PURPOSE:

To provide a standardized grading scale and GPA equivalent and to communicate expectations for academic success, continuance in the program and requirements for graduation

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

Comparison and correlation of grade scales utilized at affiliated educational institutions

RELATED DOCUMENTS:

JRCERT Standard 4.8

POLICY/PROCEDURE:

GRADING SCALE

Grading Scale

A = 94 – 100

B = 85 – 93

C = 75 – 84

D = 70 – 74

F = < 70

A = 4.0

B = 3.0

C = 2.0

D = 1.0


F = 0.0

SCHOLASTIC REQUIREMENTS AND GRADES

Requirements are addressed in each course syllabus and in the list of required terminal competencies that are provided for each student.

A grade of 90 percent or higher is recommended on each course. In order to ensure consistency of high cognitive skills on each portion of the curriculum, scores below 80 on three consecutive exams in the same course will result in corrective action.

Didactic grade averages are available on the computer in the program faculty's office during the semester. An interim report is given to the student if there is a deficiency in any course. Grades are issued every six months at the end of the semester.

	3.20 Grading Scale and Scholastic Requirements RADIOLOGIC TECHNOLOGY PROGRAM	
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A student will not graduate with less than a grade of “C” in all didactic subjects. If a student does not have a grade of “C” or better in all subjects by the end of each semester then the student will be academically withdrawn from the program. If a student earns a grade below 80 in any subject the student will be placed on academic probation during the following semester. At interim report the academic status will be re-evaluated and probation will be either lifted or continued until the end of the semester. Any student that scores below 75% on the Registry Review Course in both the second and third semester will be academically withdrawn from the program.

AnMed will award a certificate of completion and will provide documentation of eligibility for certification after students’ successfully complete 24 months of didactic and clinical instruction.

AnMed will also provide a transcript of courses and credits to a college or university if requested by a graduate in writing. Credits awarded or transferred vary per college/universities and are not guaranteed. Students will designate in writing anyone that may be given information about their progress.

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5



3.30 Graduation Requirements and Terminal Competency Policy RADIOLOGIC TECHNOLOGY PROGRAM

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PURPOSE:

To clearly outline the didactic and clinical requirements to successfully complete the AnMed Radiologic Technology Program and earn eligibility for the ARRT examination

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standards 1.1, 4.2

POLICY/PROCEDURE:

Radiologic Technology students will complete multiple competencies as an on-going part of the competency-based program. The following list of required competencies is used to identify and assess expected student outcomes. Mastery of each competency is assured by using the didactic and clinical methods described.

UPON COMPLETION OF THE RADIOLOGIC TECHNOLOGY PROGRAM, THE STUDENT WILL BE ABLE TO

1. COMMUNICATE EFFECTIVELY

- The student will have an average of “C” or higher on didactic patient care, medical terminology and pathology courses. The student will complete a peer review form for each academic competency. The student will research and write a scientific essay on the Radiologic subject of choice and will make a presentation to his/her class.
- The student will successfully complete clinical objectives, including interpreting patient information on requests and documenting clinical histories to demonstrate competency of communication skills in the clinical areas.

2. DEMONSTRATE KNOWLEDGE OF HUMAN STRUCTURE, FUNCTION, AND PATHOLOGY

- The student will have an average of “C” or higher on didactic anatomy and physiology courses and on image critique courses related to the identification of normal anatomy and pathology.
- The student will document knowledge of radiographic anatomy on competency critiques of radiographs for each recommended radiographic procedure.



3.30 Graduation Requirements and Terminal Competency Policy RADIOLOGIC TECHNOLOGY PROGRAM

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3. ANTICIPATE AND PROVIDE OPTIMUM PATIENT CARE AND COMFORT, RECOGNIZE ALLERGIC REACTIONS AND EMERGENCY PATIENT CONDITIONS, AND INITIATE FIRST AID AND BASIC LIFE SUPPORT PROCEDURES
 - The student will have an average of “C” or higher on didactic ethics and patient care courses, including the health care team, professionalism and communication, safety and transfer, evaluating physical needs, infection control, medical emergencies, trauma, contrast media considerations, pharmacology & drug administration, and medical legal issues.
 - The student will complete patient care and clinical competency objectives and will demonstrate application of affective domain skills, meeting staff evaluation criteria for patients of all ages. The student will score 90 or higher on each patient care competency including hand washing, vital signs, pulse oximetry, oropharyngeal suction, venipuncture, sterile and aseptic technique, transfer of patient, care of medical equipment, and will obtain and maintain CPR certification.
4. OPERATE RADIOGRAPHIC IMAGING EQUIPMENT
 - The student will have an average of “C” or higher on didactic equipment instrumentation and equipment maintenance courses.
 - The student will complete all equipment objectives and experiments for each semester and demonstrate competency in the operation of radiographic and ancillary equipment in the clinical areas.
5. PERFORM RADIOGRAPHIC PROCEDURES
 - The student will have an average of “C” or higher on didactic patient positioning courses each semester.
 - The student will demonstrate psychomotor skills in performing radiographic procedures and will document clinical competencies for all required radiographic procedures specified in the 2021 ARRT Radiography Didactic and Clinical Competency Requirements. Thirty-six mandatory radiologic procedures, fifteen elective radiologic procedures and ten mandatory patient care activities, are required. The process for each competency on radiologic procedures will include academic competency, followed by Practice Procedure Forms, and a Final Competency Form completed by a clinical instructor/technologist and performed on an actual patient. The student will score 90 or higher to validate each radiologic procedure.
 - Each student is challenged with the goal of obtaining 4000 patient procedures during the course of the program. A minimum of 3000 procedures must be documented in order to graduate.
6. MODIFY STANDARD PROCEDURES TO ACCOMMODATE FOR PATIENT CONDITION AND/OR OTHER VARIABLES
 - The student will document competency in performing mobile procedures, radiographic procedures in the OR, trauma procedures in the ED, and c-arm/fluoroscopic procedures. The student will complete clinical objectives for

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interventional radiography and heart catheterization procedures. The student will apply critical thinking skills and document age specific patient care considerations for patients undergoing these procedures.

7. DETERMINE EXPOSURE FACTORS TO OBTAIN DIAGNOSTIC QUALITY RADIOGRAPHS WITH MINIMUM RADIATION EXPOSURE
 - The student will have an average of “C” or higher on didactic image production and evaluation courses.
 - The student will demonstrate clinical competency in the selection of manual exposure techniques appropriate for the radiographic procedure, type of image receptor, patient condition, and/or age considerations. The student will demonstrate competency in the use of AEC for automatic exposure or APR automated techniques that will result in more consistent outcomes and that will reduce the number of repeats. The student will document knowledge in digital imaging and quality control. The student must score 90 or above on technique selection for documented clinical competencies.
8. APPLY PRINCIPLES OF RADIATION PROTECTION
 - The student will have an average of “C” or higher on principles of radiation protection didactic courses.
 - The student will demonstrate a thorough knowledge of radiation protection by using time, distance and shielding correctly, by shielding gonads of procreative patients when the shields do not interfere with the radiographic procedure, by reducing the number of repeats, by questioning female patients about the possibility of being pregnant, by collimating appropriately, and by practicing ALARA in all aspects of radiation protection.
 - The student will evaluate techniques for “dose creep” during clinical rotations. A score of 90 or higher is required on radiation protection practices for clinical competencies.
9. EVALUATE RADIOGRAPHIC IMAGES FOR QUALITY
 - The student will have an average of “C” or higher on image critique/image analysis exams incorporated in image production and evaluation didactic courses.
 - The student will demonstrate clinical competency in the evaluation of radiographic images by critiquing the radiographs for optimum quality and verifying quality by a supervising technologist. The student will participate in the repeat analysis program and critique rejected radiographs for cause. The student will score 90 or higher on image critique/analysis competency for radiologic procedures.
10. DEMONSTRATE A KNOWLEDGE OF PHYSICS AND MATHEMATICAL SKILLS
 - The student will have an average of “C” or higher on didactic physics courses.
 - The student will document an understanding of physics by evaluating the performance of the radiographic equipment, recognizing safe limits, performing tube warm-up procedures, and reporting malfunctions properly. The student will



3.30 Graduation Requirements and Terminal Competency Policy RADIOLOGIC TECHNOLOGY PROGRAM

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demonstrate an understanding of mathematics by manipulating exposure factors, problem-solving in techniques/distance situations, computing percentages of change, using logs to represent densities on radiographs, and reading charts and graphs.

11. OPERATE COMPUTERS, COMPUTER SYSTEMS, AND DIGITAL RADIOGRAPHIC IMAGING EQUIPMENT

- The student will have an average of “C” or higher on didactic computer related courses.
- The student will demonstrate competency in the use of information systems including PACS and in the operation of radiographic equipment in diagnostic radiography as well as other computer-based procedures in the various imaging modalities.

12. DEMONSTRATE A BASIC UNDERSTANDING OF THE PRINCIPLES OF COMPUTED TOMOGRAPHY

- The student will score “C” or higher on a Computed Tomography exam requiring cognitive learning skills regarding the principles of CT imaging.
- The student will complete clinical objectives that will demonstrate a basic understanding of the operation of CT, including spiral and multi-slice units. The student will demonstrate knowledge of the data acquisition process, selectable scan factors, methods for reducing radiation dose to the patient, dose monitoring, use of contrast media, and how to critique and manipulate CT images, including post-processing and reconstruction.

13. PARTICIPATE IN MANAGEMENT & QUALITY CONTROL ACTIVITIES. COMPLETE OBJECTIVES THAT GO BEYOND CURRICULUM REQUIREMENTS THAT WILL RESULT IN INCREASED MARKETABILITY FOR THE GRADUATE

- The student will have an average of “C” or higher on didactic quality assurance/quality control, management, and technical writing courses.
- The student will complete clinical objectives for management, quality control including reject analysis, equipment QC, and complete objectives for Interventional & Vascular procedures, Nuclear Medicine/PET-CT, Radiation Oncology, US, Mammography, and MRI.

14. PROVIDE PROOF OF COMPLETION OF GENERAL EDUCATION REQUIREMENTS The student will provide a college transcript documenting one of the following:

- Completion of an associate degree or higher
- Completion of 22 credit hours of the Radiologic Technology Phase I curriculum at Greenville Technical College
- Enrollment in an affiliated University that offers a 2+2 curriculum toward a bachelor degree such as Anderson University and PennWest University.

15. MEET ATTENDANCE REQUIREMENTS

- The student will attend the entire two-year program as a full-time student, not to exceed 40 hours per week of academic and clinical involvement. The possibility of



**3.30 Graduation Requirements and
Terminal Competency Policy
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advanced placement or early release is not an option for a student. Extension of the program length for a student is possible for any student that lacks completion of clinical or didactic requirements and/or competencies. The length of the program extension will not exceed three months. Students who require additional time to complete competencies or that have not been successful in meeting academic standards are required to repeat courses with the next calendar year class. All requirements for completion of the AnMed Radiologic Technology Program will be met before the student can graduate and be eligible to sit for the ARRT national certification exam.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

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PURPOSE:

The Radiologic Technology Program assures the security and confidentiality of student records.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Records and Reports Specialist

REFERENCES:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standard 1.4
[3.40a Consent For Release FERPA](#)

POLICY/PROCEDURE:

The AnMed Radiologic Technology Program maintains student records within the scope of the provisions established by the Family Educational Rights and Privacy Act. Records are maintained for a minimum of 6 years from graduation or termination or until no longer needed for reference as the Commission deems appropriate. Student transcripts will be maintained for a minimum of 50 years from graduation or termination.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records. It states that the institution will not disclose any personally identifiable information from those records without the written consent of the student. The law allows several exceptions that permit school officials at the institution to inspect and review the educational records of students and that permit certain information to be disclosed to the public and to the parents of students with proper identification.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA provides students the right:

- To inspect and review their own educational records;
- To request corrections in their own educational records;
- To withhold the release of personally identifiable information from their own educational records;
- To file a complaint with the U.S. Department of Education concerning institutional compliance;
- Obtain a copy of the institutional policy concerning access to educational records.

FERPA does not provide students the right:



3.40 Student Records Maintenance RADIOLOGIC TECHNOLOGY PROGRAM

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- To review copies of confidential letters and confidential statements for which they have waived that right;
- To review personal/unofficial record kept by instructors, advisors and administrators
- To review financial statements of their parents;
- To review institution law enforcement records maintained apart from their educational records

Generally the Program must have written permission from the student in order to release any information from the student's educational record. However FERPA does allow schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials* with legitimate educational interest*;
- Other schools to which the student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- State and local authorities, within a juvenile system, pursuant to specific State law.

* School officials include instructors, directors, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committee and disciplinary boards. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Directory information is generally considered not to be harmful or an invasion of privacy is disclosed and may be released without written consent of the student. Directory information allows the Program to include information on the student in the program, in honor recognitions, in the graduation program and on the AnMed website.

Educational records are maintained in the program faculty offices. Students may request copies of their transcripts by submitting a Consent for Release of Personal Information/Education Records form or other acceptable documentation.

AnMed will notify students annually of their rights under FERPA. This mechanism will be at the discretion of the Program and may include the Handbook, electronic posting, or posting in student areas.

Complaints regarding alleged failures with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Revised 6/13/13

Document Owner

Emilee McKinsey



**3.40 Student Records Maintenance
RADIOLOGIC TECHNOLOGY PROGRAM**

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Stephan Jones5

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PURPOSE:

To identify those persons who are responsible for the education of the Radiography student.

SCOPE:

Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standard 3.1

POLICY/PROCEDURE:

Medical Advisor

Veena Mathur, M. D.
M.D., Medical University of South Carolina College
of Medicine, 1995

Program Director

Emilee McKinsey, M.S., R.T. (R)
M.S., Capella University, 2023

Clinical Coordinator

Cydney King, B.S., R.T. (R)
B.S., North Greenville University, 2016

Didactic Instructors

Emilee McKinsey, M.S., R.T. (R)
Cydney King, B.S., R.T. (R)

Clinical Instructors

Chris Payne, R.T. (R)
Tonya Cowan, R.T. (R)
Medley McIntosh, R.T. (R)
Teresa Smith, R.T. (R)
Ashley Mullinax, R.T. (R)
Lisa Moon, R.T. (R)

CT Instructors

Sharon Gomez, R.T. (R) (CT)
Alexis Duncan, B.S., R.T (R) (CT)

Nuclear Medicine Instructor

Brian Howland, C.N.M.T

Nursing Instructor

Adrienne McCarley, R.N.

