PROGRAM FACULTY AND STAFF

Radiography staff offices are located in the Bio Health Science Building on the 2nd Floor rooms 201 and 204.

If you have questions or concerns regarding this handbook, please contact:

**Program Coordinator**
Lindsay Heffernan, BA, R.T. (R), ARDMS, RVT  
Office Location: BHS 201  
Office Phone: 515-574-1302 or 800-362-2793, Ext. 1302  
Fax: 515-574-1323  
Email Address: heffernan@iowacentral.edu

**Clinical Coordinator**
Althea Rouse, BSRS, R.T. (R)  
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Fax: 515-574-1323  
Email Address: Rouse@iowacentral.edu

**Health Science Associate**
Melissa Osai  
Office Location: AST 201  
Office Phone: 515-574-1309 or 800-362-2793, Ext. 1309  
Fax: 515-574-1323  
Email Address: osai@iowacentral.edu

**ADJUNCT CLINICAL FACULTY**
Doug Boelter, BS R.T. (R)  
Kayla Fitzgerald, AAS, R.T. (R)  
Susan Holden, BS. R.T. (R)

Revised 6/18
RADIOGRAPHY STUDENTS

Please keep the HANDBOOK easily accessible – Review it from time to time. It will be helpful to you in determining the expectations of your courses, clinical rotation and instructors. It is the responsibility of the student to be thoroughly familiar with the policies and to adhere to them.

**WELCOME**

Everyone at Iowa Central Community College, including and especially your instructors, wish to greet you and make you feel welcome. Please feel free to ask questions of any of us. You are going to be on campus for the next six semesters (including two summer sessions) so consider this your second home.

**Accreditation Information**

The Iowa Central Community College Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Iowa Central Community College is regionally accredited through The North Central Association of Colleges and Schools. Program effectiveness data is available on the JRCERT and Iowa Central University websites.

**Contact information for JRCERT:**
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone 312-704-5300
Fax 312-704-5304
Website [www.jrcert.org](http://www.jrcert.org)
E-mail [mail@jrcert.org](mailto:mail@jrcert.org)
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GENERAL COLLEGE INFORMATION
COLLEGE MISSION STATEMENT

Iowa Central Community College provides quality educational opportunities in the classroom and outside the classroom.

COLLEGE VISION STATEMENT

For all we serve, Iowa Central Community College strives to be the premier learning community, and college of choice, preparing the best citizens and workers for our region and beyond.

We will aspire to:

Contribute effectively to the economic, social, and cultural opportunities of our region. Work proactively with businesses, civic organizations, high schools and other academic institutions to improve collaboration, develop educational and career opportunities, expand Iowa Central’s visibility, and target public and private investment into Iowa Central.

Monitor progress against our priorities, commitments, and aims, using relevant performance indicators, benchmarks, and targets. Through this assessment, we will maintain focus on our planning process to ensure we continue to meet academic and institutional needs.

Plan and budget annually to provide the framework for making the strategic plan operational.

COLLEGE PHILOSOPHY

It is the philosophy of Iowa Central Community College, as a comprehensive community college, to aid in developing our citizens’ capabilities to the maximum. Iowa Central provides a flexible program to satisfy the needs of the individual and the needs of the community. An educational environment is planned to provide experiences for those who desire pre-professional courses, improvement of educational or technical skills, or developmental programs for self-enrichment. This environment can be on campus or on-site. In concert with this mission, Iowa Central offers:

- college transfer courses
- career and technical training
- general education
- recreation and personal enrichment programs
- economic development, community service activities for people with diverse interests, needs, backgrounds and skills
- adult basic education

ETHICAL PRACTICE STATEMENT

The Administration and faculty support and implement the following statements concerning ethical practices in the relationship of Iowa Central Community College, the Health Sciences Division, the Radiologic Technology Department and the Radiologic Technology student.

1. Iowa Central Community College is responsible for all of its personnel engaged in recruitment and/or admission procedures.

2. In recruitment activities, all information released is correct, authentic, and objective whether made concerning Iowa Central Community College's Radiologic Technology Education Program or any other Radiologic Technology program.
3. The catalog of Iowa Central Community College provides basic information concerning admission requirements as well as a description of the Radiologic Technology program. The program costs are available upon request.

4. All candidates are notified promptly following decision of their eligibility status for admission.

5. The provisions of the Civil Rights Act are carefully followed.

6. The Radiologic Technology program provides that all students have equal opportunities in participation and/or sharing of similar experiences, whether classroom or clinical in nature.

7. The Radiologic Technology program is responsible for informing the radiologic students concerning its written policies for dismissal, promotion and graduation, which it endorses.

8. Students will be advised of program changes sufficiently in advance of the effectuation of these changes.

9. All individuals having access to confidential information concerning students are ethically obligated to judiciously protect such information.

10. The Radiologic Technology student will be notified as soon as possible if the student is facing dismissal for any reason. FERPA guidelines will be followed. Each student has a right to appeal.

11. Provided that all requirements are met, the radiologic technology student shall not be prevented from graduation nor making application for the ARRT Registry Examination.

The policies directing your program of study are those published in the handbook in the semester you begin the program.
Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution’s ADA Policy.

<table>
<thead>
<tr>
<th>CAPABILITY</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
</table>
| Cognitive-Perception      | The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations. | • Identify changes in patient/client health status  
• Handle multiple priorities in stressful situations |
| Critical Thinking         | Utilize critical thinking to analyze the problem and devise effective plans to address the problem. | • Identify cause-effect relationships in clinical situations  
• Develop plans of care as required |
| Interpersonal             | Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences. | • Establish rapport with patients/clients and members of the healthcare team  
• Demonstrate a high level of patience and respect  
• Respond to a variety of behaviors (anger, fear, hostility) in a calm manner  
• Nonjudgmental behavior |
| Communication             | Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality. | • Read, understand, write and speak English competently  
• Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods  
• Explain treatment procedures  
• Initiate health teaching  
• Document patient/client responses  
• Validate responses/messages with others |
<p>| Technology Literacy       | Demonstrate the ability to perform a variety of                           | • Retrieve and document patient information using a variety of methods |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech Skills</td>
<td>Technological skills that are essential for providing safe patient care.</td>
<td>• Employ communication technologies to coordinate confidential patient care</td>
</tr>
<tr>
<td>Mobility</td>
<td>Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.</td>
<td>• The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available</td>
</tr>
</tbody>
</table>
| Motor Skills      | Gross and fine motor abilities to provide safe and effective care and documentation | • Position patients/clients  
• Reach, manipulate, and operate equipment, instruments and supplies  
• Electronic documentation/ keyboarding  
• Lift, carry, push and pull (50 lbs. minimum)  
• Perform CPR |
| Hearing           | Auditory ability to monitor and assess, or document health needs              | • Hears monitor alarms, emergency signals, ausculatory sounds, cries for help |
| Visual            | Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination | • Observes patient/client responses  
• Discriminates color changes  
• Accurately reads measurement on patient client related equipment |
| Tactile           | Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture | • Performs palpation  
• Performs functions of physical examination and/or those related to therapeutic intervention |
| Activity Tolerance| The ability to tolerate lengthy periods of physical activity                  | • Move quickly and/or continuously  
• Tolerate long periods of standing and/or sitting as required |
| Environmental     | Ability to tolerate environmental stressors                                  | • Adapt to rotating shifts  
• Work with chemicals and detergents  
• Tolerate exposure to fumes and odors  
• Work in areas that are close and crowded  
• Work in areas of potential physical violence  
• Work with patients with communicable diseases or conditions |
RADIOLOGIC TECHNOLOGY PROGRAM PHILOSOPHY

The philosophy of Iowa Central Community College Radiologic Technology program is to provide a quality education that complies with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiologic Sciences. The college recognizes that to achieve a quality educational program, the students must be able to grasp technical and theoretical knowledge and to successfully apply this knowledge in a clinical setting.

The program’s philosophy recognizes the importance of professional standards, morals, and ethical obligations to the community when committing itself to an educational program. Development of professional competence, personal growth, and effective patient care will be major areas of concentration in providing the community and the profession with entry level radiographers.

RADIOLOGIC TECHNOLOGY MISSION STATEMENT

The Radiologic Technology program is dedicated to providing quality radiologic technology education to produce qualified, competent entry-level diagnostic Radiographers who are committed to life-long learning and high standards within the profession.

August 2016

Guiding Principles

- Create a learning environment dedicated to quality education through an approved curriculum and qualified faculty that utilizes competencies to ensure the graduate is clinically competent within the Radiologic Profession.
- Promote professionalism that encourages life-long learning and career development.
- Provide quality care to all patients.

PROGRAM GOALS

At the completion of the Radiologic Technology program, the graduate will:

1. Demonstrate disciplinary competence and/or professional proficiency.
2. Develop critical thinking skills in planning priorities and providing safe patient care.
3. Utilize basic communication skills to foster working relationships with individuals, families, and members of the health team.
4. Practice within the profession’s ethical and legal framework.
PROGRAM OBJECTIVES

1. Through an educationally valid rotation schedule, the student should be able to transfer didactic knowledge in the application of clinical skills when performing diagnostic radiographic procedures.

2. The student should develop effective communication and psychomotor skills when providing patient care and working with medical staff.

3. The student should become proficient in the operation and manipulation of radiographic equipment through classroom instruction, laboratory instruction, and daily use.

4. The student should utilize radiation protection methods at all times for the patient, self, and other individuals.

5. The student should be able to critique radiographs to determine diagnostic quality as it relates to technical factors, positioning, and visibility of the structures of interest by daily instruction.

6. The student should be able to determine the proper exposure factors needed to obtain diagnostic radiographs through classroom instruction and clinical rotations.

7. The student should be able to adjust positioning techniques, exposure factors, and communication skills for varied patient conditions and situations by observing and participating in clinical education and classroom lectures.

8. Effectively apply principles of body mechanics to avoid injury to self, patient, or others during clinical rotations through classroom instruction.

9. Respond effectively during emergency situations by applying proper First Aid and/or CPR by successfully completing an annual First Aid/CPR course.

10. Safely operate pieces of radiographic equipment and understand their function to prevent possible hazards to self and patient by successfully completing various courses in the curriculum.

11. Understand the anatomical structure and function of the human body and its importance in producing diagnostic radiographs by successfully completing various courses in the curriculum.

12. Utilize critical thinking skills in evaluating situations, problems, and challenges that students may encounter in the Radiography Profession.
STUDENT LEARNING OUTCOMES

Upon completion of the Radiologic Technology Program, the student will be able to:

1. Apply knowledge of anatomy when critiquing an image. (1)
2. Develop knowledge when taking a chest radiograph of a patient in a wheelchair. (2)
3. Develop a personal philosophy on professionalism. (4)
4. Collaborate with team members and patients through effective communication. (3)
5. Differentiate accommodating changes in clinical for patients. (3)
6. Recognize safe limits of radiology equipment. (4)
7. Exercise independent discretion when applying exposure factors. (1)
8. Identify ethical responsibilities of the profession. (3/4)
9. Demonstrate knowledge and skill for an entry level radiologic technology professional. (1)
CODE OF ETHICS

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality care.

2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, or socioeconomic status.

4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which it has been designed, and employs procedures and techniques appropriately.

5. The Radiologic Technologist assesses situations, exercises care, discretion and judgement, assumes responsibility for professional decisions, and acts in the best interest of the patient.