Ultrasound Instructor

Suzanne Jones., R.T. (R), RDMS



**3.50 Faculty
RADIOLOGIC TECHNOLOGY PROGRAM**

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Vascular Imaging Instructors

Gary Pendergrass, R.T. (R)
Jason Ashley, R.T. (R)

PACS Instructor

Kent Hodge, A.S., R.T. (R) (MR)

Radiologists:

Kyle Bryans, M.D.
Monica Grier, M.D.
Carrie Cousar, M.D.
Veena Mathur, M.D.
Alex Tuten, M.D.
Carey Venturella, M.D.
Katherine Abraham, M.D.
Andrew Pavlina, M.D.
Charles Finch, M.D.

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Approved By	Stephan Jones5

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PURPOSE:

To provide students information on how to request accommodations for disabilities.

SCOPE:

Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

[ADA Accommodations](#)

RELATED DOCUMENTS:

JRCERT Standard 2.3

POLICY/PROCEDURE:

Students who know or suspect that they have a disability should notify the Program Director so that the program can be responsive to their needs and that eligibility to take certification examinations after graduation will not be in jeopardy. While the A.R.R.T. recognizes the need for certification examination testing variations in the case of a learning-disabled student; there must be documentation of a diagnosed disability and substantiation by the Radiography Program. However, each case is evaluated on an individual basis and the American Registry of Radiologic Technologists determines the final decision regarding accommodations.

You can review the link below to learn the requirements for accommodations when taking the certification exam through the ARRT.

[ADA Accommodations](#): What to Know About ADA Accommodations



3.60 Disability

Effective Date: 06/03/2024

Revision Level: 1

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Library and Reference Books RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/12/2024

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PURPOSE:

To identify resources available to the student and to assure these resources are current and relevant to the radiography curriculum

SCOPE:

Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Director

REFERENCES:

JRCERT Standard 2.2

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

The classroom library is located within the Director's office and the Clinical Coordinator's offices for security of books. Students may "borrow" books for class or outside use with instructor notification.

To assure that the students stay abreast of the ever-changing field of Radiology, assignments are given which require the use of references beyond the scope of the class presentations and textbooks. In addition to internet references, current subscriptions for periodicals include *Health Imaging*, *ASRT Radiologic Technology*, *ASRT Scanner*, *Radiology Today*, and *Radiology Business Journal*. These journals are located in the classroom. Management and medical journals are located in the Department of Radiology. These are readily available for scientific essays, abstracts and research assignments.

The budget allows for the purchase of new references annually. In addition, the Program Director and Faculty are encouraged to review latest radiology books and journals and to request desk copies when available. Representatives from vendors such as Elsevier provide an additional source of the newest textbooks as they are published.

The Program Director, Clinical Coordinator and Program Assessment Committee review resources annually.

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PURPOSE:

To identify qualified applicants for the Radiologic Technology Program

SCOPE:

Radiology Department

RESPONSIBILITY:

Radiologic Technology Program Faculty
Program Assessment Committee
Admissions Committee

REFERENCES:

www.arrt.org.
www.gvltec.edu/radtech/
<http://www.clarion.edu/>

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

Effective January 1, 2015 program graduates will be required by the American Registry of Radiologic Technologists (ARRT) to have earned an academic degree to be eligible to sit for their certification examination.

Therefore, prior to enrollment into AnMed's Radiologic Technology Program, students must provide proof they will meet the ARRT's academic degree criterion by one of the following:

- Earned an associate's degree or higher acceptable to the ARRT. The degree does not have to be in the radiologic sciences
- Be enrolled in the Bachelor of Health Sciences Medical Imaging Sciences at Anderson University and eligible to apply to AnMed clinical site
- Be enrolled in the Bachelor of Science of Medical Imaging Sciences (BSMIS) at PennWest University and eligible to apply to a clinical site
- Completed Phase I of the Radiologic Technology associate degree curriculum at Greenville Technical College. General education courses require a minimum grade of "C" or better and a cumulative technical GPA of 2.5 or higher. Phase I must be completed prior to starting the AnMed Radiologic Technology Program. A minimum of 22 credit-hours of the Phase I courses must be completed at Greenville Technical College.
- Completed the degree requirements outlined by a university that has established a 2+2 option for clinical experience through a hospital-based program

Applicants must meet additional requirements to be accepted into the Radiologic Technology Program. Requirements include:

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1. Document a high school diploma, GED or equivalent. Preference is given to applicants who ranked in the upper 50%, have a GPA of 2.5 or higher on a 4-point scale, and have completed math and science courses such as biology, chemistry, physics, algebra, geometry, anatomy & physiology, and health occupations.
2. Submit official scores from a SAT, ACT, ACCUPLACER, COMPASS, ASSET or TEAS college entrance exam. Scores are:
 - SAT – Minimum 400 for the Math and Verbal sections, recommended combined score of 1000 (prior to 2005) or 1400 (after 2005)
 - ACT – Minimum composite score of 19, recommended score of 22
 - ACCUPLACER/COMPASS/ASSET/TEAS – scores should be comparable to scores recommended for health career students entering a technical college allied health program
3. Document the following college credits:
 - 3 credit hours – Mathematical/Logical Reasoning Course/ College Algebra – i.e., Math 109 (course numbers 100 level or less are not acceptable)
 - 3 credit hours – Written/Oral Communications Course/College English or Public Speaking i.e., ENG 101 or SPC 205
 - Two semesters of Anatomy and Physiology including labs, i.e., BIO 210 and BIO 211, are strongly recommended
 - Preference is given to applicants with a strong background in college level science and math
4. Demonstrate personal traits of character, professionalism, leadership, self-motivation, and empathy.
5. Meet and maintain the physical and technical standard criteria:
 - Physical Abilities
 - Communication Skills
 - Mental Abilities
6. As a condition of acceptance, applicants selected will be subject to AnMed's:
 - Criminal background check
 - Physical Health Screening, including drug testing

A point system is used to calculate qualifications. The selection of applicants for admission is the responsibility of the Admissions Committee.

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PURPOSE:

To make fair and equitable selections for admittance into the Radiologic Technology Program

SCOPE:

Radiology Department

RESPONSIBILITY:

Radiologic Technology Program Faculty
Admissions Committee

REFERENCES:

www.anmed.org

RELATED DOCUMENTS:

Human Resources

Employee Health

JRCERT Standard, 1.3

[4.12 Technical Standards RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

The Admissions Committee members are:

Emilee McKinsey	Program Director
Cydney King	Clinical Coordinator
Reggie Cooks	Director of Radiology
Denise Wohlford	Radiology Manager
Jerrie Foust	Radiology Manager
Kim Stevens	Radiology Manager
Naomi Jackson	Radiation Safety Coordinator

An information package is provided for applicants upon request. The package includes a program brochure, an application form and instructions stating requirements and explaining how to apply. All information may also be downloaded from <https://anmed.org/medical-education/radiologic-technology-program>

The following steps are required to be considered for admission to the program:

After all of the application data is received, the applicant is required to attend a two-hour information session at the medical center.

A personal interview with the program director and clinical coordinator is then scheduled.

A three-hour morning observation in the radiology department is scheduled. Prior to the clinical observation a confidentiality statement, liability release form, COVID-19 documentation and a safety form must be signed and the applicant must have documentation of flu vaccination within



4.11 Admissions Procedure RADIOLOGIC TECHNOLOGY PROGRAM

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the current flu season and a 2-step TB test within 3 months prior to the observation. This documentation remains on file for three years. A writing sample is completed at the end of the observation period.

Program faculty will mail a standardized reference form to personal references of the applicant's choice. References should not be friends or relatives. Completed forms should be returned prior to the selection process.

Access to the student handbook is provided to each applicant. Prior to acceptance a signed acknowledgment must be returned to document that the applicant has read the policies and procedures of the program and agrees to abide by them.

A point system is used to evaluate and equate the academic and personal attributes of each applicant. The Admissions Committee selects the students after all admission requirements have been met. Students are accepted on the basis of academic records, character and a general aptitude for the field of Radiologic Technology. Date the application was completed is also considered. The candidate is notified of the committee's action by mail no later than May 1st. Selection is made without regard to race, religion, age, gender, or national origin.

Prior to final acceptance, each student must complete a health screening by AnMed Employee Health. Drug screening is included as a part of the health screening at AnMed for all employees and students.

A background criminal check/screening is also required. Any applicant who fails or refuses to complete the required screenings will not be considered for acceptance. This screening process is completed by the Human Resources Department.

Technical standards for admission or duties associated with the profession require that the applicant perform a full range of body motions including lifting and moving patients, manual dexterity, hand-eye coordination for maneuvering radiographic equipment, as well as prolonged sitting/standing. Technical standards are evaluated during the health screening and clinical observation process.

Class size is determined by AnMed Administration and is limited by the Joint Review Committee on Education in Radiologic Technology. The maximum number of students that could be accepted is 14 per year. There is not a set minimum number of students we will accept.

If at some point a student is voluntarily or involuntarily withdrawn, the admissions committee will re-evaluate the student for re-admission.

The AnMed Program will evaluate prior credit/clock hours earned from another institution but does not guarantee acceptance of transfer credits or that the length of the program will be shortened.



**4.11 Admissions Procedure
RADIOLOGIC TECHNOLOGY PROGRAM**

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Approved By	Emilee McKinsey, Stephan Jones5

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PURPOSE:

Student radiographers must be able to meet and maintain certain minimum technical abilities in order to effectively function in this highly demanding field.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

None

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

Applicants entering the Radiography Program or students who wish to continue in the Radiography Program must be able to:

1. Visually distinguish shades of grey on a radiographic image and evaluate for radiographic quality.
2. Critique and evaluate radiographs for the purpose of identifying proper patient positioning, patient identification, proper exposure factors and other pertinent technical qualities.
3. See with normal visual acuity or have corrective lenses, which will improve vision necessary to evaluate radiographic quality, enable visual observation of all patient activity, and accurately read written orders.
4. Utilize visual and auditory acuity to respond promptly to emergency situations.
5. Hear normally, or wear a device, which enables accurate assessment of blood pressure and breath sounds, verbal orders, and during emergencies, alarms or distress calls from patients and/or staff.
6. Possess written and verbal skills sufficient to communicate in English with patients and other healthcare providers.
7. Demonstrate sufficient strength and manual dexterity to manipulate radiographic equipment and patient care apparatus.
8. Push mobile radiographic unit.
9. Stand and/or sit for extended periods of time.
10. Perform radiographic duties while standing on feet 80% of the time.
11. Lift and support weights comparable to that encountered while transferring patients to and from beds, stretchers, wheelchairs and radiographic equipment.
12. Lift 50 pounds from floor to waist level.
13. Wear leaded apron for extended periods of time.



4.12 Technical Standards RADIOLOGIC TECHNOLOGY PROGRAM

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14. Calculate, select and manipulate exposure factors according to individual patient needs and the requirements of the procedure's standards of speed and accuracy.
15. Push, pull, bend, kneel, and squat in a manner routinely necessary for radiographic activities.
16. Tolerate taxing workloads, adapt to an ever changing environment, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients.
17. Participate in clinical education rotations involving nighttime hours and weekends.
18. Work with sick patients who may have communicable diseases.
19. Be exposed to low levels of ionizing radiation.
20. Be 18 years of age by July 1 of the year which they are seeking admission. No upper limits of age have been established.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.20 Tuition and Refund Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 11

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PURPOSE:

To establish tuition expenses for the program and identify the amount of refund if the student withdraws from the program

SCOPE:

Radiography Students

RESPONSIBILITY:

AnMed Administration

REFERENCES:

None

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

Tuition Policy

A tuition of \$3,400.00* per year is charged and paid into AnMed R.T. Program General Ledger account # 35307300015 as follows:

- \$100.00 admissions fee - upon acceptance
- \$3,300.00 first year balance is payable the first day of class

Student may use the following payment plan for the \$3,300.00 balance and make three payments for the first year tuition:

- \$1,100.00 the first day of class
- \$1,100.00 by August 1
- \$1,100.00 balance by September 1

The \$3,400.00* second year tuition is due by July 1, and cannot be paid later than August 1 of the second year.

*tuition is determined by Administration and is subject to change annually



4.20 Tuition and Refund Policy RADIOLOGIC TECHNOLOGY PROGRAM

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Total cost of program: approximately- \$8,963.00

- Tuition: \$6,800.00
- Textbooks: approximately \$1000.00
- Uniforms: approximately \$500.00
- SCSRT membership: \$25.00
- ASRT membership: \$125.00
- Trajecsys computer program: \$150.00
- SCRQSA: \$50.00
- HESI exam: \$88.00
- ARRT certification application: \$225.00

Refund Policy

The AnMed Radiologic Technology Program must provide a full refund of monies paid by a student if the applicant is not accepted by the program. An applicant may cancel this agreement without penalty by notifying the AnMed Radiologic Technology Program within three business days after signing the enrollment agreement. After the third day, but before classes begin, the school may retain the \$100 deposit fee that was paid by the student to maintain their seat in the program. After classes begin, for the first sixty percent of the course, school may retain the \$100 deposit fee plus a pro-rata tuition charge based on the last date attended. The refund is computed in ten-percent increments, rounded downward to the next ten percent of that period. After sixty percent of attendance, the institution may charge for the entire course. The AnMed Radiologic Technology Program will make refunds within 40 days after the effective date of cancellation or the last date attended. Students purchase all books, uniforms, and supplies before entering the program. Should a student withdraw, the student is the sole owner of all books, uniforms, and supplies.