6. The Radiologic Technologist Acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.

8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.

9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, protects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

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ADOPTED BY: THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

ETHICS REQUIREMENTS for ARRT CERTIFICATION AND REGISTRATION

Every candidate for certification and registration 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.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military courts-martial as described below:

- Felony;
- Misdemeanor;
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported.

Additionally, candidates for certification and registration are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT). Primary pathway candidates must indicate any honor code violations that may have occurred while they attended school.

Candidates becoming certified and registered through the primary pathway may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

Please refer to the ARRT’s website to read the ARRT’s Ethics Requirements: https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn=c79e02fc_14

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048

Students in the Radiologic Technology Program will be attending clinical in nearby affiliating facilities, hospitals, or clinics. Affiliating facilities are now requiring students to complete a Criminal Record/Child and Adult Abuse checks prior to attending clinical. This procedure will be mandatory for all students in the Radiologic Technology Program. Some clinical facilities require extra lab work or checks, if there is extra cost, this cost will be satisfied by the student.
RADIOLOGIC TECHNOLOGY PROGRAM
TECHNICAL STANDARDS

All students must be able to perform the essential functions of the curriculum and meet the standards described for the program in which the student is enrolled, with or without reasonable accommodations. Students seeking accommodations should initiate their request with the program director.

Physical and mental demands include, but are not limited to:

- Lift more than 50 pounds routinely
- Work with their arms above their head routinely
- Push and pull, bend and stoop, and kneel or squat routinely
- Work standing on their feet 80 percent of the time
- Work compassionately with patients
- Help patients on and off the Radiographic equipment from wheelchairs or carts
- Effectively write and speak to patients and staff
- Hear and see clearly
- Accurately align the patient, Radiographic tube equipment and film
- Work effectively in a team setting
- Organize and accurately perform the individual steps in Radiographic procedures in the proper sequence
- Calculate basic and complex math problems
- Evaluate patients and your work
- Alphabetize patient files
- Communicate with peers, hospital staff, patients and their family

Additional physical demands include, but are not limited to:

**Constant:** Standing, walking, handling, talking, hearing, near and midrange vision, visual accommodations

**Frequent:** Stooping, crouching, kneeling, reaching, handling, feeling, smelling, **lifting of** chemical containers, film boxes, supply boxes, lead aprons, equipment, **carrying** supplies, equipment, **pushing/pulling** of patients, equipment.
# IOWA CENTRAL COMMUNITY COLLEGE
## RADIOLOGIC TECHNOLOGY PROGRAM
### CURRICULUM

<table>
<thead>
<tr>
<th>Pre-requisite</th>
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<th>Lab</th>
<th>Clin</th>
<th>Credits</th>
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<tr>
<td>BIO-168 Human A &amp; P I w/Lab</td>
<td>45</td>
<td>30</td>
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<tr>
<td>HSC-113* Medical Terminology</td>
<td>30</td>
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<td></td>
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<tr>
<td>Approved College Level Math</td>
<td>45</td>
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<td></td>
<td>3</td>
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</table>

### Semester I (15 weeks)
- BIO-173 Human A & P II w/Lab                      | 45    | 30  |      | 4       |
- HSC-104 Introduction to Health Care              | 30    |     |      | 2       |
- RAD-320 Imaging I                                | 30    |     |      | 2       |
- RAD-122 Radiographic Procedures I                | 45    | 30  |      | 4       |
- RAD-210 Clinical Education I                     |       |     | 240  | 4       |

<table>
<thead>
<tr>
<th>Semester II (15 weeks)</th>
<th></th>
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<tr>
<td>PSY-111 Introduction to Psychology or</td>
<td>45</td>
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<tr>
<td>PSY-112 Psychology of Human Relations</td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>
- RAD-430 Radiographic Physics                      | 45    |     |      | 3       |
- RAD-365 Imaging II                               | 30    |     |      | 3       |
- RAD-142 Radiographic Procedures II                | 45    | 30  |      | 4       |
- RAD-230 Clinical Education II                     |       |     | 240  | 4       |

<table>
<thead>
<tr>
<th>Semester III (Summer Session, 9 weeks)</th>
<th></th>
<th></th>
<th>240</th>
<th>4</th>
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</thead>
</table>
- RAD-182 Special Procedures                        | 30    |     |      | 2       |
- RAD-163 Radiographic Procedures III               | 30    | 15  |      | 2.5     |
- RAD-270 Clinical Education III                    |       | 15  | 210  | 3.5     |

<table>
<thead>
<tr>
<th>Semester IV (15 weeks)</th>
<th></th>
<th></th>
<th>210</th>
<th>3.5</th>
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</thead>
</table>
- RAD-770 Film Critique and Evaluation             | 30    | 15  |      | 2.5     |
- RAD-896 Quality Assurance                        | 30    |     |      | 2       |
- ENG-105 Composition I                             | 45    |     |      | 3       |
- RAD-510 Clinical Education IV                     |       |     | 360  | 6       |
- Computer Elective                                 | 30    | 30  |      | 2       |

<table>
<thead>
<tr>
<th>Semester V (15 weeks)</th>
<th></th>
<th></th>
<th>360</th>
<th>6</th>
</tr>
</thead>
</table>
- RAD-738 Radiologic Pathology                      | 30    |     |      | 2       |
- RAD-850 Radiation Protection & Biology            | 45    |     |      | 3       |
- RAD-570 Clinical Education V                       |       |     | 480  | 8       |

<table>
<thead>
<tr>
<th>Semester VI (Summer Session, 9 weeks)</th>
<th></th>
<th></th>
<th>480</th>
<th>8</th>
</tr>
</thead>
</table>
- RAD-946 Seminar                                   | 30    |     |      | 2       |
- RAD-620 Clinical Education VI                     |       | 270 |      | 4.5     |
- RAD-690 Cross Sectional Anatomy                   | 15    |     | 270  | 4.5     |

<table>
<thead>
<tr>
<th>Sub Total Clock Hours</th>
<th>630</th>
<th>180</th>
<th>1800</th>
<th>76.5</th>
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</thead>
<tbody>
<tr>
<td>Total Clock Hours: 2610</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78 weeks, Average Clock Hours/week: 33.46</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(this does not include BIO-168 Human A &amp; P I w/Lab, Medical Terminology, or College Level Math)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>*Test out option is available. See Dean of STEMM or Program Coordinator.</td>
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<tr>
<td>**Students may extend the Radiologic Technology Program over three years by taking the Arts &amp; Sciences courses the first year and the Radiologic Technology courses during the second and third years.</td>
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</tbody>
</table>

Effective Fall 2013
RADIOLOGIC TECHNOLOGY
COURSE DESCRIPTION

HSC-104 Introduction to Health Care 2 Sem. Hrs.
Students will have a basic introduction to the health care delivery system, professionalism and legal and ethical responsibilities of the health care worker. The communication process will be introduced as well as an understanding of patients’ needs and behavior. Aspects of patient care will be discussed involving safety, infection control, transfer techniques and vital signs.

The student will study terminology of the human body systems in more depth than HSC-112 Medical Terminology. The emphasis will be on recognition and functional vocabulary related to medical science. Definitions, standard abbreviations, pronunciations, correct spelling, will be included. Students with prior experience in a health field may elect to “test out” of medical terminology. See Dean of Health Science for additional information.

RAD-122 Radiographic Procedures I 4 Sem. Hrs.
The student will study patient positioning and common procedures performed in the Radiology Department. Procedures include: upper and lower extremities, chest and abdomen. A vital part of this course will be theory of exposure, film development and dark room techniques. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology and an approved college-level Math course. Co-requisites: RAD-210 Clinical Education I and RAD-320 Imaging I.

RAD-142 Radiographic Procedures II 4 Sem. Hrs.
This course is a continuation of Radiographic Procedures I in which the student will be given an in depth integrated coverage of the thoracic viscera, abdomen, digestive system, and urinary system. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, HSC-104 Introduction to Health Care, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I and RAD-320 Imaging Co-requisites: BIO-173 Human Anatomy & Physiology II with lab, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, RAD-230 Clinical Education II; RAD-365 Imaging II and RAD-430 Radiographic Physics.

RAD-163 Radiographic Procedures 2.5 Sem. Hrs.
This course is a continuation of Radiographic RAD-230 radiographic anatomy and procedures of the skull and its contents. Emphasis will be given to those procedures commonly performed in the radiology department. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, BIO-173 Human Anatomy & Physiology II with lab, HSC-104 Introduction to Health Care, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I, RAD-320 Imaging I, RAD-142 Radiographic Procedures II, RAD-230 Clinical Education II, RAD-365 Imaging II and RAD-430 Radiographic Physics. Co-requisites: RAD-270 Clinical Education III and RAD-182 Special Procedures.

RAD-182 Special Procedures 2 Sem. Hrs.
Students will study detailed anatomy, physiology, and radiographic procedures of the central nervous and circulatory systems. Contrast medias, procedures used, and reactions are discussed.

**RAD-210 Clinical Education I**
4 Sem. Hrs.
This course enables the student to become oriented to the health facility and the department of radiology. Time is allotted the student to observe procedures, under direct supervision and gain beginning skills in Radiography. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology and an approved college-level Math course. Co-requisites: RAD-122 Radiographic Procedures I and RAD-320 Imaging I.

**RAD-230 Clinical Education II**
4 Sem. Hrs.
This clinical practicum is a continuation of Clinical Education I. In addition to doing the procedures learned in the first semester, the student observes more complex examinations and gradually assumes an increasing amount of responsibility for the performance of those procedures. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, HSC-104 Introduction to Health Care, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I and RAD-320 Imaging I. Co-requisites: BIO-173 Human Anatomy & Physiology II with lab, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I and RAD-320 Imaging I.

**RAD-270 Clinical Education III**
3.5 Sem. Hrs.

**RAD-320 Imaging I**
2 Sem. Hrs.
The principles of radiographic imaging are investigated in this course. The history and methods of recording radiographic images are explored. Special emphasis will be placed on the factors that determine image quality. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology and an approved college-level Math course. Co-requisites: RAD-122 Radiographic Procedures I and RAD-210 Clinical Education I.

**RAD-365 Imaging II**
2 Sem. Hrs.
This course is a continuation of RAD-320 Imaging I in which the student will continue to explore the principles of radiographic imaging. Imaging principles will involve such items as automatic processing, film characteristics, and geometrical factors. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, HSC-104 Introduction to Health Care, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I and RAD-320 Imaging I. Co-requisites: BIO-173 Human Anatomy &
Physiology II with lab, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, RAD-230 Clinical Education II; RAD-430 Radiographic Physics and RAD-142 Radiographic Procedures II.

**RAD-430 Radiographic Physics**
3 Sem. Hrs.
Explores the physical concepts of energy, the structure of matter, electrostatics, electrodynamics, magnetism, electromagnetism, electric generators and motors. The principles of electricity are studied as it relates to x-ray circuits, rectification, and x-ray production. X-ray tubes, rating charts, and interaction of x-rays with matter are included. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, HSC-104 Introduction to Health Care, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I and RAD-320 Imaging I. Co-requisites: BIO-173 Human Anatomy & Physiology II with lab, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, RAD-142 Radiographic Procedures II, RAD-230 Clinical Education II and RAD-365 Imaging II.

**RAD-510 Clinical Education IV**
6 Sem. Hrs.
Clinical experience in the fourth semester is primarily spent in continuous practice in improving the techniques and procedures previously experienced, with ongoing film critique. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, BIO-173 Human Anatomy & Physiology II with lab, HSC-104 Introduction to Health Care, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I, RAD-320 Imaging I, RAD-142 Radiographic Procedures II, RAD-230 Clinical Education II, RAD-365 Imaging II, RAD-430 Radiographic Physics, RAD-163 Radiographic Procedures III, RAD-182 Special Procedures and RAD-270 Clinical Education III. Co-requisites: ENG-105 Composition I, two credit computer course, RAD-770 Film Critique and Evaluation and RAD-895 Quality Assurance.

**RAD-570 Clinical Education V**
8 Sem. Hrs.

**RAD-620 Clinical Education VI**
4.5 Sem. Hrs.
Students will continue to perform radiographic procedures with minimal supervision, exercising independent judgement, perfecting the techniques and procedures previously experienced. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, BIO-173 Human Anatomy & Physiology II with lab, HSC-104 Introduction to Health Care, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, ENG-105 Composition I, a two credit computer course, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I, RAD-320 Imaging I, RAD-142 Radiographic Procedures II, RAD-230 Clinical Education II, RAD-365 Imaging II, RAD-430 Radiographic Procedures II, RAD-230 Clinical Education II, RAD-365 Imaging II, RAD-430.

**RAD-690 Cross Sectional Anatomy**  
1 Sem. Hr.  
This course includes the principles and applications of cross sectional anatomy. The student will explore regions of the body in a transverse, sagittal, or coronal section and will be able to identify the anatomy of that area. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, BIO-173 Human Anatomy & Physiology II with lab, HSC-104 Introduction to Health Care, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, ENG-105 Composition I, a two credit computer course, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I, RAD-320 Imaging I, RAD-142 Radiographic Procedures II, RAD-230 Clinical Education II, RAD-365 Imaging II, RAD-430 Radiographic Physics, RAD-163 Radiographic Procedures III, RAD-182 Special Procedures, RAD-270 Clinical Education III, RAD-510 Clinical Education IV, RAD-770 Film Critique & Evaluation, RAD-896 Quality Assurance, RAD-570 Clinical Education V, RAD-738 Radiologic Pathology and RAD-850 Radiation Protection & Biology. Co-requisites: RAD-620 Clinical Education VI and RAD-946 Seminar.

**RAD-738 Radiologic Pathology**  
2 Sem. Hrs.  
This course is designed to acquaint the student with certain changes which occur in disease and injury and their application to radiologic technology. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, BIO-173 Human Anatomy & Physiology II with lab, HSC-104 Introduction to Health Care, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, ENG-105 Composition I, a two credit computer course, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I, RAD-320 Imaging I, RAD-142 Radiographic Procedures II, RAD-230 Clinical Education II, RAD-365 Imaging II, RAD-430 Radiographic Physics, RAD-163 Radiographic Procedures III, RAD-182 Special Procedures, RAD-270 Clinical Education III, RAD-510 Clinical Education IV, RAD-770 Film Critique & Evaluation and RAD-896 Quality Assurance. Co-requisites: RAD-570 Clinical Education V and RAD-850 Radiation Protection and Biology.

**RAD-770 Film Critique and Evaluation**  
2.5 Sem. Hrs.  
Criteria for diagnostic quality radiographs are studied. The principles of film evaluation is emphasized as it relates to technique, collimation and shielding, position and radiographic quality. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course, BIO-173 Human Anatomy & Physiology II with lab, HSC-104 Introduction to Health Care, PSY-111 Introduction to Psychology or PSY-112 Psychology of Human Relations, RAD-122 Radiographic Procedures I, RAD-210 Clinical Education I, RAD-320 Imaging I, RAD-142 Radiographic Procedures II, RAD-230 Clinical Education II, RAD-365 Imaging II, RAD-430 Radiographic Physics, RAD-163 Radiographic Procedures III, RAD-182 Special Procedures and RAD-270 Clinical Education III. Co-requisites: ENG-105 Composition I, two-credit computer course, RAD-896 Quality Assurance and RAD-510 Clinical Education IV.

**RAD-850 Radiation Protection & Biology**  
3 Sem. Hrs.  
This course explores the history and biological effects of ionizing radiation. Methods of radiation measurement detection and protection are discussed. Prerequisites: BIO-168 Human Anatomy & Physiology I with lab, HSC-113 Medical Terminology, an approved college-level Math course,


RAD-946 Seminar 2 Sem. Hrs.

GENERAL EDUCATION COURSES

BIO-168 Human Anatomy and Physiology I w/Lab 4 Sem. Hrs.
A study of the structure and function of the human body. This course is the first course of a two-semester sequence. The study begins at the molecular and cellular level and proceeds through the integumentary system, skeletal system, muscular system, the central, and peripheral and autonomic nervous systems. At least one year of high school biology or chemistry or the equivalent is recommended. Three hours lecture, two hours lab.

BIO-173 Human Anatomy and Physiology II w/Lab 4 Sem. Hrs.
The second course in a two-semester sequence. The study continues with the senses, endocrine system, blood and cardiovascular system, lymphatic system and immunity, respiratory, digestive, urinary, and the reproductive systems. Three hours lecture, two hours lab. Prerequisite: BIO-168 Human Anatomy and Physiology I w/Lab
PSY-111 Introduction to Psychology 3 Sem. Hrs.
This course includes the tools for the study of psychology, basic psychological processes, personality and social behavior, contemporary knowledge of motives, intelligence, learning and emphasis on the language of modern psychology.

OR

The basic psychological principles of human behavior and the operation of these principles in helping students to understand themselves and their relationships with others socially, in the family and the world of work, are examined in this course.

ENG-105 Composition I 3 Sem. Hrs.
This course focuses on the process of writing expressive and informative prose. It introduces library research skills and critical thinking skills.

Elective Computers 2 Sem. Hrs.

Approved College Level Math 3 Sem. Hrs.

General education courses are taught by instructors with expertise in each field.
RADIOGRAPHY TEXTBOOKS


Other textbooks will be needed for the general education courses.
RADIOLOGIC TECHNOLOGY PROGRAM POLICIES & PROCEDURES
ADMISSIONS

Prior to admittance into the Radiologic Technology Program, the student must submit:

1. Complete ICCC application form.
2. Official high school transcript (or equivalent) and official transcripts from any college previously attended.
3. ACT, Accuplacer, or ALEKS test scores.

Then complete a Radiologic Technology application and submit the application prior to or on the submission deadline.

The following criteria is required for applicants in the Radiologic Technology Program. Preference will be given to those students who:

1. Have a minimum of a high school diploma (GPA of 2.5) or equivalent (GED 550 or HiSET 15) or college course completion with cumulative GPA of 2.0 or higher.
2. Accuplacer scores of 65 in reading, 73 in Sentence Skills or WriterPlacer 4 and 90 in Arithmetic.
   ALEKS of 30 or ACT scores of 18 in English and Reading, 20 in Math.
3. Have successfully completed (Grade of C or higher) high school or college classes in Biology, Algebra and Chemistry.

ADMISSIONS: PRIOR TO BEGINNING PROGRAM

After a student has been accepted into the Radiologic Technology Program, each student will be required to complete the following items before they begin.

1. Proof of successful completion of Human Anatomy and Physiology I w/Lab (BIO-168 or its equivalent), HSC-113 Medical Terminology and an approved college level Math with a “C” or better.
2. Completion of Health Physical including documentation of all immunizations or vaccinations.
3. Completion of an approved Healthcare Provider CPR course.
4. Completion of required Criminal/Adult and Dependent Abuse checks.

While a student in the Iowa Central Community College Radiologic Technology Program, students must earn a final grade of “C” or higher in every course as listed in the curriculum (general education courses may be completed prior to the semester listed within the program). Failure to do this will prevent a student from progressing on to the next semester/session of the program. If a student must (or chooses to) withdraw from the program they may be able to re-enter the program at the point that will allow them to successfully complete all courses in the required sequence. (See re-admission policy above).

Upon successful completion of the Iowa Central Community College Radiologic Technology program and payment of all fees the student will be awarded the degree of Associate of Applied Science in Radiography Technology. The student is then academically eligible to take the national examination issued by the American Registry of Radiologic Technologists.
**ADVISOR**

The advisor is generally considered to be the Program Director of the Radiologic Technology Program. If you are unable to meet with your advisor, the health science associate, the Clinical Coordinator or the Dean of STEMM may be able to assist you.

**Americans with Disabilities Act (Nondiscrimination) Statement**


If you have questions or complaints related to compliance with this policy, please contact Kim Whitmore, Director of Human Resources, phone number 515-574-1138, whitmore@iowacentral.edu; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

**DISABILITY/ACCOMMODATION SERVICES:**

If you have a request for an accommodation based on the impact of a disability, it is Iowa Central’s policy that you contact the Academic Assistance & Accommodations Coordinator to discuss your specific needs and to provide supporting information and documentation, so we may determine appropriate accommodations. The office for accommodations is located in the Academic Resource Center, and it can be reached by calling 515-574-1045. For online information about accommodations, please go to www.iowacentral.edu/accommodations.

**CLASSROOM POLICIES**

Absences shall not lessen student responsibility for meeting the requirements of any course. Each instructor will inform students as to their make-up policy when an absence does occur.

Records of attendance will be kept on each individual student. If unable to attend class, please e-mail your instructor at the e-mail provided in the instructor policy. Students **must** also call to inform the instructor when he/she will not be able to attend.

All students must assist in making the classroom a place of learning. Therefore it should be kept orderly. While there, the student will act in an adult, professional manner. **Talking and disruptive behavior** will **not** be tolerated. If any student is caught cheating, they will receive a zero (0) for that test and may also receive other disciplinary action.

1. Class will start on time. All students are to remain until class is dismissed. No students will leave unless for an emergency or prior arrangements have been made with the instructor.

2. **Each student is allowed to be tardy 2 times. Starting with the 3rd tardy (and every tardy after) will count as an absence.**
3. Instructor may initiate the Instructor Initiated Withdrawal process. Attendance is an important aspect of professional behavior. A student who exceeds the maximum number of absences in any class may be withdrawn from the class. Students will be allowed “2” absences for courses that meet once a week and “3” absences for courses that meet twice a week.

4. No student will be allowed to enter class 15 minutes after scheduled starting time. (Unless prior arrangement has been made with the instructor).

5. All class assignments are to be turned in on time. No late assignments will be accepted unless a prior arrangement has been made with instructor.

6. Students will not be able to make up quizzes.

7. Talking and disruptive behavior will not be tolerated. Students will be warned once and asked to leave the second time which will result in an absences.

8. Any student absent on the exam day, have one week to make up a missed exam. Missed exams are taken at the Testing Center located in the Academic Resource Center (ARC). Any student absent on the exam day will receive 10% off of their score for all RAD courses. If a student fails to make up a test within the week allowed, he/she will receive a zero (0) for that test grade. Make up exams may be different than the original exam given in class.

9. Instructors have the option of initiating other classroom policies.

10. Iowa Central Community College’s Radiologic Technology program supports a “bias-free classroom”. When choosing a textbook or instructional material, the instructor will be sensitive to avoid biased language that demean or exclude people because of age, sex, race, ethnicity, social class, or certain physical or mental traits.