1st Year:

Tuition \$3,400 which includes acceptance retainer of \$100

Clock Hours 1,904

Tuition Refund Calculation Example for First Year

Month Attended	Hours Attended	% Refund	Amount Institution Retains	Amount of Refund
July 1 st - August 31 st	1-190	90%	\$340 + \$100 = \$440	\$2,960
Sept. 1 st - Sept. 30 th	191-380	80%	\$680 + \$100 = \$780	\$2,620
Oct. 1 st - Oct. 31 st	381-571	70%	\$1,020 + \$100 = \$1,120	\$2,280
Nov. 1 st - Dec. 31 st	572-761	60%	\$1,360 + \$100 = \$1,460	\$1,940
Jan. 1 st - Feb 29 th	762-952	50%	\$1,700 + \$100 = \$1,800	\$1,600



4.20 Tuition and Refund Policy RADIOLOGIC TECHNOLOGY PROGRAM

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March 1 st - April 30 th	953-1142	40%	\$2,040 + \$100 = \$2,140	\$1,260
May 1 st - June 30 th	1143-1904	0%	= \$3,400	\$0

1st Year Payment Plan:

Payment Plan: Tuition \$3,400 which includes acceptance retainer of \$100

No interested is charged

If payment is not submitted by the due date, risk of termination could occur

Pay \$3,300.00 by July 5th OR participate in the payment plan:

Installments	Due Date
1 st payment: \$1,100	July 5 th
2 nd payment: \$1,100	August 1 st
3 rd payment: \$1,100	September 1 st

Tuition Refund Calculation Example for Payment Plan

Month Exiting	Amount Paid	% Refund	Amount Institution Retains	Amount of Refund
July 31 st	\$1,200	90%	\$120 + \$100 = \$220	\$980
August 31 st	\$2,300	90%	\$120 + \$100 = \$330	\$1,970
September 30 th	\$3,400	80%	\$680 + \$100 = \$780	\$2,620



4.20 Tuition and Refund Policy RADIOLOGIC TECHNOLOGY PROGRAM

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2nd Year:

Tuition \$3,400

Clock Hours 1,796

No payment plan is available for the second year

Tuition Refund Calculation Example for Second Year

Month Attended	Hours Attended	% Refund	Amount Institution Retains	Amount of Refund
July 1 st - July 31 st	1-179	90%	\$340 + \$100 = \$440	\$2,960
Aug. 1 st - Aug. 31 st	180-359	80%	\$680 + \$100 = \$780	\$2,620
Sept.1- Sept. 30 th	360-538	70%	\$1,020 + \$100 = \$1,120	\$2,280
Oct. 1 st - Oct. 31 st	539-718	60%	\$1,360 + \$100 = \$1,460	\$1,940
Nov. 1 st - Dec 31 st	719-898	50%	\$1,700 + \$100 = \$1,800	\$1,600
Jan. 1 st - March 31 st	899-1077	40%	\$2,040 + \$100 = \$2,140	\$1,260
April 1 st - June 30 th	1078-1796	0%	\$3,400	\$0

All AnMed property including ID, dosimeters and parking decals must be returned prior to receiving a refund.

The student is required to complete a withdrawal form.

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Approved By	Stephan Jones5

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PURPOSE:

To inform new students of the cost that will be incurred during the two years in the Radiologic Technology Program.

SCOPE:

Radiology Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

None

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:Textbooks and Uniforms

Textbooks and uniforms are selected by the program faculty. A list of required textbooks is provided. Students are responsible for purchasing textbooks and designated uniforms for the two years.

- Approximate cost for required textbooks \$1,300
- Approximate cost for uniforms and shoes \$500-\$600

Trajecsys Report System

The Trajecsys Report System is used to track clinical hours, assessments and evaluations in the clinical setting. The cost is \$150.00 and is paid prior to July 1, 2024.

Registry Preparation Exam

A registry preparation exam will be administered during the fourth semester. The cost of the examination is approximately \$88.00 and is paid in the 4th semester.

Extracurricular Functions

Extracurricular functions such as student seminars are recommended. Students are responsible for expenses involved in attending extracurricular activities.

South Carolina Society of Radiologic Technologists Membership

Membership in the state professional society is required. The 2024-2026 membership fee is \$25 and is paid in July 2024.

American Society of Radiologic Technologists

Membership in the national society is required in the second year. The 2025-2026 membership fee is \$35.00 and is paid in July 2025

American Registry of Radiologic Technologists



4.21 Expenses RADIOLOGIC TECHNOLOGY PROGRAM

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Students will pay the fee set by the ARRT to take his/her National Certification/Registry Exam after graduation. The estimated cost of this fee is \$225.00 payable March 2026.

SCRQSA (South Carolina Radiation Quality Standards Association)

As required by law, a second year student who is employed as a limited-radiographer must pay a fee of \$50 to the SCRQSA for certification. This fee is payable after July 1, 2025 if the student chooses an available employment option as a limited-radiographer.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

	4.22 Financial Aid Policy RADIOLOGIC TECHNOLOGY PROGRAM	
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PURPOSE:

To provide information to the Radiography student regarding financial aid, assistance or benefits.

SCOPE:

Radiography Students
Auxiliary Scholarship Committee

RESPONSIBILITY:

Radiology Technology Program Faculty

REFERENCES:

Veterans Administration
United States Department of Education

RELATED DOCUMENTS:

VA Fillable 22-8794
JRCERT Standard 2.4

POLICY/PROCEDURE:

The Radiologic Technology Program is approved for Veterans Administration financial assistance.

The R.T Program is partnered with Meritize, a loan program structured to meet the financial needs of eligible students. www.meritize.com

Students that receive scholarships or funding from civic organizations should request that checks be made payable to AnMed Radiologic Technology Program.

Currently enrolled students may choose to apply for scholarships made available through local and national professional societies. Additional information will be provided during the first semester can be found at www.scsrt.org and www.asrt.org

AnMed Volunteer Services provides the D.K. Oglesby, Jr. scholarship for the rising senior with the highest academic average.

The R.T. Program does not participate in federal loan programs (Title IV).

For students who are seeking deferment of a previous Student Loan while in the AnMed Radiologic Technology Program the U.S. Department of Education OPE-ID # is 005974.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



**4.22 Financial Aid Policy RADIOLOGIC
TECHNOLOGY PROGRAM**

Effective Date: 08/09/2024

Revision Level: 7

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4.30 Uniform and Dress Code Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 05/07/2024

Revision Level: 8

Page 1 of 3

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

The dress and personal appearance of our students makes an impression on our patients, visitors and staff. Students must take pride in their professional appearance and grooming.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiologic Technologists

REFERENCES:

Human Resources

RELATED DOCUMENTS:

[Dress Code Policy HUMAN RESOURCES](#)
[Dress Code RADIOLOGY SERVICES](#)

POLICY/PROCEDURE:

UNIFORM DRESS CODE POLICY

Each member of the AnMed staff is delegated the responsibility of adhering to high personal standards of taste, discretion, and professionalism in their attire. Staff should strive to dress in a conservative and businesslike manner in order to comply with the objectives of the AnMed Dress Code Policies.

Students are required to be in dress code at all times while on AnMed property.

An AnMed name identification badge is provided and must be worn on the left upper chest area/according to AnMed policy. If the ID badge is lost, a replacement fee will be charged by the medical center.

Colognes, perfumes, aftershave lotions and other fragranced personal hygiene products (e.g. shower gel, deodorants, hairspray, etc.) should be avoided, or if used, should not be perceptible by others due to potential allergic reaction by employees, patients or visitors. In addition, smoke is considered a scent that should not be noticeable on clothing or person.

Radiologic Technology students are required to wear professional uniforms when assigned for clinical rotations. Designated styles are presented on Orientation Day, along with instructions on how to purchase them. A smooth plain crew-neck white, yellow, or navy blue knit shirt should be worn under the uniform top/lab jacket of the uniform. The top may be buttoned or unbuttoned as desired. Sweaters are not allowed in the clinical area. A white long sleeve



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lab/consultation jacket may be worn if it is cool. Each uniform top and jacket must have a Radiology student patch attached to the left sleeve.

A choice of a navy blue or yellow crew-neck knit shirt, may be worn under a white uniform top or lab jacket. Colored shirts must MATCH the navy blue pant or yellow color of the student patch. Sleeves must be short enough not to extend beyond the uniform sleeve. No long-sleeve colored shirts may be worn under short-sleeved uniform tops/jackets. White long sleeved shirts must be the smooth plain crew-neck style; no thermal like material. No logo shirts may be worn under uniform tops.

Clean, white professional duty shoes and white hose/socks are required. Athletic shoes may be worn if leather and if approved by the faculty as duty shoes. Open toed shoes are prohibited and a heel strap/heel ridge must be present for open-heel shoe styles.

GROOMING

Students are to be neat and well groomed at all times. This includes proper personal hygiene and daily change of uniform. Clothes are to be clean and ironed. Hair must be styled in a professional manner that is away from the face and above the shoulders at all times when in uniform. Long, unsecured hair is a safety hazard. For the protection of the student technologist and the patient, long hair must be styled in a manner that cannot sweep across a sterile field or patient. Conservative hair accessories may be worn to secure hair. These include small, neutral colored ribbons or bows and exclude large, bright colored ribbons or fashion bows. If a beard or moustache is worn, it must be neatly groomed.

Jewelry should be modest; a watch and one ring or ring set per hand. If a necklace is worn it must be inside the uniform at all times. Earrings are limited to small post styles only. No dangle or large loops are permitted due to personal safety. No adornment in other visible body piercing jewelry is allowed other than ears and one small nose stud piercing is allowed. The nose stud piercing should be no larger than one forth centimeter in diameter. Tongue piercings, visible body piercing (other than the noted above), ear lobe "spacers/gauges" or any other extreme adornment is not permissible. Nails must be kept short and clean according the medical center's nail policy (1/4 inch or shorter length). Acrylic nails and nail enhancements are prohibited for patient care givers. Any tattoos deemed offensive must be covered. Tattoos/body art are prohibited on the head, face, neck, or scalp

CLASS DRESS CODE

The student may dress according to approved AnMed dress code for "Class Only" scheduled days (no clinical involvement).

Students who are employed by other departments (pt. transport etc.) are allowed to wear work uniforms to class if scheduled to work after class time.



4.30 Uniform and Dress Code Policy RADIOLOGIC TECHNOLOGY PROGRAM

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For female students the dress code includes dresses, skirts, dress pants with a coordinating conservative top, and leggings paired with a top that falls to upper thigh level. The length of dresses and skirts should be conservative and professional, i.e. no shorter than 1 inch above the knee.

For male students the dress code casual pants and tucked in shirts are considered acceptable dress. Males are required to wear socks at all times.

The following may not be worn at any time:

- inappropriate business attire: shorts, jeans, hoodies and sweatshirts, exposed midriff or low cut revealing tops
- hats or caps
- clothing with logo (larger than 2 inches) or other organizational names
- ear buds for use with any technical device
- athletic shoes, thongs, or Crocs with holes

CLINICAL GRADE POINTS RELATED TO DRESS CODE

Clinical grade averages include adherence to dress code. Points will be deducted for failure to conform to dress policies. Students may not be allowed to attend or participate in patient procedures if not dressed in designated uniform/dress code. The Program Director and Clinical Coordinator reserve the right to make the decision whether dress code is appropriate.

The number of points deducted from the clinical grade follows the clinical grade scale provided to the student.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.40 Attendance Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 05/07/2024

Revision Level: 9

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To establish clear and definite expectations and guidelines governing attendance and absences

SCOPE:

Radiography Students
Department of Radiology

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiology Management
Program Assessment Committee

REFERENCES:

Human Resources Policies

RELATED DOCUMENTS:

[4.41 Absences Excused and Unexcused RADIOLOGIC TECHNOLOGY PROGRAM](#)

[4.42 Tardy Policy RADIOLOGIC TECHNOLOGY PROGRAM](#)

[4.43 Excessive Absenteeism RADIOLOGIC TECHNOLOGY](#)

POLICY/PROCEDURE:

The student will attend the entire 24-month program to be eligible to graduate. Each class commences annually approximately the first day of July and concludes approximately the third full week in June. Students will be notified via email or phone if the start date is rescheduled. In the event of a start date change, each student will submit a confirmation that he or she requests to withdraw or continue the application.

The student must be in attendance 90% of scheduled didactic and clinical hours each semester. Regular attendance in class and scheduled participation in clinical procedures are necessary for a student to gain competency in all phases of Radiologic Technology. Scheduled hours do not exceed 40 hours per week. A missed class day will result in a 6 hour deduction from the time bank. A missed clinical day will result in an 8 hour deduction from the time bank.

During the two-year program, each student is allowed a designated number of vacation and personal/sick days. Any additional days missed must be made up at the end of the two-year program or during the program, as approved by the program faculty. Time may not be made up on either *Thanksgiving Day or *Christmas Day. Absences may be excused due to scheduling, sickness or prior permission.

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The following is a list of scheduled days off:

FIRST YEAR STUDENTS:

- 5 Sick/Personal days
- 1 July 4th
- 1 Labor Day
- 1 Mother's Day
- 1 Father's Day
- 1 Thanksgiving Day*
- 14 Semester Break Dec. 20th - Jan. 2nd
- 1 Memorial Day
- 5 Vacation Days during summer of first year (during second semester class break prior to August 1)

1st Year Five personal days are allotted for scheduled or unscheduled absences from class and/or clinic. Five call-in events are allowed per semester without receiving prior permission or without requiring a physician's statement if all sick/personal days have not been used. A call-in event is excused only with notification prior to the students scheduled hours. (Refer to excused/unexcused absences) Hours and/or partial days of absence are cumulative and are subtracted from these five allotted days.
(If a student is absent more than the allotted days make-up hours can be scheduled at the discretion of the Clinical Coordinator.)

SECOND YEAR STUDENTS:

- 1 July 4th
- 1 Labor Day
- 1 Mother's Day
- 1 Father's Day
- 1 Thanksgiving Day*
- 14 Semester Break Dec. 20th – Jan.2nd
- 5 Spring Break Days (in spring of 4th semester)
- 1 Memorial Day
- 5 Sick/personal days

2nd Year Five days are allotted for sick days or unscheduled absences. The same rules apply. Only five call-in absences per semester will be excused without a physician's statement. Any other missed days must be pre-approved by program faculty and total absences cannot exceed 10% of the scheduled clinical/didactic hours with or without a physician's statement. (Exception: refer to Extended Illness Policy).

*Designated holidays observed by AnMed are Thanksgiving Day and Christmas Day.



4.40 Attendance Policy RADIOLOGIC TECHNOLOGY PROGRAM

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In addition, 2 or more days are scheduled off for a student seminar if student chooses to attend the educational seminar.

Points will be deducted according to the clinical grading point system (provided to the student) for the following reasons:

1. Excessive absences
2. Excessive events of being tardy
3. Unexcused absences
4. Failure to notify

Refer to each policy for the clinical grade point reduction for each of the above.

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Approved By	Emilee McKinsey, Stephan Jones5

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PURPOSE:

The program is structured using an established format to sequence didactic and clinical experience and full-time attendance is required. Fair and definite guidelines regarding student absences from the program are necessary.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiology Management

REFERENCES:

NONE

RELATED DOCUMENTS:

NONE

POLICY/PROCEDURE:

Each student has an allotted amount of time that they may take while in the program. Absences fall into one of two categories; excused and unexcused

An absence is excused under the following conditions:

- (1) Advance permission from school personnel
- (2) One Saturday or one Sunday may be requested and excused each semester.
- (3) Illness: The following criteria are mandatory for the illness to be excused:
 - Without exception, the student must notify the Clinical Coordinator and a departmental supervisor (of the area of assignment, i.e. AHMC or AHNC).