CLASS CANCELATIONS

In case of inclement weather, this information can be found by listening to the local radio station or TV stations for notice of delay of cancellation of classes. Students may also sign up for Triton Alert through Web advisor system on the Iowa Central website.

Students are to use their own discretion on whether or not you can safely get to your clinical site before venturing out when road conditions may be hazardous. Clinical hours will be cancelled only when college classes are also cancelled. If classes are cancelled but the road/weather conditions are conducive to driving to the clinical site or the student is already there, the student may choose to attend and will be allowed another day off in the next week. Those hours need to be recorded on the student’s volunteer form. If ICCC classes are not cancelled and a student cannot make it to the clinical site due to weather, the student will be expected to use a personal day.

Students must call the clinical site when classes are cancelled prior to their schedule arrival time.
Criminal Record and Child/Adult Abuse Registry Information

As a student in Radiologic Technology Program, you will be attending clinical in local affiliating health care facilities (hospitals and clinics). Several affiliating facilities require students to complete Criminal Record/Child and Adult Abuse Registry checks prior to participating in clinical. Students will need to complete and submit the Criminal Record/Child and Adult Abuse forms. These forms will be given to them when they enroll for the radiography classes. If a student has a criminal conviction, they may be denied to attend a clinical site or be enrolled into the program.

It is the responsibility of the student to report any criminal, child abuse, and dependent adult abuse charges that have occurred after the initial background check to the Health Science Associate and/or Program Coordinator, and their current and future clinical sites.

CLINICAL INJURY/POST EXPOSURE FORMS

The post exposure form is utilized if an incident or exposure would occur with a RT student. Examples of this would be if a student obtained a needle stick or would fall while caring for a patient, even if no injury is apparent. If an incident would occur, the RT student must inform their clinical instructor or clinical coordinator immediately. This form must be completed by the student and the student needs to contact the school nurse within 24 hours of the incident. Please refer to the form and checklist in the appendix of this handbook for the Clinical Post Exposure Form.

DEGREE CONFERRED

An Associate in Applied Science Degree is awarded to the student successfully completing the prescribed Radiologic Technology curriculum of at least two (2) years with a minimum G.P.A. of 2.0.

DEMERIT POLICY

Students not in compliance with the program policies and procedures (stated in the student handbook) will be issued one demerit per infraction. Students acquiring demerits totaling more than one within the two year program will be considered for dismissal from the Radiologic Technology Program with no re-admittance option. When a demerit is issued, the student will sign and receive a copy of the demerit infraction form. Students may not reenter the program when dismissed.

DIDATIC & CLINICAL SCHEDULES

A student’s schedule will not exceed more than 40 hours per week. This includes both clinical and didactic portion of the program. Any hours above 40 hours per week or 10 hours per day need to be documented as voluntary. The voluntary hours form can be found within the Appendix, and should be turned in and completed if need be each semester.

DISCIPLINARY PROBLEMS

All students are expected to conduct themselves in an adult professional manner at all times. They are expected to comply with the school, the hospital, and departmental policies. Students failing to comply with the above, may be given disciplinary action resulting in the following:
1. Verbal warning
2. Written warning (disciplinary Incident Report or Demerit)
3. Suspension (optional)
4. Dismissal from the program

The severity of the noncompliance will determine the disciplinary action that will be taken.

**DUE PROCESS**

Please refer to Iowa Central Community College Student Handbook under “Student Discipline Policy-Disciplinary Procedures”.

**EMPLOYMENT DURING EDUCATION**

Students who are involved in the Radiologic Technology program are counseled to keep employment at a minimum. If the student has the opportunity to become employed as a limited radiographer, rules that apply are as follows:

1. A student may work as a limited radiographer after the completion of their first two semesters.
2. A student may work as a limited radiographer, but is required to obtain a permit to practice from the state of Iowa.
3. A student may not apply for a permit to practice unless he/she has an offer of employment.
4. A letter of recommendation and an application may be obtained from either the Clinical Coordinator or Program Director.
5. Any radiography related employment may NOT be used in place of the supervised clinical education. Employment hours may not be used for make-up hours of clinical education.
6. Student uniforms may not be worn while student is working as a limited technologist or in any other capacity at the clinical site.

**EVALUATION OF INSTRUCTORS, CLINICAL SITES AND PROGRAM**

Students will have the opportunity to evaluate each radiography course at its completion. Each instructor and clinical education site will be evaluated by the students each semester. Instructors value student input and suggestions. The radiologic technology program will be evaluated by students as they complete the program. Follow-up studies of both graduates and employers are conducted after graduation.

**GRADING STANDARDS**

The grading scale for the Radiologic Technology Program is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
</tr>
<tr>
<td>B</td>
<td>85 - 92</td>
</tr>
<tr>
<td>C</td>
<td>78 - 84</td>
</tr>
<tr>
<td>D</td>
<td>70 - 77</td>
</tr>
<tr>
<td>F</td>
<td>0 - 69</td>
</tr>
</tbody>
</table>
The grade point system for the college is as follows:

A - Excellent  4 Grade Points
B - Above Average  3 Grade Points
C - Average  2 Grade Points
D - Below Average  1 Grade Point
F - Failure  No Grade Point
W - Withdrawal  No Grade Point or Credit
I - Incomplete  No Grade Point or Credit
N - Audit
X - Repeat

Students will be notified by the instructor at mid-term of any course in which they are achieving at a “D” or “F” grade level. A copy of the grade report will be sent to the student via their triton e-mail. In order for an additional grade to be sent elsewhere, the student must sign a release of information form. This is found either on Triton Pass or found at the registrar’s office (515) 574-1020.

**How to Calculate Your Grade Point Average**

**Semester 1**

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Letter Grade Earned</th>
<th>Total Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology I</td>
<td>C (2)</td>
<td>4 x 2 = 8</td>
</tr>
<tr>
<td>Intro to Health</td>
<td>B (3)</td>
<td>2 x 3 = 6</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>A (4)</td>
<td>2 x 4 = 8</td>
</tr>
<tr>
<td>Rad Procedures</td>
<td>C (2)</td>
<td>4 x 2 = 8</td>
</tr>
<tr>
<td>Clinical Education</td>
<td>A (4)</td>
<td>4 x 4 = 16</td>
</tr>
</tbody>
</table>

16 | 15 | 46

46 / 16 = 2.875 G.P.A.

Students must have a grade of “C” or better in Radiology courses to continue in the program.

**GRADE APPEAL**

A student who believes a course grade is inaccurate may seek an appeal as follows:

1. Within 60 calendar days following the end of a course, the student will inform the instructor or Dean of STEMM in writing of questions concerning the course grade. The written correspondence will address questions concerning the criteria and procedures the instructor used in determining the grade, the process by which it was assigned, and to request error correction, if any, in the grade.

2. Within 14 calendar days after the instructor’s receipt of the student’s written questions, the instructor will offer to meet with the student to attempt to resolve the questions concerning a grade.

3. If after the discussion with the instructor, the student believes that the grade is still inaccurate, the student will meet with the Dean of STEMM. This meeting must be
scheduled within 10 calendar days after the instructor has offered to meet with the student. Before meeting with the Dean of STEMM, the student will submit in writing his/her questions regarding the grade. The Dean of STEMM shall meet with the instructor and student separately and/or together in an effort to resolve the question regarding the grade.

4. If the steps above do not solve the question regarding the grade, the student may submit his/her written questions concerning the course grade to the Vice President of Instruction no later than 10 calendar days after meeting with the Dean of STEMM. Within 14 calendar days after receipt of the written questions from the student, the Vice President of Instruction will submit to the student, the instructor, and the Dean of STEMM a written decision concerning the appeal of the grade.

GRADUATION REQUIREMENTS

A student must satisfactorily complete all course work. A minimum grade of “C” is required in all Radiography curriculum courses. If a student receives a grade lower than a “C” in any course, they may not continue in the program. A 2.0 grade point average is required for graduation.

Commencement exercises are held at the end of the 2nd spring semester. Although students will not finish for nine (9) more weeks, they may take part in graduation.

A pinning ceremony may be held on the final week of the last summer session. Students are expected to attend both the College graduation and Pinning Ceremony. All tuition/fees must be paid prior to taking the American Registry Examination for Radiologic Technologist.

GRIEVANCE/APPEAL POLICY

Whenever a student desires information concerning the curriculum, or takes issue with some aspect of the curriculum, such student shall discuss the problem with the party most immediately involved. If the matter is not satisfactorily resolved, the appeal process will follow this order:

1. Radiography Instructor
2. Program Coordinator
3. Dean of STEMM
4. Vice President of Instruction
5. Executive Officer of the Board (President)
6. The Board of Directors

- Also see grade appeal policy previously stated
- The following are grievance/appeal policies, in greater depth

GRIEVANCE/APPEAL POLICY

Scholastic Dishonesty

Iowa Central Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating and plagiarizing. Plagiarism is presenting someone else’s words as one’s own. Whether in writing or in speaking. Cheating and plagiarism, whether intentional or accidental, are serious offenses. Scholastic dishonesty will not be tolerated in any course. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.
One is plagiarizing if one:

- Uses direct quotes without quotation marks and textual citation of the material.
- Paraphrases without crediting the source.
- Presents another’s ideas as your own without citing the source.
- Submits material written by someone else as your own (this includes purchasing or borrowing a paper).
- Submits a paper or assignment for which one has received so much help that the writing is significantly different from one’s own.
- One is cheating if one:
  - Copies someone else’s exam or homework.
  - Purposefully allows another student to copy your work or submit work that you have written as his/her own.
  - Refers to a text, notes or other materials during an exam without authorization to do so.
  - Submits a paper or assignment for which you have received so much help that the writing is significantly different from your own.
  - Passes test answers to another student during or before a test.

Disciplinary Action by the Instructor

An instructor who suspects a student of scholastic dishonesty will inform the student of the allegation as soon as possible. It is up to the instructor to determine the disciplinary action to be taken, which could include giving the student a zero for the assignment, reducing the student’s grade for the course, assigning an “F” for the course, or other action. The instructor will send a written report of the incident to the student, the appropriate dean and the Vice President of Instruction. If the instructor concludes that the incident merits additional disciplinary action (such as suspension or expulsion), he/she will send a written report of the case to the Vice President of Instruction for recommended additional disciplinary action.

GRIEVANCE/APPEAL POLICY

Student Conduct Code

All Students

Students are expected to conduct themselves in a responsible manner. Students who enroll accept our policies, regulations and operational procedures. Student behavior, which after due process is found to be disruptive to classes or to destroy the rights of others or property, may result in disciplinary probation or suspension.

GRIEVANCE/APPEAL POLICY

Student Discipline Policy

The following section is from Iowa Central Community College Board Policy #406

1. Statement of General Expectations: Iowa Central Community College seeks to provide a living and learning environment in which the student can meet his/her academic goals. The College has the responsibility of providing the student with a clear understanding of its academic requirements and conduct expectations, which are generally set forth in the College catalog and the College website.