AHMC Phone	(864) 512 1737	
AHNC Radiology	(864) 512-6568	or (864) 512-6554
Ortho Office	(864) 512-5109	
Ms. King's Office	(864) 512-3705	
Ms. McKinsey's Office	(864) 512-2824	
 - This notice should be given prior to the student's assigned time. Failure to do so will result in a "failure to notify".
 - Messages sent by other students, friends, etc. will not be accepted.
 - Each "failure to notify" will result in a 1% overall clinical grade reduction.
 - Due to the limited days that are scheduled on weekends (Saturday or Sunday), in addition to notifying the department supervisor, a written excuse from a physician stating the student was sick must be presented to program personnel on the first day of return.
 - If there are more than 5 absences due to call-in illnesses, the 6th absence and any thereafter must be accompanied by a written excuse from a physician and presented to school personnel on the first day of return. The same rules apply even if the first five

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absences have been excused by a physician. More than five (5) absences from class in any one semester would be considered as excessive absenteeism and will result in disciplinary action.

- (3) Unexpected emergency with notification as soon as possible.
- (4) Death in family
 - For immediate family (parent, legal guardian, spouse, child, sibling, mother-in-law, father-in-law, grandparent, or grandchild) three (3) days are excused without affecting allotted days.
 - The student may take time off for deaths other than immediate family, but time is deducted from the allotted sick/personal days.
- (5) Previous appointments
 - Doctor and dental appointments should be made during scheduled time off if possible; however, if an appointment is necessary during scheduled time, this time is deducted from allotted sick/personal days.

An absence is unexcused under the following conditions:

- (1) No prior notice is given
- (2) More than 5 absences on a call-in basis per semester without physician's statement
- (3) More than 5 class absences in any one semester without a physician's excuse
- (4) A call-in on a scheduled Saturday or Sunday without a physician's excuse
- (5) A call-in on Friday, Saturday or Sunday preceding or following Spring Break week

Unexcused absences will result in 2% reduction to the overall clinical grade per event:

- | | |
|-----------|---------------------------|
| 1st event | results in a 2% reduction |
| 2nd event | results in a 4% reduction |
| 3rd event | results in a 6% reduction |

If a student is not able to report at his/her scheduled time, the occurrence is documented as follows.

- The occurrence will be documented as a call-in if the student arrives more than 4 hours after the student's scheduled clinical time
- The occurrence will be documented as a tardy if the student arrives less than 4 hours later than the student's scheduled clinical time

If a partial day absence is necessary for any reason, arriving late or leaving early, the time missed will be deducted from the student's allotted bank of time.

DIDACTIC RESPONSIBILITIES FOLLOWING ABSENCES

- (1) Students are responsible for all material missed in class.
- (2) Previously announced exams missed due to excused absence must be taken the first day of return. The student should receive prior approval for an absence on test day from the testing instructor. Failure to do so may result in a 10 point grade deduction.



4.41 Absences Excused and Unexcused

Effective Date:09/29/2023

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Previously announced exams missed due to an unexcused absence will result in a “zero” score.

- (3) Students are responsible for all tests (scheduled or unscheduled) as well as a consultation with the instructor for make-up times and dates. The period of time allotted by the instructor for preparation for make-up exams is dependent on the course material missed, but cannot exceed 4 days. Any exam not made up as scheduled will be averaged into the final grade as a “zero”.

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5



4.42 Tardy Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 05/01/2023

Revision Level: 4

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PURPOSE:

To establish fair and definite guidelines regarding the number of tardy events that can be received per semester and the effect excessive events of tardy will have on the clinical grade

SCOPE:

Radiology Students
Radiology Department

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

None

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

A student is considered tardy if he/she is not present in their assigned area at his/her scheduled time for class or for clinical practice.

If a student is tardy due to oversleeping, car trouble, etc., he/she should call the department supervisor and school personnel as soon as possible. Three occurrences of being tardy are excused per semester and are documented as warnings. Accumulating more than three tardy warnings per semester will result in a grade reduction in the overall clinical grade as follows:

4	results in a 4% reduction	7	results in a 7% reduction
5	results in a 5% reduction	8	results in a 8% reduction
6	results in a 6% reduction	9	results in a 9% reduction

A student, who has 10 or more events of tardiness including the warnings, may be subject to dismissal.

Minutes missed as the result of being tardy are deducted from the bank of time for sick/personal days. If more than 4 hours late, it is deemed a call in not a tardy.

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5



4.43 Excessive Absenteeism RADIOLOGIC TECHNOLOGY

Effective Date: 08/09/2024

Revision Level: 4

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To establish consequences for excessive absenteeism

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiology Management

REFERENCES:

None

RELATED DOCUMENTS:

[4.44 Extended Leave and Make-up Time Policy RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

Student attendance for didactic classes and clinical procedures is necessary for successful completion of all objectives of the program. When a student uses all days allotted for absences, with or without a physician's excuse, additional absences are considered excessive and will result in a 5% grade reduction.

Excessive absenteeism in excess of 10% of the total scheduled didactic and/or clinical hours during any semester and will result in a 10% grade reduction. Excessive absenteeism will affect the student's completion date for the program, or may result in dismissal from the program.

If a student documents excessive absenteeism in one semester, he/she is placed on probation. An additional absence occurring during that semester must be medically excused or it will be documented as an unexcused absence.

If the student has been placed on probation for excessive absenteeism during the previous semester (but not terminated), the student is eligible to continue in the program; however, termination will result if the student documents absenteeism in excess of 10% of his/her scheduled hours, without the option of additional unexcused absences. (Exemption: Extended Illness Policy)

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.44 Extended Leave and Make-up Time Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 5

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To direct the student on how to handle events and absences that may require more time away from the program than is allotted using personal and vacation time.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiology Management

REFERENCES:

JRCERT Standards

RELATED DOCUMENTS:

www.jrcert.org

POLICY/PROCEDURE:

If a medical condition prevents the student from attending the program for an extended period of time, the student's future status in the Program will be evaluated and a plan for making-up the clinical and didactic requirements will be established.

Depending on the degree of completion of the Program at the time of the incident, either a normal or revised clinical schedule will be determined by the Clinical Coordinator. This is to assure that the student will complete all objectives in an educationally sound manner.

To request a medical leave of absence the student must:

- Immediately provide the Clinical Coordinator with written documentation from a physician that a medical condition exists that does not warrant ability to perform clinical procedures for a period of time. The student must submit a written statement identifying his/her desire to take a medical leave.
- Upon the student's return, written consent from a physician must be submitted to the Clinical Coordinator stating that the student is able to participate in clinical procedures to meet program requirements.

Any medical leave that extends beyond 10% of the total contact hours may result in the need for the student to withdraw from the program or he/she may have the option to re-apply for the following academic year.

All hours absent in excess of allotted days off are reassigned at the end of the program or during the program at the discretion of the Clinical Coordinator. Make-up scheduling is voluntary on the student's part and will not exceed 10 hours per day. The student's diploma will



**4.44 Extended Leave and Make-up Time
Policy RADIOLOGIC TECHNOLOGY
PROGRAM**

Effective Date: 08/09/2024


Revision Level: 5

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not be signed and the program will not be complete until after all clinical competencies and objectives have been documented. The program will not be extended longer than three calendar months.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

	4.45 Inclement Weather Policy RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 6	Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

Students of the AnMed Radiologic Technology Program are employees of AnMed and therefore must comply with organizational policies.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

Human Resources Policy

RELATED DOCUMENTS:

[Inclement Weather Policy HUMAN RESOURCES](#)

POLICY/PROCEDURE:

The Radiologic Technology Program follows the AnMed Inclement Weather policy (IWP). "Inclement weather" means weather with the potential to create harm to person or property, or to materially disrupt communications, routine travel, or the business operations of AnMed.

In the event of inclement weather, the Incident Commander has the responsibility of implementing the IWP on a "full" or "partial" basis. Under full or partial IWP the Radiologic Technology Program Director will receive notification and will communicate with the students as soon as possible. Communication will be on a day-to-day basis. Students must rely on this communication rather than public media announcements.

During an implemented IWP didactic classes will **not** be held and faculty will not report unless otherwise deemed necessary by the Radiology Director. Students scheduled for clinical hours are allowed to report during inclement weather as transportation is deemed safe. Students assigned for class hours may also be allowed to report for clinical time based on maintaining a 1:1 student to staff ratio. The Clinical Coordinator and department supervisors will determine appropriate clinical area assignments. The student will receive credit for the amount of time they are present. Any time missed should be documented by the normal call-in process and time will be deducted from vacation/sick/personal days allotted. No call-in or tardy will be documented during IWP. Unexcused absences will only be documented in the event the student fails to communicate that they will not be in attendance for that day.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.46 Off-Hours Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 04/25/2023

Revision Level: 6

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PURPOSE:

To recognize the importance of educationally valid clinical experiences provided to the student through the use of weekend assignments and to establish a standard for these assignments.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Faculty
Radiology Staff

REFERENCES:

JRCERT Standard 4.4

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

Weekend rotations are considered as a clinical assignment on either a Saturday or a Sunday. Weekend rotations are essential to the educational process and will make a new graduate more confident in their skills when newly employed. Weekend assignments are either 7:00 a.m. – 3:30 p.m., 11:30 a.m. – 8:00 p.m., or 1:30 p.m.-10:00 p.m. Students are not scheduled for the purpose of replacing staff. A 1:1 ratio of student to staff is always maintained.

Students may request an excused absence for either one Saturday or one Sunday each semester. Students are allowed to switch weekend assignments with other students. Students will not be scheduled for a Sunday assignment on Easter, Mother's Day or Father's Day.

Specific learning objectives are provided each semester for evening and weekend assignments. Learning outcomes include:

- Experience different type of work-flow and team work than Monday – Friday
- Gain experience with a wider variety of patient conditions such as multiple trauma, drug and alcohol related injuries

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5



4.50 Student Health Policies RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 7

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PURPOSE:

To assure that students maintain good health by protecting themselves, our patients and visitors and other healthcare workers.

SCOPE:

Radiography Students

RESPONSIBILITY:

Human Resources and Employee Health are responsible for establishing guidelines concerning student health.

REFERENCES:

Human Resources Policies
Employee Health Policies

RELATED DOCUMENTS:

[4.12 Technical Standards RADIOLOGIC TECHNOLOGY PROGRAM](#)

[4.10 Acceptance Criteria RADIOLOGIC TECHNOLOGY PROGRAM](#)

[4.52 Flu Vaccination and TB Policy RADIOLOGIC TECHNOLOGY PROGRAM](#)

[4.55 Drug Screening and Substance Abuse Policies RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

All applicants to the program must have documentation of flu vaccination within the current flu season and a 2-step TB test within 3 months prior to the clinical observation step in the application process.

All in-coming students must complete a health screening by AnMed Employee Health to include a drug screening, TB testing, necessary vaccinations, COVID-19 vaccinations or exemption documentation, and assessment of physical abilities.

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Approved By	Stephan Jones5



4.51 Health Screening Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 8

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PURPOSE:

To assure that radiography students are physically and mentally sound to provide patient care and to help improve the health status of students and their families and reduce the associated health risks.

SCOPE:

Accepted Applicants to the Radiologic Technology Program
Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Employee Health
Human Resources

REFERENCES:

AnMed Human Resources policies

RELATED DOCUMENTS:

[Employee Health Services HUMAN RESOURCES](#)
[4.12 Technical Standards RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

As a condition of acceptance into the Radiologic Technology Program each student must complete the Pre-Placement Health Screening provided by Employee Health. This screening is provided at no cost.

Pre-Placement Screening

The screening consists of: physical job demand screening, health history, vital signs, height, weight, six-panel drug screen (DOT when indicated) and TB testing. Immunizations and titer screening include mumps and rubella, and varicella. HBV series or titer is given as indicated by history.

Immunizations

Tetanus/Diphtheria will be offered for post-accident care as indicated. Tdap is offered as indicated. Hepatitis B, Varivax, Rubella and COVID will be offered.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.52 Flu Vaccination and TB Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

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PURPOSE:

To protect patients, visitors, and other health care workers (HCW's), the influenza vaccination COVID vaccination, and TB testing is viewed as a health competency and patient safety requirement.

SCOPE:

Applicants to Radiologic Technology Program
Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Health Promotions
Human Resources

REFERENCES:

[CDC Recommendations for the Management of HBV Infected Healthcare Providers and students](#)

[CDC Influenza Guidelines](#)

[Guidelines for HIV-Positive Health Care Workers](#)

RELATED DOCUMENTS:

[Employee Health Services HUMAN RESOURCES](#)

POLICY/PROCEDURE:

AnMed requires that all employees, students, vendors etc. receive a flu vaccination every year. Students enrolled in the program will receive the flu vaccine at no cost through Employee Health.

Prospective students are required to document flu vaccination and TB testing prior to attending the Clinical Observation step in the Interview process. Employee Health can provide and document the flu vaccination and TB testing to prospective students for a fee.

Prospective student must submit COVID-19 vaccination documentation or an exemption.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.53 Reporting Communicable Diseases, Illness, and Accidents RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 7

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PURPOSE:

To reduce the possibility of healthcare associated infections and to ensure the health and safety of patients, staff and other students.

SCOPE:

Radiography Students

RESPONSIBILITY:

Employee Health
Radiology Technology Program Faculty
Radiology Department Supervisors

REFERENCES:

Health Promotions Policies

RELATED DOCUMENTS:

JRECERT Standard 5.5

POLICY/PROCEDURE:

The student must report to the Program Director/Clinical Coordinator any illness or communicable disease which might affect the health of patients, staff, or other students. To re-enter the clinical area, a physician's and/or health nurse's return to work form must be presented.

If a student is identified as having been exposed to a potential healthcare associated infection (HAI) an incident report called Supervisor's Report of Employee Occurrence (eSREO) is completed by the clinical supervisor. The student will report to Employee Health for evaluation. The student will follow the recommendations of Employee Health. Exposure of students to communicable disease is controlled by the use of immunizations, standard precautions and by the use of tracking in EPIC when original contact to the condition was unknown. (i.e., TB) The medical center's Infection Control Nurse coordinates with Radiology to assure compliance and follow-up. All health records are maintained in the Employee Health Department.

If a student is involved in an accident on site an incident report (eSREO) is completed and the student is referred to the Employee Health nurse. If the accident occurs during the hours when the Employee Health nurse is not available, the patient care coordinator is paged to determine if the student should be seen immediately or referred to the Employee Health nurse the following morning.

Students are instructed not to handle contaminated needles. They must follow the infection control guidelines for the Department of Radiology and the protocol for reporting a needle stick should an incident occur.

If a student is involved in an accident off site, he/she should see their personal physician. Depending upon the extent of the injury, a physician's excuse and/or a return to class and/or clinical statement may be necessary to return to the clinical area.



**4.53 Reporting Communicable Diseases,
Illness, and Accidents RADIOLOGIC
TECHNOLOGY PROGRAM**

Effective Date: 08/09/2024

Revision Level: 7

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.54 Standard Precautions Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 7

Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

Students must be oriented to policies regarding Standard Precautions and Infection Control prior to the onset of clinical rotations. Students must learn and adhere to procedural steps to control and prevent the spread of infectious diseases in order to protect themselves and others.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Faculty
Radiologic Technology Staff

REFERENCES:

Infection Prevention Policies

RELATED DOCUMENTS:

JRCERT Standard 5.5

POLICY/PROCEDURE:

Students are introduced to and tested on medical asepsis, surgical asepsis, isolation techniques and standard precautions during the first two weeks of the program and prior to starting clinical assignments.

The following Infection Prevention Policies are covered in detail:

- [Bloodborne Pathogens and Other Potentially Infectious Materials Exposure/Exposure Control Policy INFECTION PREVENTION](#)
- [Communication and Transportation of Infectious Patients INFECTION PREVENTION](#)
- [Five Things to Prevent Infection Handout](#)
- [Guidelines for Multidrug-Resistant Organisms \(MDRO\) INFECTION PREVENTION](#)
- [Guidelines for Standard Precautions & Isolation INFECTION PREVENTION](#)
- [Hand Hygiene and Fingernail Policy INFECTION PREVENTION](#)
- [Utility Rooms and Linen Use/Disposal INFECTION PREVENTION](#)

All topics are taught in more detail in the Patient Care classes.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.55 Drug Screening and Substance Abuse Policies RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 6

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

The use of drugs and alcohol impairs the performance of students academically and clinically. An impaired student poses a threat to the safety of others. Drug and alcohol testing will be performed by AnMed for all employees and students.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Human Resources
Employee Assistance Program
Employee Health

REFERENCES:

[Drug-Free Workplace HUMAN RESOURCES](#)

RELATED DOCUMENTS:

Drug-Free Workplace Human Resources
JRCERT Standard 5.5

POLICY/PROCEDURE:

Drug Screening

Drug screening is required for all AnMed employees and students. Compliance with the Drug Screening Policy is a condition of acceptance.

Drug Screening with Reasonable Suspicion Policy

A drug screening may also be performed at the request of program faculty for just cause; i.e., events in which student actions constitute reasonable suspicion. Factors which may indicate reasonable suspicion for drug testing include but are not limited to:

- Contributing to a clinical accident
- Possession of drug paraphernalia
- Unexplained, abnormal, or erratic behavior
- Arrest or conviction for drug related offenses
- Observance of drug or alcohol use
- Odor of alcohol
- Other behavior that suggest reasonable suspicion.

Substance Abuse

Counseling, Treatment and Rehabilitation for Drug/Alcohol



4.55 Drug Screening and Substance Abuse Policies RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 6

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

1. Students are encouraged to voluntarily seek assistance in resolving drug or alcohol use problems, before they become problems in the workplace. Voluntary participation in counseling, treatment, or rehabilitation for drug or alcohol use shall not, by itself, jeopardize the continued student status. However, the student will be subject to testing and required to comply with this policy, and will be subject to all other AnMed policies.
2. When a drug/alcohol problem is identified through drug/alcohol testing at work, the student will be required to have an evaluation by the EAP counselor and follow their recommendations.
3. The student's participation in counseling, treatment or rehabilitation shall be on the student's time and at the student's expense. The student is expected to complete the counseling, treatment or rehabilitation program as requested by the EAP counselor.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.60 Safety and Training Requirements RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 8

Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To assure that students are properly oriented to the clinical setting policies and procedures in regard to health and safety

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Human Resources
Safety and Risks Management

REFERENCES:

Human Resources Policies

RELATED DOCUMENTS:

JRCERT Standard 5.5

POLICY/PROCEDURE:

All students are required to attend the medical center's two-day new employee orientation and safety training during the first two weeks of the program. This course gives students information about safety policies and procedures and covers the requirements that must be followed to make a safe work environment. Included are emergency codes and preparedness, the use of Personal Protective Equipment (PPE), communicable diseases, and how to recognize and report or correct safety hazards.

In addition, classroom instruction is provided within the first week on blood-borne pathogens, infection control, fire, and introductory level radiation safety practices to be observed while in the radiology department. Testing prior to the onset of clinical rotations ensures understanding.

Utilizing HealthStream, a computer-based safety review program with post-testing is required for each student at the beginning of the second year. New safety programs may be added throughout the year. Records are maintained through the HealthStream Learning Center. All HealthStream assignments must be completed prior to December 15th annually. Failure to complete assignments on time will result in an automatic "zero" on the employee performance evaluation and a corrective action write-up.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

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PURPOSE:

To assure that students maintain high standards of conduct while enrolled in the program.

SCOPE:

Radiology Students
Department of Radiology

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiology Management

REFERENCES:

www.arrt.org

RELATED DOCUMENTS:

4.77 Corrective Action Policy RADIOLOGIC TECHNOLOGY PROGRAM
4.78 Termination Policy RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:

A high standard of professional conduct is required for Radiologic Technologists. AnMed has high expectations for professional behavior in all employees and students. Conforming to the AnMed Radiologic Technology Program's policies and procedures will help the student learn to display the necessary affective behaviors of professional conduct needed to perform the professional duties and responsibilities of a radiographer.

Radiologic Technologists and students should adhere to the Code of Ethics established by the American Society of Radiologic Technologists. A copy of this Code is located in 2.30 Code of Ethics.

The program has developed consequences for the violation of established professional standards. The following list of actions or behaviors may occur in class or clinic and will result in corrective action. The specific action taken in response to a negative behavior is based on the occurrence and the severity of the action.

- Unsatisfactory performance in clinical area
- Failure to maintain confidentiality
- Falsification or improper handling of records
- Falsification of clinical information such as evaluations, competencies, clinical time, procedure count etc.
- Unauthorized absence from assigned area
- Theft
- Insubordination
- Absenteeism and Tardiness



4.70 Code of Conduct RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 7

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

- Use of non-prescribed drugs or intoxicants
- Inappropriate use of prescribed or “over-the-counter” medications
- Inappropriate language or behavior
- Failure to notify
- Academic Dishonesty Policy infractions
- Disruptive behavior or harassment
- Instigating a negative climate among classmates or others
- Failing to meet course (academic or clinical) objectives
- Failure to follow established policies and procedures
- Jeopardizing patient care
- Conduct that discredits or damages the reputation of the program or the Radiology Department

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To establish guidelines and identify corrective action taken in regards to dishonesty in the clinical or didactic portion of program

SCOPE:

Radiology Students
Department of Radiology

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiology Management

REFERENCES:

Human Resources Policies

RELATED DOCUMENTS:

[4.75 Grievance Policy RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

As medical imaging professionals, academic dishonesty or cheating will not be tolerated in the Radiologic Technology Program. The ARRT Code of Ethics requires technologists to uphold high ethical standards. Therefore the following activities are deemed as unethical acts that will result in immediate corrective action, including termination without a previous verbal or written warning:

Cheating includes:

- copying from another student's test paper
- using during a test, notes/materials not authorized by person giving the test
- collaborating with another student during a test
- knowingly using, buying, selling, stealing, or transporting an examination assessment materials
- looking at another student's paper or talking during a test in a way that is perceived to be cheating by the instructor or other students
- assisting another student during academic competencies, including the use of signals or gestures
- use of any programmable electronic device during a test
- copying, publishing, reconstructing (whether be memory or otherwise), reproducing or transmitting any portion of examination assessment materials by any means, verbal, written, electronic, or mechanical

Plagiarism is defined as the act of copying, stealing, or using another's ideas, words, or specific substances as one's own without giving credit to the source. For example: submitting written work which is not the work of the student; failure to identify in part or in whole the original



4.71 Academic Dishonesty Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 8

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author; failure to use quotations for an idea which has not been assimilated in the writer's own language; or rewording a passage so it is not grammatically changed.

Misrepresentation is defined as work submitted improperly or falsely to meet course requirements. Examples include falsifying information at clinical education settings such as attendance, documenting procedures into the EPIC system that you did not perform to obtain credit for said procedure, or presenting the same experiment for clinical assignments as another classmate when you did not participate in performing the experiment.

Any student who is suspended or expelled due to an act of academic dishonesty has the right to due process. (Refer to Due Process Policy)

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.72 Confidentiality Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 6

Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To assure that patient privacy and rights are protected

SCOPE:

Applicants to the Radiography Program prior to attending the required Clinical Observation
Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

Student Education Documents and Policy
Information Services
Corporate Compliance
HIPAA regulations

RELATED DOCUMENTS:

[4.72a Confidentiality Agreement for Clinical Observation](#)
[4.72b Confidentiality Agreement for Radiography Students](#)

POLICY/PROCEDURE:

Each applicant to the program will be required to sign a Confidentiality Statement prior to their Clinical Observation.

Each student will attend the new employee orientation program within the first two weeks of the start of the program.

Each student will be required to sign a Confidentiality Agreement prior to beginning his/her clinical education.

A breach of patient confidentiality may be grounds for immediate dismissal from the program.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To provide guidelines for radiography students in regards to communication with patients, clinical staff, and faculty

SCOPE:

Radiography Students

Radiology Department

RESPONSIBILITY:

Radiologic Technology Program Faculty

Radiology Management

REFERENCES:

Human Resource Policies

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

PATIENT INFORMATION: The student technologist is expected to communicate with patients in order to obtain a clinical history and to question a procreative patient for the possibility of pregnancy. Accurate information must be passed on to the radiologist to determine any modifications in protocol and/or to aid in the interpretation of the radiographic images. The student should never communicate to the patient information regarding the patient's condition, prognosis, or diagnosis. The attending physicians or radiologists are the only ones who should discuss the patient's condition and/or diagnosis with the patient.

VERBAL COMMUNICATION: The student not only represents himself to the public, but also AnMed. It is important for student technologists to utilize proper titles when addressing all patients or personnel in the medical center and radiology department; i.e. Mr., Ms., Dr., sir, etc.

WRITTEN COMMUNICATION: The student should use correct spelling and grammar when writing medical information, as well as when completing clinical objectives. The student should adhere to the "do not use" abbreviations recognized at AnMed.

HIPAA - Health Insurance Portability and Accountability Act of 1996

Although HIPAA also deals with other healthcare issues such as health insurance access, the prevention of healthcare fraud and abuse, tax-related issues, and group health plan requirements, this policy focuses upon the confidentiality of patient information. During the program, students are required to review and discuss medical records during radiographic examinations. Patient information is typically obtained through verbal, written, pictorial, and electronic means. These records often contain very sensitive information about a patient. At no



4.73 Communication Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 5

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Printed copies are for reference only. Please refer to the electronic copy for the current version.


time will a radiologic technology student release or discuss, in public, any information contained in a patient's medical record.

Students, who violate a patient's right to confidentiality, may be subjected to immediate dismissal from the program. Additionally, HIPAA establishes both civil and criminal penalties for privacy violations. Wrongful disclosures of any health information may result in sizeable fines and possibly prison time.

Patient information should only be released to those individuals or organizations on an official "need to know" basis. Prior to the release of any healthcare information, the student should contact the immediate supervisor in charge. At no time, should patient information be discussed with co-workers or other healthcare personnel unless it affects the care of the patient or the procedure being performed. Patient information should never be discussed in public areas of the medical center or outside of the medical center. This includes areas such as elevators, cafeteria, etc.

Students receive training on HIPAA requirements during orientation, and must complete the computer HIPAA module and examination at the beginning of the second year.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

	4.74 Harassment Policy RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 5	Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

AnMed is committed to maintaining a safe, healthful and efficient working environment where employees and customers are free from the threat of workplace violence.

SCOPE:

Radiography Students

RESPONSIBILITY:

AnMed Staff

REFERENCES:

EEOC Employees and Job Applicants
Title VII of the Civil Rights Act of 1964

RELATED DOCUMENTS:

- [Workplace Violence HUMAN RESOURCES](#)
- [Equal Employment Opportunity HUMAN RESOURCES](#)
- [Disciplinary Action HUMAN RESOURCES](#)
- [Code of Conduct CORPORATE COMPLIANCE](#)
- [Non-Retribution and Non-Retaliation Policy CORPORATE COMPLIANCE](#)

POLICY/PROCEDURE:

Harassment is infringement of the rights of others. Harassment will not be tolerated and is grounds for dismissal from the program and termination of employment from AnMed.

Harassment includes, but is not limited to the following:

- Physical or verbal abuse inflicted on another person
- Severe emotional distress inflicted upon another person
- Sexual harassment inflicted on another person. This is defined as sexual discrimination when the harassing conduct creates a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment
- Stalking that would place a reasonable person in fear for their safety

Anyone subjected to such conduct should report it immediately to the program director, clinical coordinator, or a clinical instructor/supervisor in the radiology department or to the Corporate Compliance Office. All information will be kept confidential.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



4.75 Due Process Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 04/15/2024

Revision Level: 11

Page 1 of 2

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To provide guidelines for the student to follow in the event of disagreement in the disciplinary action process

SCOPE:

Radiography Students
Radiologic Technology Program Faculty

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiology Department Director
EVP, COO
Human Resources

REFERENCES:

Human Resources
www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standard 1.1, 1.5

POLICY/PROCEDURE:

In the event that a student strongly disagrees with an instructor or program faculty's decision regarding a disciplinary action and wishes to appeal, or if he/she has a grievance, the steps listed below should be followed:

Step 1: Address the grievance to the Program Director for further consideration within 15 days of the event or address.

The Program Director will respond to the student within a 24-hour period. If the grievance is in regard to the Program Director, go to Step 2.

Step 2: If the student is dissatisfied with the Program Director's decision, the student should address the grievance to the Director of Radiology within one week following the grievance.

The Director of Radiology will respond to the student within three days.