The College has the right to determine when its policies are violated and to determine the appropriate course of action. By enrolling at Iowa Central Community College, the student accepts the responsibility to comply with the College’s authority, to respect the rights of others, and to protect private and public property.
Every student (any person enrolled in credit or non-credit courses) has the right to all the advantages, prestige, and honors accruing to a student of the College. The student retains the rights guaranteed under the Constitution of the United States, the right of freedom from control by any persons except as may be in accord with College policies and/or local, state, or federal law, and the right to pursue an education and to receive a degree or certificate for the successful completion of its requirements.

2. Institutional Regulations: The Board of Directors of Iowa Central Community College confers upon the faculty and staff the powers:
   a. To invoke sanctions to protect the educational processes and the rights of students, faculty, and staff; and
   b. To provide procedures that will clearly inform Iowa Central Community College students of the regulations that govern their behavior while on College property, at cooperating agencies, or while in attendance at College sponsored activities or events.

3. Student Responsibilities and Rights: Iowa Central Community College offers each student the freedom to learn and the freedom to enjoy College life in an orderly and lawful manner. In return, the College expects every student to assume the obligation and responsibilities that accompany those freedoms. By voluntary enrollment at the College, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of Iowa Central Community College and its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the College. Students are guaranteed their constitutional right to due process in certain circumstances in which due process rights are triggered. The College forbids unlawful discrimination on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service.

4. Jurisdiction of Student Conduct Policy: The Student Conduct, Discipline, and Appeals Procedure applies to conduct that occurs on Iowa Central Community College property, at College sponsored activities at clinical sites, attendance centers, or any College facility, while enrolled in FlexNet (Internet Courses), and off-campus conduct that adversely affects Iowa Central Community College and/or the pursuit of its educational mission. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of the degree or certificate. This includes conduct that may occur before classes begin or after classes end, as well as during the academic year and during periods between terms and actual enrollment, and conduct discovered by the College after a student has completed a course and/or after a student has been awarded a degree. The Student Conduct Policy shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The President and Vice President of Enrollment Management and Student Development shall decide whether the Student Conduct Policy shall be applied to conduct occurring off-campus on a case by case basis.

5. Student Conduct Subject to Sanctions: Conduct which is contrary to any of the following may subject the student to disciplinary action and shall constitute a violation. a. Scholastic Dishonesty - In order to maintain its credibility as an institution of higher education, the College must establish and maintain standards of academic honesty. Upon enrolling in the College, each student assumes an obligation to conduct his/her academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, through the normal procedures of course work evaluation, students’ course work will be evaluated and disciplinary action taken. The following statements identify the types of activities that would constitute violations of the College’s standards of academic honesty.
   1. Plagiarism - The unauthorized use of materials not written or created by the person claiming authorship. Plagiarism includes but is not limited to the following:
a. Turning in a written essay produced by someone else;
b. Collaborating on a written assignment without the specific approval of the instructor;
c. Borrowing materials from any source (professional or amateur) and turning them in as original; or
d. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.

2. Cheating - Dishonest acts committed while being tested or evaluated:
   a. Copying from another person’s tests or assignments;
   b. Using unauthorized test aids such as notes, drawings, books, etc., during an examination;
   c. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course’s required work-unless agreed upon ahead of time by the instructors of the second course;
   d. Aiding another student in dishonesty such as producing written work or sharing information during a test period;
   e. Fabricating research or source materials; or
   f. Stealing, buying, or somehow obtaining a test from an instructor’s work or computer files.

b. Computer Misuse - The following information sets forth the Computer Use Policy for Iowa Central Community College. Each individual who obtains a network/email count, or uses the computers and network resources made available by Iowa Central Community College, must understand that he/she is accountable for the policies set forth in this document. In addition, users assume responsibility for:
   - Protection of his/her passwords;
   - Reporting any breech of system security;
   - Reporting unauthorized use of his/her accounts;
   - Changing his/her passwords on a regular basis;
   - Frequently making backup copies of your work to ensure against loss; and
   - Clearly labeling works and opinions as his/her own before they are widely distributed.

Iowa Central Community College’s computer facilities and services are offered in support of teaching, learning, and research. Access to the computer systems and networks owned and operated by Iowa Central Community College impose certain responsibilities upon users, in accordance with College policy and local, state, and federal law. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system. The following constitute violations of the computer conduct policy:
1. Intentionally disrupting access of other students, faculty, or staff members to College computer and other technological resources;
2. Knowingly obtaining without authorization access to a computer account assigned to another person;
3. Knowingly using an account belonging to another student, faculty, staff, department, or organization for other than its intended purpose without permission from the owner;
4. Intentionally using any unauthorized account;
5. Using College computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records, creating fraudulent documents, damaging programs belonging to another, sending harassing or threatening material, or duplicating copyrighted software unlawfully;
6. Using computer or network services for commercial purposes;
7. Excessive game playing which impairs the academic work of other students;
8. Excessive WEB surfing not related to College course work and/ or assignments;
9. Sending excessive email or messages locally or over the network such as chain letters, advertisements or solicitations;
10. Knowingly installing or running a program that will damage or place an undue burden on the system;
11. Knowingly acting in a manner that will disrupt normal operations of computers of the network;
12. Using computer or network services in a way that violates copyrights, patent protections or license agreements;
13. Unauthorized copying of any software (including operating systems, programs, applications, databases, or code) which is licensed or protected by copyright;
14. Gaining unauthorized access to information that is private or protected, or attempting to do so;
15. Running programs that attempt to identify passwords or codes;
16. Interrupting programs that protect data or secure systems, or attempting to do so;
17. Monitoring or tampering with another person’s email;
18. Copying, changing, or deleting another person’s work;
19. Using another person’s password or allowing others to use yours;
20. Attempting to gain network privileges to which you are not entitled;
21. Using outside software programs in any lab or office. This includes, but is not limited to programs known as computer viruses, Trojan Horses, worms and personal software from home;
22. Personally installing hardware or software on any college-owned computer;
23. Changing computer CMOS settings;
24. Using a computer that would in any way be disruptive to the academic environment;
25. Removing computer equipment, software, or peripherals that are owned by Iowa Central Community College;
26. Food, beverage and tobacco products; and
27. Using the computer or computer systems to engage in the following forms of prohibited communication:
   a. Obscene, lewd, or sexually explicit images or text;
   b. Defamation;
   c. Advocacy directed to incite or produce lawless action;
   d. Threats of violence;
   e. Harassment based on sex, race, disability, or any other protected status; or
   f. Anonymous or repeated messages designed to annoy, abuse, or torment.
c. Discrimination and/or Harassment - Engaging in behavior which is discriminatory of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service will not be tolerated. Behavior may take the form of name calling, taunting, undesired statements regarding the person, graffiti, or other outward actions which are interpreted as discriminating to others. Behavior of this nature will not be tolerated and will be dealt with in accordance with the Discrimination Complaint Procedure. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.
d. Use or Presence of Alcohol or Controlled Substances on Campuses - The presence or use of alcohol or other controlled substances on all campuses, in all facilities of Iowa Central Community College, and at all College sponsored events is strictly prohibited. This regulation pertains to all Iowa Central Community College student housing facilities and surrounding grounds and at activities or athletic events, on and off campus. The College enforces the State of Iowa drinking laws, including the prohibition of use by persons under 21 years of age. Iowa Central Community College enforces both the State of Iowa and the Federal drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia.
The following actions constitute violations of the Substance Abuse Regulations:

1. Being personally present at a gathering where alcohol or other controlled substances are being consumed;
2. Being personally present in an area containing full or empty alcohol containers or drug paraphernalia;
3. Being under the influence of alcohol or another controlled substance in class, on campus, or at an off-campus College sponsored activity; or
4. Manufacturing, processing, selling, providing, using, or possessing any narcotic drug, marijuana, or other illegal controlled substance, and/or drug related paraphernalia on College property.

Violators of the Use or Presence of Alcohol or Controlled Substances regulations may be reported to proper authorities for legal action or possible arrest by law enforcement officials for apparent violation of local, state, or federal laws pertaining to illegal use or possession of alcohol or other controlled substances. Violators may also be required to participate in an alcohol or drug education program.

e. Other Conduct Subject to Sanctions -
   1. Acting or failing to act in a manner which causes concern for the health and safety of oneself or others. Assaulting, threatening, verbally or physically abusing, or endangering in any other manner the health or safety of; 1) a College student, staff, or instructor; or 2) any person on the campus or at a College-sponsored or supervised activity or event;
   2. Misusing or misappropriating College property or private property on campus or at off-campus College activities, including, but not limited to: theft; burglary; willful possession of stolen property; and willful destruction, damage, defacement, or mutilation of property belonging to, or in the custody of, the College or member of the College community;
   3. Using or possessing weapons, firearms, BB guns, tasers, knives, ammunition, explosives, fireworks, or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, air soft gun, laser pointer, and etc.) and other dangerous articles within College buildings, on campus (including parking lots), or at College-sponsored or supervised functions, except in authorized facilities and by students who are law enforcement officers required to carry such weapons at all times. A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal;
   4. Intentionally initiating a false alarm of a fire, bomb threat, or other catastrophe by verbally reporting one or by tampering with an alarm system or safety equipment;
   5. Engaging in the intentional setting of fires or explosions within College buildings or on the campus without proper authority;
   6. Threatening to place or attempting to place any incendiary or explosive device or material in or about the College premises or at the site of a College-sponsored activity;
   7. Willfully failing to identify oneself by name and/or comply with a proper order of any faculty member or other College official, including employed security personnel, properly identified (by stating his/her name and title if requested by a student) and acting within the scope of his/her authority;
   8. Intentionally disrupting the orderly process of the College or intentionally obstructing or defying access to services or facilities by those entitled to use such services or facilities. Intentionally interfering with the lawful rights of other persons on the campus. Inciting others to do any of the above;
   9. Operating a motor vehicle recklessly so as to pose a threat to the safety of others or to property, on campus, or at College-sponsored activities off campus. Failing to abide by the Iowa Central Community College traffic and parking regulations;
10. Making a disruptive noise in the vicinity of the College or at College-sponsored activities which disrupts the orderly, efficient, and disciplined atmosphere of the College or College-sponsored activity;

11. Engaging in willful misrepresentation of any material fact to faculty, College staff or others about one’s status, academic performance within the College or of the support, sponsorship, or approval by the College of the services or activities of any person, group, or organization;

12. Falsifying any document used to conduct academic, employment, housing, or other business of the College. This includes, but is not limited to, falsely reporting hours of employment, forging a signature, falsely reporting an incident, or in any other manner reporting false information to any College office;

13. Communicating any confidential information gained through student employment;

14. Any other willful or intentional inappropriate conduct for which the College can demonstrate a clear and distinct interest as an academic institution and which seriously threatens; 1) any educational process, operation or other function of the College; or 2) the health or safety of any member of the academic community;

15. Engaging in forgery, alteration, or misuse of any College records or documents, College keys or keycards, or student or staff identification cards;

16. Disorderly, lewd, indecent or obscene conduct; or

17. Violation of Iowa Central Residence Life and Student Housing rules, guidelines, policies, and procedures.

6. Sanctions: Any student who is found to have violated a regulation governing student conduct will be subject to the following sanctions and will be notified of the right to appeal.
   a. Reprimand - Written censure by the College. This written warning serves to remind the student that further violations of the regulations governing student conduct may result in more serious sanctions including but not limited to suspension. A record of disciplinary action is kept in the student’s file;
   b. Restitution - Reimbursement for damage to or misappropriation of Iowa Central Community College property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated Iowa Central Community College property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages;
   c. Disciplinary Probation - A warning indicating that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one year and the student shall be automatically removed from probation when the imposed period expires;
   d. Suspension of Rights or Privileges - An elastic penalty which may impose limitations or restrictions to fit the particular case;
   e. Hold on Records and Registration - Imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payments of the debt or final disposition of the case;
   f. Suspension from the College - Suspension can be imposed in such a manner that a student can be dismissed from a class, specific number of classes, program, student organization, activity, or the College. The privilege of readmission may depend on the fulfillment of certain conditions imposed by the College and/or the program. A suspended student may be prohibited from appearing on campus, at attendance centers, at off-campus classes, or at any activity sponsored by the College;
   g. Eviction - Eviction from the privilege of living in campus housing facilities may also include restrictions or denial of visiting privileges;
   h. Expulsion from the College - Expulsion can be imposed in such a manner that a student can be dismissed from the College. The privilege of readmission may depend on the fulfillment of certain conditions imposed by the College and/or the program and completed
thru the Office of the Vice President of Enrollment Management & Student Development. An expelled student may be prohibited from appearing on campus, at attendance centers, at off-campus classes, or at any activity sponsored by the College; or
i. Reducing the student’s grade in a course and/or revocation of awarded decree: student conduct subject to sanctions discovered by the College after a student has completed a course and/or after a student has been awarded a degree may result in reducing the student’s grade for the course, assigning an “F” for the course, or may result in revocation of an awarded degree.