Step 3: A final appeal may be directed to the Executive Vice President, Chief Operating Officer. Services within one week following the response from the Director of Radiology, who may choose to render the final decision or delegate the rendering of the decision to Human Resources or to the Corporate Compliance Officer of the medical center for appropriate action.



4.75 Due Process Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 04/15/2024

Revision Level: 11

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The Vice President, Human Resources, or Corporate Compliance Officer should respond to the grievance within one week.

Step 4: After the institutional procedure is exhausted, a complaint may be made to the JRCERT (address available under Accreditation) by a student or graduate to allege non-compliance of the program with the Standards. If the program is notified by the JRCERT that a complaint was received, a response will be addressed jointly by the Director of Radiology and the Program Director, with advisement from the Executive Vice President, Chief Operating Officer

Step 5: After exhausting steps 1-4, students may contact the South Carolina Commission on Higher Education. The form is available on the Commission's website at <https://www.che.sc.gov/searchresults?q=student%20complaint#gsc.tab=0&gsc.q=student%20complaint&gsc.page=1>

Specific details of any Complaint forms can be located electronically on the Radiology Sharepoint/ Administrative File/Radiology School/Grievances and Due Process folder.

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5

	4.76 Process for Handling Student Complaints RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 6	Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To outline the process for students to bring forth complaints, other than those that require invoking the Harassment or Due Process Policy, to the faculty.

SCOPE:

Radiography Students
Radiologic Technology Faculty

RESPONSIBILITY:

Radiologic Technology Faculty
Program Assessment Committee

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standard 1.1
[4.76a Complaint Form RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

In the event that a student has a complaint apart from those addressed in other policies and procedures, the student should bring the complaint to the attention of the program faculty. The program faculty will give the student a complaint form to complete and submit. The faculty will review the complaint form and seek a suitable resolution. The program faculty will track complaints to identify any trends that may negatively affect the quality of the educational process. Specific details of any Complaint forms will be located electronically on the Radiology Sharepoint/Radiology School folder/Grievances and Due Process folder.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

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PURPOSE:

To clearly identify actions and behaviors that must result in corrective action

SCOPE:

Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

Human Resources Policies

RELATED DOCUMENTS:

[Corrective Action Form](#)

POLICY/PROCEDURE:

Corrective Action - A student will receive a written corrective action statement should any of the following incidents occur:

- Unsatisfactory performance in clinical areas
- Unsatisfactory academic performance
- Failure to maintain confidentiality
- Falsification or improper handling of records
- Unauthorized absence from assigned area
- Negative attitude or instigating a negative climate
- Failure to follow established policies and procedures
- Jeopardizing patient care
- Theft
- Insubordination
- Tardiness
- Absenteeism
- Harassment
- Cheating
- Inappropriate use of prescribed or “over the counter” medications or intoxicants
- Failure to report as scheduled
- Inappropriate language or behavior
- Unauthorized use of AnMed equipment or property
- Sleeping in the clinical areas
- Unethical behavior

Corrective action will be taken according to the seriousness of the offense and may include, but is not limited to, the following:

- Reprimand



**4.77 Corrective Action Policy
RADIOLOGIC TECHNOLOGY PROGRAM**

Effective Date: 05/01/2023

Revision Level: 3

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

- Probation
- Suspension
- Termination

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5



4.78 Termination Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 4

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To identify cause for a student to be terminated from the Radiologic Technology Program

SCOPE:

Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

Human Resources Policies

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

A student may be terminated should the following incidents occur:

- Acting in a manner that causes school faculty to lose confidence in the student's ability to successfully complete the program curriculum
- Academic dishonesty
- Abusive or threatening behavior
- Insubordination
- Unsatisfactory scholastic progress - clinical or didactic
- Excessive absenteeism/tardiness
- Conduct that discredits, embarrasses, or damages the reputation of the school or its faculty

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

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PURPOSE:

To establish guidelines for students who wish to work while attending the Radiologic Technology Program. All AnMed Radiography students are employees and therefore may have opportunities to work as a transporter, Limited Radiographer or in other departments within the medical center.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

South Carolina Radiation Quality Standards Association

RELATED DOCUMENTS:

www.scrqsa.org Medical Health and Radiation Safety Act 2000

[Request for Permissible Accumulated Dose Records From Previous Employer RADIATION SAFETY](#)

POLICY/PROCEDURE:

Students are eligible for employment in the Department of Radiology at AnMed. Any work schedules or assignments as an employee are provided by the Department of Radiology management as job opportunities are available, and are independent of the educational program. No employment hours are guaranteed. Students may wear their student uniform and ID or transporter uniform and ID when working for pay. Employment is linked to student status. Employment should be evaluated carefully by the student to assure that it does not interfere with the educational process. Students are not permitted to work in Radiology during suspension days or unexcused absence days.

The South Carolina Radiation Quality Standards Association (SCRQSA) requires that anyone using radiation be certified. Therefore, first year students may not be employed as radiographers and second year students must be certified by the SCRQSA as a Certified Limited Radiographer-General (no fluoroscopy, trauma, pediatric, mobile or surgical radiography or contrast media procedures) in order to be employed. In addition, if a student is employed in a radiation area other than AnMed, he/she is required to report this employment so that the total amount of radiation exposure can be monitored and determined according to appropriate site (Request for Permissible Accumulated Dose Records).

Completion of the AnMed Radiologic Technology Program can open the door to a rewarding and satisfying career in the field of health care. The AnMed Radiologic Technology Program does not guarantee employment. The AnMed Radiologic Technology Program provides no job placement assistance.



**4.80 Student Employment
RADIOLOGIC TECHNOLOGY PROGRAM**

Effective Date: 05/08/2024

Revision Level: 8

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4.90 Student Services RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 7

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

Students of the Radiologic Technology Program have access to services and benefits equivalent to other AnMed employees; benefits do not include health insurance coverage. Access to student services promotes student achievement.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Human Resources

REFERENCES:

HUMAN RESOURCES Policies

RELATED DOCUMENTS:


JRCERT Standard 2.3

POLICY/PROCEDURE:

- Access to Employee Health services
- Employee discounts for cafeteria meals
- Employee discounts for uniform purchase at Read's Uniform Shop
- Employee discounts at participating businesses in the community
- Free parking in designated areas
- Employee Assistance Program personal counseling
- Student limited employment opportunities
- AnMed Federal Credit Union Membership
- Free lockers for personal belongings in classroom and in Radiology Department
- Textbook discounts
- Computer services with free internet access
- Access to reference textbooks

All available student services are in compliance with the Americans with Disabilities Act of 1990.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

	4.99 Evaluations of Program RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 7	Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

In order to have a method for continuous assessment and improvement a variety of evaluations will be required.

SCOPE:

Radiology Students
Radiologic Technology Program Faculty
Program Assessment Committee

RESPONSIBILITY:

Radiologic Technology Program Faculty
Program Assessment Committee

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standards 3.4

POLICY/PROCEDURE:

Students will evaluate each course at the end of the course.

Students will evaluate instructor presentation at end-of-the-first-year and at the end of the second year.

Students will evaluate clinical instructors at the end of each year and will evaluate staff technologists periodically.

First year student will complete an END OF FIRST YEAR evaluation of the program.

Graduates complete an EXIT INTERVIEW form to allow for further evaluation of the overall program and instructor competencies.

Within one year of program completion graduates will receive an e-mailed GRADUATE FOLLOW-UP EVALUATION along with a request for employer contact information so the EMPLOYER SATISFACTION QUESTIONNAIRE FORM can be sent.

All regularly scheduled staff technologists will evaluate each student at the end of each semester and, using the TERMINAL COMPETENCY EVALUATION FORM, at the end of the fourth semester. This evaluation is confidential and anonymous. The Program Faculty reviews the evaluation with each student privately.

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Approved By	Emilee McKinsey, Stephan Jones5



5.10 Clinical Plan RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/28/2024

Revision Level: 9

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PURPOSE:

The program provides a structured competency based program to comply with requirements for accreditation.

SCOPE:

Radiography Students
Radiology Department

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standard 4.2

POLICY/PROCEDURE:

AnMed offers a competency based clinical education program. The students will perform under the direct supervision of a registered staff technologist until he/she has proven clinical competency in a procedure and then under the indirect supervision of a technologist throughout the clinical educational program. The student documents all procedures performed via the EPIC system and log sheets. Mandatory and elective competency procedures are completed by Clinical Instructors and designated RTs via standardized competency forms.

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5



5.11 Clinical Scheduling and Objectives Policy

RADIOLOGIC TECHNOLOGY PROGRAM

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Revision Level: 8

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To ensure all students have equitable learning experiences and that the scheduling of clinical and didactic involvement does not exceed more than 40 hours a week or 10 hours per day.

SCOPE:

Radiography Students
Clinical Coordinator

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standards 4.4

POLICY/PROCEDURE:

Students will become acquainted with every phase of imaging in Radiologic Technology. This is accomplished by scheduling students in the Department of Radiology various hours of the day, including both early morning and late evening hours. The schedule includes weekend clinical rotations, which allows students to participate in more trauma radiography than is available during week day rotations. Student schedules do not exceed 40 hours per week, or 10 hours per day, including didactic and clinical time.

Students complete objectives as they are scheduled in each of the diagnostic areas, including conventional and fluoroscopic rooms, emergency/trauma areas; surgery; mobile radiography and multiple computer related systems including digital radiography, EPIC, and PACS. Students gain experience at AnMed Medical Center, AnMed North Campus and AnMed Orthopedics and Sports Medicine. Clinical experience is also provided in Computed Tomography to compliment basic didactic CT instruction. A brief rotation is provided through Interventional Radiology and Cardiac Catheterization labs, Radiation Therapy, Nuclear Medicine, Mammography, Medical Sonics, Bone Densitometry, PET/CT and Magnetic Resonance. Objectives must be turned in to the program faculty at the end of the semester. If a student completes the semester without completing objectives for the clinical areas this will result in the student's ineligibility to attend clinic until the objectives are completed and turned in.



**5.11 Clinical Scheduling and Objectives
Policy
RADIOLOGIC TECHNOLOGY PROGRAM**

Effective Date: 05/08/2024

Revision Level: 8

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

Changes or Modifications in Clinical Schedule

Students attend clinical areas as scheduled by program faculty. At the discretion of the supervisor or clinical instructor, a student's request for time off may be granted. The supervising R.T. will contact the clinical coordinator to verify approval. If a student leaves more than 5 minutes prior to his/her scheduled time the time will be deducted from his/her allotted personal days.

There is NO changing or switching assigned areas without prior permission from program faculty, unless due to an emergency or illness. A change of schedule form must be completed for any change. This form should be completed prior to the scheduled date if possible, and must be verified by program personnel. Each student must complete the clinical objectives in the area he/she is scheduled. An unauthorized switch will result in reassignment of clinical hours.

The student must never leave an assigned clinical area without reporting to the staff technologist or supervisor. A patient is NEVER left unattended due to a meal break or the end of a clinical period. Students are not expected to stay after their scheduled time. If the student chooses to stay longer than 15 minutes after his assigned time, he/she should ask the supervising R.T. to send verification to the clinical coordinator and he/she will receive time compensation.

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5



5.12 Clinical Attendance Verification Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 5

Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To ensure all students have documentation of program hours

SCOPE:

Radiography Students
Department of Radiology

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiology Management

REFERENCES:

[4.40 Attendance Policy RADIOLOGIC TECHNOLOGY PROGRAM](#)

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

Clinical hours are verified by the use of the Trajecsys system. The student clocks in when he/she arrives in the Radiology Department and clocks out when leaving the department. Failure to clock in or out from the correct location will result in deduction of the scheduled clinical hours for that day, unless the student notifies program personnel within 24 hours and has verification by a CI/Supervising R.T. In the event that the internet is down, the student should text the Clinical Coordinator for permission to clock in using their mobile phone.

Failure to be in a clinical area as assigned will result in a deduction of clinical hours.

Clocking verification will be evaluated at the end of each week by the clinical coordinator.

Each student must demonstrate competency in using the Trajecsys system and must sign the *Protocol for Documentation of Clinical Hours Form*.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



5.13 Documentation of Clinical Hours RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 05/13/2024

Revision Level: 8

Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To accurately and fairly document student clinical time

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

None

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

In order to accurately and fairly document clinical time, the following steps must be completed by each student:

The student will:

1. Correctly use the Trajecsys system to enter the time he/she arrives and leaves the clinical area. Lunch breaks must be indicated.
2. Take responsibility to assure the clocking transaction occurred at the correct clinical site.
3. Report to the clinical office (3705) any failure to clock as soon as the error is realized. To get credit for the clinical hours not indicated by the time entry, the student must have a clinical instructor or the supervisor in charge verify/approve that the student was present. Failure to properly complete this step will result in the assumption that the student was tardy and/or absent for the clinical hours scheduled.
4. NEVER complete a clocking transaction for another student. This is considered cheating and is grounds for automatic dismissal from the program.

Errors on clocking transactions are assessed. Multiple errors will result in reduced clinical points and corrective action as appropriate to the type, cause, and number of errors.

Leaving the clinical area without proper notification is grounds for corrective action.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



5.14 Clinical Area Expectations RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 8

Page 1 of 3

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To establish definite and clear expectations and guidelines for students while in assigned clinical area

SCOPE:

Radiography Students
Department of Radiology

RESPONSIBILITY:

Radiologic Technology Program Faculty
Radiology Management

REFERENCES:

Human Resources Policies

RELATED DOCUMENTS:

[5.13 Documentation of Clinical Hours RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

CLINICAL AREA EXPECTATIONS

Markers:

Each student is issued one set of Right and Left lead markers to be used for patient image identification. If the student loses a marker, he/she is responsible for reporting the loss to the clinical coordinator so a new marker can be ordered. A small fee is charged for replacement markers.

Reception Area:

Students are to refrain from being in the reception area unless assigned to that area. Students may not answer telephones in the main reception area unless specifically asked to do so by a supervisor. When answering phones in work areas, the student should first identify the area and then state his/her name.

Loitering:

Students should not loiter in the Department of Radiology at times not specified for clinical assignment.



5.14 Clinical Area Expectations RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 8

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

Cell Phones/Telephones:

Students may not use telephones in the clinical area for personal phone calls. The telephones in the hospital are for business purposes only. Cell phones may be used only for clinical documentation using the Trajecsys system.

Additionally, students should advise friends and relatives not to call during clinical hours unless it is an emergency.

Department phone number	(864) 512-1737		
Information Line	(864) 512-1249		
Office phone number	(864) 512-3705	or	(864) 512-2824
Department Administrative Secretary	(864) 512-1401	or	(864) 512-2341
NC Department	(864) 512-6561		
Ortho Office	(864) 512-5109		
CareConnect	(864) 512-3160		

Electronic Devices:

The use of an electronic device is required to document clinical performance. The use of cell phones, personal computers, cameras, iPods, etc. for any other purpose is strictly prohibited while in the clinical area. Failure to comply with this regulation will result in a formal disciplinary action.

ID and Monitoring Badges:

An AnMed identification badge must be worn on the left chest area where it is visible to patients at all times while in the clinical area. Objects may not be placed anywhere on the front or the back of the badge as they obscure ID. A radiation monitoring dosimeter must be worn in all radiographic areas. If lost, the student should notify the clinical coordinator/administrative secretary as soon as possible for a replacement. The monitoring dosimeter is to be left on the designated "badge board" when leaving the clinical area. Exception: If scheduled at the North Campus or Orthopedic Office, the student should take the dosimeter with them to this site, taking care to return the dosimeter to the main campus for the next clinical schedule.

Communication/Student Boxes:

Students are responsible for reviewing all memos and information posted on the communication boards located in the clinical areas and for checking the individual's student box in the classroom on a daily basis.

Clocking In/Out:

Students may not clock in or out for another student. Each student is responsible for using the Trajecsys system for verification of clinical attendance. Failure to clock may result in loss of clinical hours. Manipulating the accuracy of the student's clinical hours is considered as falsification of records and is grounds for disciplinary action, including termination.

(Refer to Documentation of Clinical Hours Policy)

Professionalism:



5.14 Clinical Area Expectations RADIOLOGIC TECHNOLOGY PROGRAM

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Students are to be in designated uniform and well-groomed when in the clinical area. Eating and excessive gum chewing in patient procedure areas are prohibited. Students are to show respect to all AnMed personnel. Failure to conduct behavior in a professional manner may result in the loss of privilege to participate in the clinical area.

Use of Computers/Confidentiality:

Students may not use the computers in the clinical area for personal use or entertainment purposes. A computer confidentiality statement must be signed before a security code will be issued. Students should use the computers in the classroom area, instead of the clinical areas, for related assignments and research.

Parking:

Students must park in areas designated by Security as Student Parking. At the Medical Center parking is provided in Lot C on the lower level of the parking deck. At the North Campus parking is allowed in the last 3 rows of any lot. At the Orthopedic Office park in parking lot M.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

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PURPOSE:

To ensure that students understand the expected behaviors in the clinical setting and have the opportunity to receive feedback from the technologists. This information should lead to performance improvement.

SCOPE:

Radiography students

RESPONSIBILITY:

Radiologic Technology Program Faculty
Clinical Instructors
Radiologic Technologist

REFERENCES:

None

RELATED DOCUMENTS:

None

POLICY/PROCEDURE:

Using the Trajecsyst Report System, students are evaluated by the clinical instructors or staff technologists for their performance during each weekly rotation in the clinical area. The student is responsible for requesting the evaluation from the technologist. The technologist will complete the evaluation within one week. If the evaluation is not completed within one week the student will report to the Clinical Coordinator. The Clinical Coordinator will then follow-up with the staff to assure the evaluation is completed. Students have electronic access to view every evaluation. The student will view the evaluation in the Trajecsyst Report System. The Clinical Coordinator verifies that the evaluation has been viewed by the student before validating the evaluation.

Using the Trajecsyst Report System, end-of-the-semester evaluations are completed by clinical instructors, supervisors and staff technologists. The program faculty members review the evaluations with each individual student to identify opportunities for improvement.

Student evaluations are scored and constitute a portion of the student's clinical grade according to the clinical grade scale provided to the student.

Student evaluations are also used to track and report program performance in the Outcomes Assessment process required by the JRCERT.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

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PURPOSE:

To indicate the physical facility of the AnMed Health Radiologic Technology Program

SCOPE:

Radiography Students
Radiologic Technology Faculty

RESPONSIBILITY:

Radiologic Technology Program Faculty

POLICY/PROCEDURE:

The AnMed Health Radiologic Technology Program holds class at the AnMed Health Medical Center in the Education Building on the second floor. The AnMed Health Radiologic Technology Program has an agreement with the Medical Center to hold class within the facility. There is not an owner, lease, or rental agreement.

The AnMed Health Radiologic Technology Program has a classroom, break room, and supply closet. Within the break room, there are student lockers that each student is assigned. The program accepts the maximum of 14 students per year. There is not a set minimum number of students we will accept. The AnMed Health Radiologic Technology Program does not provide living quarters/room/board.

Students have clinical rotations at the Medical Center, North Campus, and the Orthopedics & Sports Medicine office in Anderson, SC. Within each of these facilities, there is an extensive amount of x-ray equipment student's use. Equipment such as:

Medical Center Equipment:

Konica mKDR Portable 1
Konica mKDR Portable 2
LEGACY DIGITAL 22
SHIMADZU RADSPEED ED 1
SHIMADZU RADSPEED ED 2
Shimadzu RadSpeed W Konica RM 7
SHIMADZU SONIALVISION GA



5.16 Physical Facility

Effective Date: 08/09/2024

Revision Level: 5

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North Campus Equipment:

AMX IV PLUS
GE PRECISION 500D
GE PROTEUS
GE PROTEUS XR/a 80KW
Konica mKDR Portable
MOBILE DART #3 W/KONICA
OEC 9900 C-ARM NC#1
OEC 9900 C-ARM NC#2
OEC 9900 C-ARM NC#3
OEC 9900 C-ARM NC#4
OEC ELITE MINIVIEW
REVOLUTION XR/D CAN
SHIMADZU BK-300
UROSKOP OMNIA CYSTO RM
GE PROTEUS

Orthopedic & Sports Medicine Equipment:

Del Medical FMT
Del Medical OTC18
Orthoscan

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5

	6.10 Pregnancy Policy RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 9	Page 1 of 3

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To provide a pregnancy policy that is consistent with federal regulations and state laws and to assure that radiation exposure to the student and fetus are kept as low as reasonably achievable (ALARA)

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty
AnMed Radiation Safety Committee

REFERENCES:

Radiation Safety Committee
www.jrcert.org

RELATED DOCUMENTS:


JRCERT Standards 5.1
[6.10a Declaration of Pregnancy - Student Forms](#)

POLICY/PROCEDURE:

ANMED
RADIOLOGIC TECHNOLOGY PROGRAM
Subject: Student Pregnancy Policy
Authorized By:
Radiation Safety Coordinator and Radiation Safety Officer
Effective Date: August 9, 2024

The National Regulatory Commissions (NRC) regulations and guidance (10 CFR 20.1208) are based on the conservative assumption that any amount of radiation, no matter how small, can have a harmful effect on an adult, child or unborn child. Because of the sensitivity of the fetus, the National Council on Radiation Protection and Measurements (NCRP) has recommended that the dose equivalent to the unborn child from occupational exposure be limited to 500 millirems for the entire pregnancy, or 50 millirems per month. The Radiologic Technology Program has adopted the NRC position that special protection of the unborn child should be voluntary and should be based on decisions made by persons who are well informed about the risks involved.

Each new female student is provided with information to inform her of the possible effects from radiation exposure during pregnancy. A copy of The Nuclear Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure will be made available to the student as requested. In the event a pregnancy occurs, the student radiation worker is strongly encouraged to declare her pregnancy to the Program Director. Disclosing pregnancy is a completely voluntary

	6.10 Pregnancy Policy RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 9	Page 2 of 3

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decision of the student and is not a requirement of the Program. Only by declaring pregnancy, is the fetus subject to lower radiation dose limits. This is in accordance with federal and state regulations. Once a pregnancy is declared, the student has the right to undeclare the pregnancy at any time. The student must submit a written withdrawal of pregnancy declaration.

There are three options for a female student who is pregnant:

1. The student may choose not to declare her pregnancy, in which case, the student will be treated as though she is not pregnant and will continue her studies without modification

2. Declare without modification. If declaring without modification, the student must:
 - Complete a written Declaration of Pregnancy form and submit it to the Program Director.
 - Receive a second dosimeter (fetal dosimeter) to be worn over the abdomen, under the lead apron, if applicable. This dosimeter will be worn in addition to the dosimeter worn at the collar level outside the lead apron.
 - Adhere to radiation safety practices as outlined in the AnMed ALARA Policy and Radiation Safety Policy including, but not limited to:
 - i. Wear apron when required
 - ii. Avoid all unnecessary exposure and stand behind a protective barrier when possible
 - iii. Never hold a patient or image receptor for an exposure
 - No change or modification in clinical schedule/education will occur unless it is determined by the RSO that the dose to the fetus may reach regulatory limits

3. Declare with modification. If declaring with modification, the student must:
 - Complete a written Declaration of Pregnancy form and submit it to the Program Director.
 - Receive a second dosimeter (fetal dosimeter) to be worn over the abdomen, under the lead apron, if applicable. This dosimeter will be worn in addition to the dosimeter worn at the collar level outside the lead apron.
 - Adhere to radiation safety practices as outlined in the AnMed ALARA Policy and Radiation Safety Policy including, but not limited to:
 - i. Wear apron when required
 - ii. Avoid all unnecessary exposure and stand behind a protective barrier when possible
 - iii. Never hold a patient or image receptor for an exposure

	6.10 Pregnancy Policy RADIOLOGIC TECHNOLOGY PROGRAM	
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- The student may request to have her clinical rotations adjusted or postponed, which may delay program completion.

When a Declaration of Pregnancy is made:

o The Radiation Safety Officer will monitor the dosimeter reports to assure dose limits of 50 mrem(0.5mSv) per month and 500 mrem (5 mSv) over the gestation period are not exceeded. The student will be contacted should limits be approached.

By signing policy, I acknowledge that I have read the above pregnancy policy and understand its content.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

	6.11 Radiation Safety Policy RADIOLOGIC TECHNOLOGY PROGRAM	
Effective Date: 08/09/2024	Revision Level: 8	Page 2 of 3

Printed copies are for reference only. Please refer to the electronic copy for the current version.

- Never make exposures on another person unless ordered by a physician.
- Follow the direct and indirect supervision policy.
- Repeat exposures are made only under direct supervision of the technologist.
- Student should not operate radiographic equipment for the experiments listed in the Clinical Objectives without a readily available radiographer.
- In the event a radiographer asks the student to break any policy, the student is permitted and expected to inform the staff that they are being asked to break a policy that the student is required to follow. The student should report such events to the program faculty.

Students are required to wear a personnel monitoring device (dosimeter) at all times when in the clinical area. If a student reports to the clinical assignment without their current dosimeter the student will be dismissed from clinical assignments until this infraction is corrected. The dosimeter is to be worn at the collar level, facing forward, and outside the apron. At the end of each quarter, the student is responsible for turning in and replacing the dosimeter. The used monitoring device is returned to the dosimeter company each quarter with the appropriate control monitor, and the exposure is determined. Reports are posted in the classroom after being reviewed by the Radiation Safety Officer. Students must review and initial the report. The report is verified and filed by faculty within 30 days of receipt of report. A cumulative record of exposure is retained in the permanent files. The student will immediately report to the Program Director any loss or mishandling of the dosimeter.

As established in the Radiation Dosimetry Plan the process for review, notification, and follow-up for dosimeter reports is as follows:

A dosimeter report is received quarterly from Landauer and is available electronically at a password protected site in the radiology administrative office. Each dosimeter report is reviewed by the Radiation Safety Officer (RSO) for exposure levels consistent with ALARA standards. At the end of each quarter, participants that exceed the AnMed Level I threshold for ALARA levels are identified by the RSO. Level I investigational limit participants are notified, and the RSO determines appropriate action. Participants that exceed a Level II threshold are notified and are requested to complete and sign a counsel form which includes in writing, a summary of his/her work habits that might have resulted in the excessive exposure.



6.11 Radiation Safety Policy RADIOLOGIC TECHNOLOGY PROGRAM

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Investigational levels (ICRP Report 26) are as follows:

MREMS PER QUARTER

	<u>Level I</u>	<u>Level II</u>
1. Whole Body	125 mrems	375 mrems
2. Extremities/skin	1875 mrems	5625 mrems

AnMed radiography students should not exceed 125 mrem per quarter, whole body radiation.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

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PURPOSE:

Students will not take the responsibility or the place of registered technologists. The students must be taught didactically and shown clinically how to do a procedure before attempting to position a patient for any examination. The student must be under direct supervision until competency has been documented. After successfully completing competency of a procedure students are allowed to perform most exams under indirect supervision.

SCOPE:

Radiography Students
Radiologic Technologist
Radiologic Technology Program Faculty

RESPONSIBILITY:

Radiologic Technologist
Radiologic Technology Program Faculty

REFERENCES:

www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standards 5.4

POLICY/PROCEDURE:**Supervision Policy**

Students must have adequate and proper supervision during all clinical area assignments.

Direct supervision is defined as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approved the procedure and/or image.

Direct supervision is required until the student has achieved competency on the specific procedure to be performed. Once students have achieved competency, they may work under indirect supervision.

Indirect supervision is defined as having the R.T. immediately available to assist the student regardless of the level of student achievement. Immediately available is within visual or hearing distance from the student (on the premises, in the vicinity of the radiographic area).



6.12 Supervision and Repeat Policy RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 08/09/2024

Revision Level: 6

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

The following prerequisites must be followed prior to allowing a student radiographer to perform any radiologic procedure, either with direct or indirect supervision:

- A qualified registered radiographer reviews the physician order/request for the radiographic examination to be performed and determines the status of the student's academic achievement. This review will determine:
 - the capability of the student to perform the examination with reasonable success
 - if the condition of the patient contraindicates performance of the examination by the student
 - the qualified registered radiographer critiques and approves the images prior to the dismissal of the patient

If either of the above determinations is questionable or negative, the radiographer must be present in the radiographic room.

Direct Supervision is required for all surgical procedures and all mobile procedures, including mobile fluoroscopy, contrast media procedures, pediatric procedures, and procedures performed in the Emergency Department.

Students that have proven clinical competence (academic plus final competency) must continue to perform radiologic procedures under the indirect supervision of a registered radiographer. Students may NEVER perform procedures without R.T. supervision.

Repeat Policy

Without exception, repeat radiographic examinations must be performed with the registered radiographer present as defined by direct supervision.