7. Disciplinary Procedures: Procedures are designed to cover charges against students based on alleged violations of the above student conduct subject to sanctions. The Board of Directors of Iowa Central Community College confers upon the faculty and staff the power to invoke sanctions to protect the educational processes and the rights of students, faculty, and staff. Any person may bring a complaint against a student under these procedures based on the student’s alleged violation of one or more of the regulations. All such complaints shall be in writing.

a. Notice to Appear - A student may be ordered to appear before a Department Head, Director, Dean, Vice President, President, or designee, in connection with an alleged violation by a written or verbal notice.
- The notice shall direct the student to appear at a specified time and place and provide the student a description of the student conduct subject to sanctions alleged to be violated; and
- Failure to comply with a Notice to Appear constitutes a violation of the Student Code of Conduct and may result in additional disciplinary sanctions. If the student has not contacted the President, Vice President, or designee, and/or does not appear at the hearing, the President, Vice President, or designee, may make a decision of responsibility or non-responsibility and the sanction.

b. Informal Hearing - When the student appears before a Department Head, Director, Dean, Vice President, or designee, the College official shall advise the student of his/her rights as set forth in this Student Code of Conduct. After completing discussion and investigation of the charge, the designated College official shall provide the student with a written statement within five (5) full College class days from meeting date, which states the following:
- The nature of the violation;
- The sanction that will be imposed and its implications; and
- The right to appeal the decision of the Vice President, or designee, according to the procedures listed in the Student Code of Conduct.

c. Interim Suspension - The Vice President of Enrollment Management & Student Development, Vice President of Instruction, or designees, shall have the authority to immediately and summarily suspend any student, when in the opinion of any of these officials: 1) such student is alleged to have violated any student conduct subject to sanctions as provided in this Student Code of Conduct; and 2) whose presence poses a continuing danger to persons and/or property, and/or who is an ongoing threat of disrupting the academic process, is subject to an immediate temporary suspension from a class, a specific number of classes, a program, an activity, athletic participation, housing and Residence Life, or the College. A temporary suspension shall be followed by appropriate notice and an informal hearing before the appropriate Vice President/Dean as soon as possible. Depending upon the circumstances, the temporary suspension may be continued until the completion of these procedures. This Interim Suspension process includes the authority of the Vice President of Enrollment Management & Student Development, Vice President of Instruction, or designees, to immediately and summarily evict the student from a College housing facility.
d. Disciplinary Removal - A faculty or staff member may enact immediate temporary removal of a student from a class, office, attendance center, clinical site, or other Iowa Central related facility for disciplinary reasons. These include, but are not limited to:
   1. Any attempt to threat by words or actions which causes concern for the health and safety of others;
   2. Possession, use, sale, or purchase of illegal drugs or intoxicating beverages on campus;
   3. Destruction or theft of College property or another person’s personal property; or
   4. Any activities causing a major disruption or disturbance.

e. Appeal Procedures - A student who receives a written notice of sanction under this Student Code of Conduct may request in writing to the President, Vice President, or designees, within three (3) full College class days of the student’s receipt of the written notice of sanction that the charge be pursued through an appeal. The President, Vice President, or designees, shall initiate discussions within three (3) full College class days from receiving the student's written appeal request. Within five (5) full College class days after the investigation, the President, Vice President, or designee, may either:
   - Dismiss the allegation as unfounded, either before or after conferring with the student;
   - Modify the sanction given; or
   - Agree with the sanction imposed.
   The President, Vice President, or designee, will determine if any one of the following constitutes reason for dismissing the allegation or modify sanctions:
   - The student’s due process rights were substantially violated in the hearing process;
   - There was not substantial evidence to support the decisions reached;
   - There is new material evidence that could not have been discovered at the time of the hearing; or
   - The sanctions imposed were too severe or not appropriate for the violation.
   The President, Vice President, or designee will send his or her decision in writing to the student by means of the email address provided by the College to the student or to a different email address if the student has requested in writing that the College use an alternate email address.

f. Appeal to the Board of Directors - If the student still feels his or her side was not heard or disagrees with the President, Vice President, or designee’s written decision, the student has five (5) full College class days from the student’s receipt of the written decision of the President, Vice President, or designee to submit a written appeal and request for a formal hearing with the College Board of Directors. The student must deliver his or her written appeal and request for a formal hearing with the College Board of Directors by letter mailed by United States Postal Service, email, or in person to the Secretary of the College Board of Directors.

An appeal hearing may be conducted before the College Board of Directors or a subgroup thereof consisting of at least three (3) members of the Board to be appointed by the Chairman of the Board of Directors. The hearing shall be informal to the extent that each side is afforded the maximum opportunity to present information to support or dispute the recommendation by the President without legal technicality. Hearsay is admissible. The President or his /her designated representative will present information in support of the recommendation to indefinitely suspend or expel. The student or his/her representative or advisor will present information to oppose the recommendation of the President. Either side may call witnesses and/or confront witnesses called in support or in opposition to the recommendation. The hearing will be conducted in a session closed to the public except for those parties participating in the hearing. Witnesses may be sequestered.
The hearing will be recorded by tape or any other fashion as to provide an adequate record. The decision of the appeal to indefinitely suspend or expel a student will be based solely on evidence introduced at the hearing. The decision will be mailed in writing to the student or personally delivered to the student within three (3) days from the date of the hearing. The decision of the appeal will state concisely the findings and conclusions of the decision makers. The Board, or subgroup thereof, may be represented by counsel throughout the aforementioned procedures. No counsel hired by the Board may advocate or present evidence on behalf of either party in support of or in opposition to the recommendation.

g. Rights at Hearing - The student who has appealed a decision has the following rights at a hearing: 1) to present his/her side of the story; 2) to present witnesses and evidence on his/her behalf; 3) to cross examine witnesses presenting evidence against the student; and 4) to be represented by an advisor at the student’s expense. Throughout the process, the student should work with the Board Secretary or designee who will assure that the student understands his/her rights and the procedures involved.

h. Advisors or Legal Counsel Representing Students in Academic or Disciplinary Hearings – Iowa Central Community College is making this statement available to advisors/attorneys that have been retained by students charged with violations of the academic or disciplinary procedures of the College so that the roles and purposes of these proceedings will be clear to all participants. Please note an advisor is permitted for the charged party. The hearings conducted by the College Board of Directors are not quasi-judicial proceedings. Therefore, advisors/counsel may be present to advise clients but may not actively participate by questioning witnesses, cross-examining witnesses, or other participants not formally addressing the Board. The role of the attorney is to advise clients and assist them in performing such questioning. The presiding officer of the Board will determine whether offered evidence is admissible, but the Rules of Evidence will not be applied. Both written and oral testimony may be used. The standard for admission of evidence is that “which reasonable prudent persons are accustomed to rely on in the conduct of their serious affairs.” Determination standard is preponderance of the evidence. Students who are involved in these hearings will be provided with the complete policy and procedure statement of the College.

8. Disciplinary Records: If disciplinary action is taken against a student under the procedures outlined above and a sanction imposed, a record of the action will be kept by the Vice President of Enrollment Management & Student Development. Record of nonacademic disciplinary sanctions will not, however, appear on the charged student’s transcript but a copy may be maintained in the student's file. Disciplinary actions are part of the education records of the student and consequently are not available for public disclosure or discussion. The College will not disclose information outside the College relating to the student’s nonacademic disciplinary record, except as allowed by law or when prior written permission from the student has been received.

**GRIEVANCE/APPEAL POLICY**

**Student Rights and Responsibilities**

Students of the College have both rights and responsibilities as described in the Iowa Central Community College Student Handbook and in Board Policy. Iowa Central’s mission is to provide for the varied educational needs of the diverse student body through accessible, flexible, community centered programs with a commitment to excellence in teaching and learning. This can occur in an environment that fosters intellectual inquiry within a climate of academic freedom and integrity. Students and instructors are expected to promote these goals in the context of inclusiveness, mutual respect, and tolerance of others, as ideas are explored, facts gathered, opinions weighed, and conclusions drawn.
Process for Student to Express Academic Concerns and Complaints

From time to time, a student may have concerns about such issues as scholastic dishonesty, discrimination, disability accommodations, or grading grievance. If the student’s concern relates to:

- Educational records, the student should follow the review/grievance procedures in Board Policy Number 404; Student Handbook, Pages 15, 18 (FERPA)
- A finding of scholastic dishonesty, the student should follow the appeal process in Board Policy Number 407; Student Handbook, Page 34 (Scholastic Dishonesty)
- A student grade, the student should follow the review procedure in Board Policy Number 408; Student Handbook, Page 23 (Grade Appeal)
- Conduct by the instructor perceived by the student to be a violation of the College’s nondiscrimination/harassment policy, the student should follow the complaint procedure in Board Policy Number 414; or Student Handbook, Page 24 (Harassment)
- A student may have other academic concerns and complaints about a particular classroom experience, specific curricular matters, instructor conduct in the classroom or in another instructional setting that adversely affects the learning environment, misuse of instructor authority to promote a political or social course within an instructional setting, inequities in assignments, scheduling of examinations at other than published times. If such concerns arise the student should follow the procedure in Board Policy 415 described below:

1. Ordinarily, the student should first attempt to resolve the concern with the instructor.
2. If after meeting with the instructor, the student believes his/her concern is not resolved, or, if the student does not feel, for whatever reason, he/she can directly approach the instructor, the student should meet with the Dean of the department/program. This meeting shall be scheduled within 10 calendar days after meeting with the instructor. The Dean shall investigate the concern fully, including meeting with the instructor and the student and attempt to resolve the concern.
3. If the concern is not resolved to the satisfaction of the student, the student may submit within five calendar days after the meeting with the Dean, a written summary of his/her concern to the Vice President of Instruction. The Vice President will confer with the Dean, the instructor, and the student in an attempt to resolve the concern.

HEALTH REQUIREMENTS

Pre-Entrance Physical

The objective of the health program is to promote positive health habits, in addition to prophylaxis and the advocating of early treatment of disease. Iowa Central Community College reserves the right to deny admission, acceptance, and participation, and/or continued participation to any health care program per agency policy. Students in health care programs are required to comply with any and all policies created and implemented by ICCC and its clinical affiliates. The Radiologic Technology program requires all students have a current and complete health record turned in prior to the first day of class. A pre-entrance physical including specified immunizations must be completed. The physical examination forms will be provided at orientation and online through Castle Brance. The cost of the required physical examination is the student’s responsibility. No student will be allowed to begin clinical education without a completed medical form.

Students are advised that any and all health care facilities associated with Iowa Central may deny admission to or remove any student placed in the facility if, at the discretion of the health care facility, the admissions of the student, or the continued presence of the student would present or continue a risk to the healthcare facility or any of its patients or employees.

Iowa Central contracts with Castle Branch to manage background check and clinical requirements. Once you are accepted to the health program, you will receive information on
how to initiate this process. In addition, the information will contain the cost of utilizing and the deadline for initiating and completing this process. It is the student’s responsibility to purchase the Castle Branch package and meet the associated deadlines. Students that fail to purchase this package and/or meet the health, training, and/or background check requirements will not be allowed to enter or continue in the program. Students are responsible for all financial liabilities associate with not meeting these requirements.

Throughout the program, certain immunizations and training need to be completed annually; all required health requirements must be kept-up-to-date.

**Students will not be allowed to attend clinical if compliance requirements are not current. Students missing clinical as a result of incomplete immunizations or background check will be counted absent from clinical. Failure to do so may result in failure of the clinical course; this could also result in being administratively withdrawn from the course, and the student would be unable to continue in the program due to program requirements. Students then need to follow the programs re-entry policy.**

A list of the required immunizations can be found on the physical exam form.

**STUDENTS SHOULD MAKE A COPY OF THE COMPLETED MEDICAL FORM FOR THEIR PERSONAL RECORDS. COPIES WILL NOT BE MADE.**

Prior to participating in any clinical rotation, students must submit the following evidence to Castle Branch.

<table>
<thead>
<tr>
<th>Health Requirements <strong>The cost of immunizations is the students responsibility</strong></th>
</tr>
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<tbody>
<tr>
<td>Completed physical within the last year</td>
</tr>
<tr>
<td>Tetanus-Diptheria (within the last 10 years)</td>
</tr>
<tr>
<td>2 Mumps, Measles and Rubella (MMR) immunizations or positive antibody titer</td>
</tr>
<tr>
<td>2 Varicella (Chicken Pox) immunizations or positive antibody titer</td>
</tr>
<tr>
<td>Annual Flu Shot (due October 15th each year) or a signed decline form</td>
</tr>
<tr>
<td>Hepatitis B (series of 3 immunizations) or a signed decline form</td>
</tr>
<tr>
<td>All students are required to read and sign the Hepatitis B vaccine consent/waiver form to be placed in his/her file.</td>
</tr>
<tr>
<td>Completed 2-Step TB skin test or negative QuantiFERON Gold</td>
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<tr>
<td>Blood test or negative T-Spot blood test</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Certification (American Heart Association Health Professional BLS OR American Red Cross CPR for the Professional Rescuer)</td>
</tr>
<tr>
<td>Mandatory Reporter for Child and Dependent Adult Abuse Training</td>
</tr>
<tr>
<td>Iowa Central HIPAA &amp; Bloodborne Pathogens Trainings</td>
</tr>
</tbody>
</table>

A student who declines the flu vaccine will need to wear a mast at all times during clinical after October 15th.

All students are strongly recommended to have their own health insurance policy. A health insurance plan is available to Iowa Central students through the school nurse. The clinical agencies do not provide insurance coverage for students injured while in their respective agencies. Students need to assume full responsibility for their own accidents or injuries which may occur in any of the clinical settings, classrooms or lab settings.
**INCOMPLETE**

An incomplete in a didactic/clinical course requires the make-up work be completed within the next college term, in order to receive a grade for the course. The student is responsible to arrange with the instructor to complete course work. Please note co-requisites and prerequisite requirements to progress in the program.

**JOINT REVIEW COMMITTEE ON EDUCATION in RADIOLOGIC TECHNOLOGY**

**COMPLIANCE WITH JRCERT STANDARDS POLICY**

The Radiologic Technology Program strives at all times to be in compliance with the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences effective January 1997.

A copy of these Standards can be found in the Master Plan of Education in the Radiologic Technology Program Director's Office.

A copy of the most recent completed Self-Study is also located in the program directors office.

Individuals who have a concern that the program is not following the Standards or is not in compliance with the Standards, can register a concern in writing with the Radiologic Technology Program Director. The Program Director will review the concern and make a response in writing within 5 working days.

The concern and response will then be reviewed by the Dean of STEMM.

Forms are available in the appendix of this handbook to register a concern.

**Latex Allergy**

Health Care providers are one group of people at risk for developing latex allergies. Allergic reactions to products made from latex are increasing in incidence and severity. If a student has a latex sensitivity, the student must inform their instructors so appropriate measures can be taken for the student at a clinical site.

**PERSONAL RECORDS**

The policy on what is considered student public records and private records follows federal law. Public records include name, address, phone number, your current class schedule, attendance dates, current Iowa Central Community College status, and high school attended and graduation date.

Your private records (those we only give out with your documented permission) include test scores, high school and college rank, grades and grade slips, grade point, transcripts and confidential recommendations.
PROGRAM PROGRESSION

All courses in the Radiologic Technology program core curriculum (classes with RAD-prefix) must be taken in the specified order. Each course has prerequisites that must be fulfilled prior to beginning the course. If a student receives a final grade of “D” or “F” in any course they may not continue on into the next semester of the program. Failure to resolve an “I” (incomplete) before the next semester begins will also prevent the student from progressing in the program. If a student withdraws from the program, they may be eligible for re-entry (see readmission policy following) but must complete the program within 3 years.

Orientation/Registration

Once students are accepted into the Radiologic Technology Program they must attend an orientation/registration meeting. At this meeting students will be given information about CPR, Dependent Adult & Child Abuse certification, prerequisites, pre-entrance physical form, background check forms, immunizations and uniforms.

A pre-entrance physical form and certification in basic cardiac life support must be completed prior to starting the radiology courses. All Radiologic Technology students must complete a Criminal Record/Child and Adult Abuse Check prior to attending clinical.

RE-ADMISSION

Students may re-enter the program at the point they withdraw if they have successfully completed prior course work. Students must inform both the program director, clinical coordinator and the admissions office of their plan on re-entering the radiography program by writing a formal letter informing them of their intention for readmission. Students will not be automatically re-admitted. Re-admittance is based upon space available, admissions criteria, radiology committee approval. Radiology committee approval will be based on testing the student in radiographic procedures competencies, students motivation and sincere intent to succeed in the program, prior clinical and classroom performance.

The Radiologic Technology Program must be completed within three years of the student’s initial program starting date.

Sexual Abuse and Sexual Harassment
See Iowa Central Community College Student Handbook.

SCHOLASTIC DISHONESTY

Iowa Central Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating and plagiarizing. Plagiarism is presenting someone else’s words as one’s own, whether in writing or in speaking. Cheating and plagiarism, whether intentional or accidental, are serious offenses.

Scholastic dishonesty will not be tolerated in any course. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.

One is plagiarizing if one:
Uses direct quotes without quotation marks and textual citation of the material;  
Paraphrases without crediting the source;  
Presents another’s ideas as your own without citing the source;  
Submits material written by someone else as your own (this includes purchasing or borrowing a paper);  
Submits a paper or assignment for which one has received so much help that the writing is significantly different from one’s own.

One is cheating if one:

Copies someone else’s exam or homework;  
Purposefully allows another student to copy your work or submit work you have written as his/her own;  
Refers to text, notes or other materials during an exam without authorization to do so;  
Submits a paper or assignment for which you have received so much help that the writing is significantly different from your own;  
Passes test answers to another student during or before a test.

Disciplinary Action by the Instructor:

An instructor who suspects a student of scholastic dishonesty will inform the student of the allegation as soon as possible. It is up to the instructor to determine the disciplinary action to be taken, which could include giving the student a zero for the assignment, reducing the student’s grade for the course, assigning an “F” for the course, or other action. The instructor will send a written report of the incident to the student, the appropriate Dean of STEMM and the Vice President of Instruction. If the instructor concludes that the incident merits additional disciplinary action (such as suspension or expulsion, he/she will send a written report of the case to the Vice President of Instruction for recommended additional disciplinary action.

Special Assistance

Iowa Central Community College offers a wide variety of individual help for students. We have academic assistance in the Academic Resource Center & Student Support Services/TRIO programs, a licensed counselor, a school nurse and services to help students map and achieve goals. These services are free of charge and available to all Iowa Central students:

- Academic Resource Center (ARC): 515.574.1045
- Counselor: 515.574.1051
- Triton Enrichment Center: 515.574.1192
- Nurse: 515.574.1047
- Student Support Services/TRIO: 515.574.1165

If you may need an accommodation based on the impact of a disability, please contact the Academic Assistance & Accommodations Coordinator to discuss your specific needs and to determine appropriate accommodations. The office for accommodations is located in the Academic Resource Center and can be reached by calling 515.574.1045. For online information about accommodations, please go to http://www.iowacentral.edu/arc.
STUDENT CONDUCT

Students are expected to conduct themselves according to the laws governing the community college regulations. The rights and welfare of all students is a prime consideration of the college.

All Iowa Central Community College professional personnel share the responsibility for seeing that the behavior of students meet the standards of conduct conducive to a learning situation.

- If after entering the program, you find that Radiologic Technology is not your area of interest, please do not hesitate to discuss this with the Program Director.

- **YOU** are responsible for **YOUR** future – Strive to create a rewarding and successful career in Radiologic Technology. Make a firm foundation in your **PERSONAL** and **PROFESSIONAL** life.

You, a potential Radiologic Technologist, will be evaluated by your employer. This person will expect and evaluate you on the personal traits listed below, in addition to the competencies and knowledge you possess. Therefore, the Radiologic Technology Instructors will evaluate you on the personal traits you display. These traits are deemed necessary to become a **PROFESSIONAL RADIOLOGIC TECHNOLOGIST**.

**EVALUATIVE FACTORS:**

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Speed of performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal relationships</td>
<td>Initiative</td>
</tr>
<tr>
<td>Interest in profession</td>
<td>Integrity, honesty (Falsifying Records)</td>
</tr>
<tr>
<td>Dependability</td>
<td>Loyalty</td>
</tr>
<tr>
<td>Courteousness</td>
<td>Self-confidence</td>
</tr>
<tr>
<td>Reliability</td>
<td>Emotional maturity</td>
</tr>
<tr>
<td>Articulateness</td>
<td>Motivation</td>
</tr>
<tr>
<td>Adaptability</td>
<td>Cooperativeness</td>
</tr>
<tr>
<td>Enthusiasm</td>
<td>Promptness</td>
</tr>
<tr>
<td>Good judgment, common sense</td>
<td>Attitude</td>
</tr>
<tr>
<td>Competence</td>
<td>Acceptance of criticism</td>
</tr>
<tr>
<td>Poise</td>
<td>Work habits</td>
</tr>
<tr>
<td>Tact</td>
<td>Organizational ability</td>
</tr>
<tr>
<td>Neatness</td>
<td>Personal appearance</td>
</tr>
<tr>
<td>Ability to follow directions</td>
<td>Mannerisms</td>
</tr>
<tr>
<td>Leadership</td>
<td>Independent work</td>
</tr>
<tr>
<td>Thoroughness</td>
<td></td>
</tr>
</tbody>
</table>

**SUSPENSION/DISMISSAL**

The power to temporarily dismiss a student for three (3) days is conferred upon by the Vice President of Instruction. This official may also re-admit suspended students. Notice of suspension in writing shall be given by the Vice President of Instruction immediately.
The Vice President of Instruction may propose expulsion of a student for cause. Such expulsion shall become final when approved by the Board of Directors. Applications for re-admission by any expelled student shall be submitted to the Board of Directors by the Executive Office.

**TEST MAKE UP DAYS**

Any student absent on the exam day, have one week to make up a missed exam. Missed exams are taken at the Testing Center located in the Academic Resource Center (ARC). Any student absent on the exam day will receive 10% off of their score for all RAD courses. **If a student fails to make up a test within the week allowed, he/she will receive a zero (0) for that test grade.**

Make up exams may be different than the original exam given in class.

**Temporary Illness, Injury, Pregnancy, or Related Conditions**

Students must be able to successfully participate in all program activities whether in the classroom, laboratory or clinical setting. This includes, but is not limited to, the capacity for sensory and motor functions that allow independent laboratory/clinical performance and routine and emergency client care. It’s essential that students are able to perform a number of physical & cognitive activities in the clinical portion with or without accommodations. If a student believes that he or she cannot meet one or more of the standards without accommodations, the Disability Services Coordinator, the Radiologic Technology Program, and the student must determine, on an individual basis, whether a reasonable accommodation can be made. Student should refer to the Radiologic Technology program required essential skills and functional abilities/requirements.

A) Any student having a temporary medical condition (or other condition) that inhibits or restricts activities must supply, to the IC Disability Services, a written explanation from his/her physician.

B) Should a student require any type of special accommodation to participate fully, the student must discuss possible accommodations with the IC Coordinator. IC Disability Services and the student will work with member of the IC Radiologic Technology Program to determine if reasonable accommodations may allow for successful participation in program activities.

C) Students with temporary medical conditions, such as pregnancy, may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. Documentation from the attending physician will be required stating that the student is able to meet program objectives & expectations. Accommodations will be made if reasonable and possible. If it’s determined that reasonable accommodations are not possible for the presenting issue, student may withdraw, following program guidelines for readmission at a later date.

The student must meet the objectives of the course in order to continue in the program.

**TRANSFERS**

Transferring into the Radiologic Program is a difficult process, due to variances between program course offerings. Additional semesters may be necessary to complete all program requirements. Students wishing to transfer into the Radiologic Technology program must have their transcripts evaluated by the program director and college registrar. Grade point average is
evaluated, and courses completed previously must be of comparable content, semester hours, and clock hours. The length of time since the student completed the course work is also reviewed. Students transferring will be required to successfully complete a radiographic procedures competency testing before admission into the program. This will be administered by the radiography faculty.

**Transportation**

Students must provide their own transportation when enrolled in clinical education RT courses and will be required to drive outside of the immediate area. Students may be assigned to day and/or evening shifts. Possible clinical sites utilized can be found in the appendix.

**WITHDRAWAL**

To withdraw from a class the student should access their WebAdvisor account and fill out the drop form, informing the instructor of his/her intent. This electronic form will be sent to the registrar's office and electronically sent to the advisor for acceptance to be official. Failure to follow this procedure will result in an "F" on the permanent record. The last date for a student to drop a class without receiving an "F" may be found in the Iowa Central Community College Student Handbook.

To withdraw (drop) from all classes, a withdrawal form is on WebAdvisor for you to fill out.
RT
CLINICAL
EDUCATION
INFORMATION
CLINICAL EDUCATION INFORMATION

The clinical phase of the program is developed in correlation with the didactic phase of the program. Application of classroom lectures is transferred and applied through clinical education assignments. Students’ progress in their clinical skills and perform competency tests until all terminal competencies are met as stated in the essentials and guidelines.

Iowa Central Community College utilizes the area hospitals and clinics as education centers for student assignments.

ARRT COMPETENCY REQUIREMENTS

The purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the radiography examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education.

General Performance Considerations

Patient Diversity
Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition

Simulated performance
The ARRT requirements specify that certain clinical procedures may be simulated as designated in the specific requirements below. Simulations must meet the following criteria:

- The candidate must simulate the procedure on another person with the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient. Examples of acceptable simulation include positioning another person for a projection without actually taking the x-ray beam and performing venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device
- The program director must be confident that the skills required to competently perform the simulate procedure will transfer to the clinical setting, and, if applicable, the candidate must evaluate related images.

The radiography ARRT didactic and clinical competency requirements can be found at: https://www.arrt.org/docs/default-source/discipline-documents/radiography/rad-competency-requirements.pdf?sfvrsn=396002fc_22
**HOURS AND ASSIGNMENTS**

An eight and a half hour clinical day is to include a half hour lunch break, one 15 minute morning break, and one 15 minute afternoon break. These times will vary according to the activity status of the department. All breaks need to be approved by the clinical instructor or other appropriate radiologic technologist.

**Clinical Hours:** These hours are approximate—Clinical hours may vary according to assigned site.

- **Day Shift** 5:00 a.m. - 7:00 p.m. (1900) Monday through Friday
- **Non Day Shift** Any shift extending beyond 7:00 p.m (1900). Monday through Friday or any time on Saturday and/or Sunday.
  
  Non day shift hours limited to no more than 25% of total clinical hours.

Non day shift clinical rotations will be accomplished through the utilization of one weekend and one week of evening scheduling at the following clinical sites (Ames, Boone, Unity Point-Fort Dodge, Spencer, Storm Lake and Iowa Falls).

The hours for these shifts are listed above. Rotations other than days will be determined by the clinical instructor and the student.

Throughout the student’s time in the program, they will be assigned to one clinical site which allows them to observe mammography. This is not a guarantee they will be able to observe the exam due to the sensitivity of the exam, it will be up to the patient if they would allow a student in to observe. We will also follow the JRCERT Position Statement on Mammography Clinical Rotations, this can be found at [www.jrcert.org](http://www.jrcert.org).

The following clinical sites allow students to observe mammography (Algona, McFarland Clinic, Audubon, Boone, Britt, Carroll, Cherokee, Emmetsburg, Estherville, Fort Dodge Unity Point, Harlan, Iowa Falls, Jefferson, Lake City, Perry, Sac City, Spencer, Spirit Lake, Storm Lake Hospital, Webster City Hospital, and Webster City Clinic)

The student, in any case, will not be in the hospital setting past 10:30 p.m. nor assigned to non-day shift hours unless there is a Radiologic Technologist present. Non-day shift rotations will take the place of daytime rotations and will not be an added shift. All students will complete a non-day shift rotation at sometime within the two year program. A copy of the Non-Day Shift Assessment form is on page 107.

Technologist to student ratio will not be less than one to one.

**Non-Day Shift Objectives**

**Evening and Weekend Rotations**

All students will attend non-day shift clinical rotations.

Non-day shift rotations provide valuable experience in non-routine and trauma situations. Students have an opportunity to be involved with radiologic procedures typical of evening and weekend shifts and gain exposure to challenging patient situations such as trauma radiography.

**Objectives**

- Understand that the chain of command and department protocol for evening and weekend clinical rotations differs or may differ from that of normal routine day-shift protocols.
• Effectively communicate with all appropriate healthcare personnel while on evening and weekend shifts
• Learn emergency room radiographic procedures and trauma protocols.
• Demonstrate ability to assess a situation and adapt accordingly to difficult and challenging patients while performing or assisting in radiology procedures.
• Evaluate and critique images with the assistance of supervising technologist.
• In trauma situations maintain: professionalism, logical and timely execution of the procedure, and radiation safety awareness.
• Adapt to varying clinical situations presented during evening and weekend rotations, modifying positioning and exposure techniques when patient condition warrants.
• Exhibits enthusiasm, initiative, and self-motivation during the entirety of the rotation.
• Independently perform examinations in which the student is clinically competent.

ASSIGNMENT OF CLINICAL EDUCATION CENTER

Health Care facilities throughout Northwest and North Central Iowa are used as clinical sites. Upon enrollment into the Radiologic Technology Program, the student will select a minimum of 5 clinical sites they could rotate through. An effort will be made to assign the student to these sites. If this is not possible, preference will be given to those first enrolled.

Students need to provide their own transportation while enrolled in any of the Clinical Education courses. All students will be assigned to an evening and weekend shift.

Possible clinical sites and miles from Fort Dodge are as follows:

**Distances from Fort Dodge (One Way)**

<table>
<thead>
<tr>
<th>Location</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algona</td>
<td>45</td>
</tr>
<tr>
<td>Ames</td>
<td>65</td>
</tr>
<tr>
<td>Audubon</td>
<td>80</td>
</tr>
<tr>
<td>Boone</td>
<td>50</td>
</tr>
<tr>
<td>Britt</td>
<td>60</td>
</tr>
<tr>
<td>Carroll</td>
<td>57</td>
</tr>
<tr>
<td>Cherokee</td>
<td>81</td>
</tr>
<tr>
<td>Clarion</td>
<td>42</td>
</tr>
<tr>
<td>Webster City</td>
<td>23</td>
</tr>
<tr>
<td>Belmond</td>
<td>52</td>
</tr>
<tr>
<td>Algona</td>
<td>42</td>
</tr>
<tr>
<td>Spirit Lake</td>
<td>112</td>
</tr>
<tr>
<td>Emmetsburg</td>
<td>62</td>
</tr>
<tr>
<td>Humboldt</td>
<td>16</td>
</tr>
<tr>
<td>Jefferson</td>
<td>45</td>
</tr>
<tr>
<td>Lake City</td>
<td>40</td>
</tr>
<tr>
<td>Estherville</td>
<td>90</td>
</tr>
<tr>
<td>Perry</td>
<td>57</td>
</tr>
<tr>
<td>Pocahontas</td>
<td>45</td>
</tr>
<tr>
<td>Sac City</td>
<td>38</td>
</tr>
<tr>
<td>Harlan</td>
<td>120</td>
</tr>
<tr>
<td>Storm Lake</td>
<td>60</td>
</tr>
<tr>
<td>Spencer</td>
<td>94</td>
</tr>
</tbody>
</table>

Clinical sites for the Iowa Lakes Region are:

**Distances from Emmetsburg (One Way)**

<table>
<thead>
<tr>
<th>Location</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algona</td>
<td>24</td>
</tr>
<tr>
<td>Spencer</td>
<td>24</td>
</tr>
<tr>
<td>Spirit Lake</td>
<td>42</td>
</tr>
<tr>
<td>Estherville</td>
<td>1</td>
</tr>
</tbody>
</table>

Clinical sites for specialty areas may differ from those above, but in no case will mileage exceed 130 miles each direction.
Students usually change clinical sites at least every other semester. This depends upon the number of students in the program. Site determination is based on student residence, type and number of radiology exams in each hospital.

**