Using the Trajecsyst system, all repeats performed by a student are documented in the student's Daily Log and are signed-off in Trajecsyst by the radiographer in order to verify direct supervision. Repeats are also documented in EPIC.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



6.13 Magnetic Resonance Safety Screening Protocol RADIOLOGIC TECHNOLOGY SCHOOL

Effective Date: 05/31/2024

Revision Level: 5

Page 1 of 2

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

In order to assure that Radiologic Technology students are properly instructed on and screened for magnetic wave or radiofrequency hazards.

SCOPE:

Radiography Students
Radiologic Technology Faculty
MRI Technologists

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

[ACR- MRI Safety](#)
www.jrcert.org

RELATED DOCUMENTS:

JRCERT Standards 5.3
[MRI Safety Committee RADIOLOGY SERVICES](#)
[MRI Zones Policy RADIOLOGY SERVICES](#)
[MRI Equipment Safety Hazards RADIOLOGY SERVICES](#)
[6.13a MRI Non Patient Screening Form RADIOLOGIC TECHNOLOGY PROGRAM](#)

POLICY/PROCEDURE:

MRI uses a powerful magnetic field, radio waves, rapidly changing magnetic fields and a computer to create images of the human body. Radiologic Technology students will rotate through the MRI department and therefore will be screened individually by the MRI technologist. Each student will complete the MRI Non-Patient Screening Form and orientation in the first semester prior to entering clinical rotations of the program. Additionally, all students will be screened again in the beginning of the third semester of the program to ensure continued safety in remaining MRI rotations. This form will be reviewed, approved and signed by the MRI technologists. The student will inform the Program Director and MRI department in the event any responses on the form change at any point in time. If for any reason the student is deemed unsafe to enter Zone IV then the student will complete assigned objectives from the control booth in Zone III.

The student is oriented and informed of the identified Zones. The Magnetic Resonance Imaging (MRI) environment is divided into four zones. Entrances to the different zones are labeled and controlled to manage safety and security risks and to provide a secure environment. Zone I is freely accessible to the general public and Zone IV is located inside the scanner room and access is strictly controlled and requires screening protocol.



**6.13 Magnetic Resonance Safety
Screening Protocol
RADIOLOGIC TECHNOLOGY SCHOOL**

Effective Date: 05/31/2024

Revision Level: 5

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Printed copies are for reference only. Please refer to the electronic copy for the current version.

The student is informed that the powerful magnetic field of the MR unit will attract ferromagnetic or iron containing objects and may cause these objects to move with great force posing a safety risk to anyone in the flight-path of the object. The student will be aware that all equipment entering the MRI room must be MRI safe.

The student will also be aware that they will be instructed to remove all metallic objects (jewelry, keys etc.) from their person in compliance with the Screening Form.

Document Owner	Emilee McKinsey
Approved By	Stephan Jones5

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

To describe a plan that addresses any type of catastrophic event that could affect student learning and program operations.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

JRCERT Standard 1.1

RELATED DOCUMENTS:

POLICY/PROCEDURE:

The safety of students, employees and patients is paramount to AnMed. Should a pandemic or catastrophic event occur that could affect student learning and program operation, the program will follow the direction of the AnMed Incident Command Officer in compliance with Federal and/or State officials and will seek input from the JRCERT. Every effort will be made to continue the educational process efficiently and effectively.



6.14 Contingency Plan

Effective Date: 03/25/2024

Revision Level: 1

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Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5



**7.0 Disclaimer Statement
RADIOLOGIC TECHNOLOGY PROGRAM**

Effective Date: 05/13/2024

Revision Level: 4

Page 1 of 1

Printed copies are for reference only. Please refer to the electronic copy for the current version.

PURPOSE:

Policy changes are made know to students, faculty and the general public in a timely fashion.

SCOPE:

Radiography Students

RESPONSIBILITY:

Radiologic Technology Program Faculty

REFERENCES:

None

RELATED DOCUMENTS:

JRCERT Standard 1.1

POLICY/PROCEDURE:

DISCLAIMER STATEMENT

Policies within this HANDBOOK are in compliance with AnMed policies for employees and the Policies and Procedures for the Radiology Department.

Policies will be revised annually or as needed. Any changes or additions to the policies in this HANDBOOK prior to reprinting will be presented to the student in writing.

Document Owner	Emilee McKinsey
Approved By	Emilee McKinsey, Stephan Jones5

AnMed Radiologic Technology Program

CONSENT FOR RELEASE OF PERSONAL INFORMATION/EDUCATION RECORDS

I, the undersigned, understand that my consent is required, by the Family Education Rights and Privacy Act of 1974, as amended ("FERPA"), for AnMed Radiologic Technology Program to release information from my educational records not excluded under the FERPA policy.

Please provide information from the educational records of:

_____ to
(Student's name)

(Name and relationship to the student such as "educational institution" or "prospective employer")

Mailing Address: _____

The information to be released under this consent is:

- Transcript
- Recommendations for employment
- All records
- Other (specify) _____

This information is to be released for the following purpose:

- Employment
- Admission to an educational institution
- Other (specify) _____

(Print full name: First, Middle, Maiden, Last)

(SS# last 4 digits)

(Year of graduation)

(Signature)

(Date)

This release is valid for one year from the above date

Revised 6/13/13

- **HIPPA** Privacy Rule provides protection for personal health information held by covered entities and gives patient rights with respect to their protected health information (PHI)
- Healthcare organizations and their employees have an ethical and legal duty to maintain the confidentiality and privacy of patient information.
- It is prohibited to disclose patient information either orally, written or electronically unless it is for job related duties to healthcare operations.
- HIPPA requires us to protect the security and confidentiality of individual patient information. This applies to paper records, computer files, electronic medical records, oral conversations, financial records, fax sheets, prescription bottle labels, photographs/videos, patient status boards, etc. Remember, PHI is not only found in the electronic rec- ord.
- Patient Information access is restricted to only employees who have a work-related reason for viewing the information or to authorized family members.

Privacy and Confidentiality of Electronic Information

- Access to electronic medical records should be available only to those individuals who have a job-related reason to know.
- Employees are responsible for helping to prevent inadvertent observation or unauthorized access of electronic data of protected health information of patients.
- User ID and passwords should be kept confidential. Refer to Information Services for the guidelines for creating passwords.
- Staff should lock their computer when they leave their workstation so that other employees or visitors do not have access to their computer or they should log off.
- All AnMed issued mobile communication resources; laptops, tablets, smart phones, Blackberries, PDA's etc. that access the AnMed network, including email, will be provisioned with IS Security approved encryption software. Any personally owned computer, laptop, smartphone, Blackberry, iPhone, etc. that accesses the AnMed network, including email, must install and utilize IS Security approved and managed encryption software.

Reminders about Privacy and Confidentiality

- **Social media**—be cautious when posting on any Social Media forum. Do not post any patient information or healthcare related information that would be a violation of HIPPA.
- Do not post any malicious information about AnMed, your employment, coworkers, management, etc. on any Social Media forum. **You are accountable for what you post.**
- **Photographing of patients or patient treatment is not permitted** unless authorization is obtained. Never post any photographs of patients on a Social Media site.
- PHI should not be sent in a text message—it is not SECURE. Only send patient information in e-mail that is SECURE by AnMed standards.
- Only use confidential paper bins when disposing of paper that contains PHI.

I acknowledge that I have read AnMed Confidentiality Policy and have been oriented on its contents.

Student Signature

Date

CONFIDENTIALITY AGREEMENT for RADIOGRAPHY STUDENTS

Health Insurance Portability and Accountability Act of 1996

Please read the following information relative to HIPAA's Privacy Rule and Protected Health Information. You are responsible for protecting the confidentiality of all patients and for any patient information you gain access to during your didactic and clinical education classes/rotations in the Radiologic Technology Program.

The following guidelines will assist you in conforming to this law.

THE PRIVACY RULE

Protected Health information includes:

- Demographic information collected from an individual and information contained in their medical record (chart or EMR)
- Any information relating to past, present or future physical or mental health of an individual
- Information that identifies an individual or may be used to identify the individual including:
 - Name, address, social security number, phone, e-mail, medical record number

What you see, hear or talk about in the medical center is Confidential!

Your signature below indicates understanding and compliance with HIPAA patient privacy rules while you are enrolled as a student in the Radiologic Technology Program at AnMed.

Student Signature

Date

AnMed
**Radiologic Technology Program
Complaint Form**

Nature of Complaint:

Student Signature

Date

Action Taken

Additional Comments

Faculty Signature

Date



ANMED
 Radiology Services
 800 N. Fant Street, Anderson, SC 29621

Declaration of Pregnancy – Student

I, _____, have read the Pregnancy Policy for students and wish to declare my pregnancy. I understand that this declaration is not mandatory.

Please check which declaration you are choosing:

- Declaration of Pregnancy without modification
 1. My exposure limit will be 500 mrem (0.5 rem/ 5 mSv) during the entire gestational period not to exceed 50 mrem (0.05 rem) per month.
 2. I will be issued a second radiation dosimeter (fetal dosimeter) to be worn over the abdominal area, under a leaded apron if a lead apron is worn.
 3. No change or modification in clinical schedule/education will occur unless it is determined by the RSO that the dose to the fetus may reach regulatory limits

- Declaration of Pregnancy with modification, the following applies:
 1. My exposure limit will be 500 mrem (0.5 rem/ 5 mSv) during the entire gestational period not to exceed 50 mrem (0.05 rem) per month.
 2. I will be issued a second radiation dosimeter (fetal dosimeter) to be worn over the abdominal area, under a leaded apron if a lead apron is worn.
 3. The student may request to have her clinical rotations adjusted or postponed, which may delay program completion.

The approximate date of conception was _____ and my expected due date is _____.

 Signature

 Date

 Social Security Number

 Birth Date

OR Participant dosimeter number can be substituted for BD and SSN.

Dosimeter Number _____

Department: _____

Extension: _____

 Program Director's Signature

 Date

Declaration accepted by radiology administration on _____

Date

by _____
 Signature



ANMED
Radiology Services
800 N. Fant Street, Anderson, SC 29621

Written Documentation to Withdraw Declaration of Pregnancy

Without a voluntary disclosure of pregnancy or with submission of a written withdrawal of declaration, a student is considered to be **not** pregnant regardless of the obviousness of the condition.

I, _____, am withdrawing my declaration of pregnancy. I understand that I will now be considered "not pregnant."

Signature


Date

Program Director's Signature

Date

ANMED HEALTH
NON PATIENT
SCREENING-Radiology
Student
 MRI

LABEL



The MR system has a very strong magnetic field. It may be hazardous to individuals entering the MR environment or MR scan room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out this form BEFORE entering the clinical environment, MR environment or MR scan room. **BE ADVISED, THE MR MAGNET IS ALWAYS ON.**

Date: _____ Name: _____

Reason for visit: Be specific to include patient's name if applicable: _____


Have you ever had a surgical procedure or operation of any kind? Yes No

List ALL surgeries you have had: _____

Have you ever had an eye injury where metal was removed by a physician? Yes No

Have you ever had any invasive catheterization such as a heart cath? Yes No

Have you ever had an injury by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? Yes No



WARNING: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR scan room. Do not enter the MR environment or MR scan room if you have questions or concerns regarding an implant, device, or object.

Please indicate if you have any of the following:

- Yes No Aneurysm clip(s)
- Yes No Cardiac pacemaker
- Yes No Implanted cardioverter defibrillator (ICD)
- Yes No Electronic implant or device
- Yes No Magnetically-activated implant or device
- Yes No Neurostimulation system
- Yes No Spinal cord stimulator
- Yes No Cochlear implant or implanted hearing aid
- Yes No Insulin or infusion pump
- Yes No Implanted drug infusion device
- Yes No Any type of prosthesis or implant
- Yes No Artificial or prosthetic limb
- Yes No Any metallic fragment or foreign body
- Yes No Any external or internal metallic object
- Yes No Hearing aid (*Remove before entering the MR room*)
- Yes No Other implant _____



IMPORTANT INSTRUCTIONS

Remove all metallic objects before entering the MR environment or MR scan room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR scan room and MR environment.

Please consult the MRI technologist or the Radiologist if you have any questions or concerns BEFORE you enter the MR scan room.

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form.

Signature of Person Completing Form: _____ Date: _____ Time: _____

MRI Technologist Signature: _____ Date: _____ Time: _____

Signature Confirmation Form

This **Student Policies and Procedures Handbook** is prepared and presented to each student so that he or she will be knowledgeable of the policies of the program as they are presented during the information sessions, interviews and orientation programs, and to use as a reference as needed throughout the two-year program. Please read the entire HANDBOOK and sign the statement below:

My signature below confirms that I have received a copy of the **AnMed Radiologic Technology Program Student Policies and Procedures Handbook**. I understand the program mission and goals and the expectations for student learning outcomes. I agree to abide by the rules and policies of the AnMed Radiologic Technology Program, the AnMed Radiology Department, and the accrediting agencies while I am a student in the program.

Signature

Date



RADIATION WORKER REGISTRATION

Last Name	First Name	Preferred Name	Birthdate	Gender
SSN	Department Name	Cell Phone Number		Dept Extension

1. Do you currently work in another facility other than AnMed and wear a dosimeter? Yes No
 2. Have you previously worn a dosimeter at AnMed? Yes No
 3. Have you previously worn a dosimeter at another facility? Yes No

If **YES** to any, complete number 4. If **NO** to all, skip to number 5.

4. A complete mailing address is required to ensure DHEC provision of the requested radiation dose history. Please fill out (a) for previous employer and/or (b) for current employer.

	(a) Previous most recent employer	(b) Current employer other than AnMed
Facility Name:		
Department and Supervisor:		
Street Address or P.O. Box:		
City, State, and Zip Code:		
Dates of Employment:	From: _____ To: _____	
Was previous dosimeter under a different name?	Yes No If yes, what name?	

5. Need a ring? Dominant hand for dosimeter ring: Left Right N/A Indicate ring size: Small Medium Large XL

6. Certification: I hereby certify that the information on this form is complete and accurate to the best of my knowledge. I also authorize AnMed to obtain occupational radiation dose history records from my previous/current employer(s) in accordance with SC-DHEC regulations RHA 3.20 and RHB 3.37.

Signature of Radiation Worker

Date

Please email, fax, or departmental mail completed forms to Radiology Administration

RADIATION SAFETY OFFICE USE ONLY

Account Number	Sub Account(s)	Wearer ID Number	Effective Date	Dose HX Required
				Yes No

Radiation Safety Office Approval

Date: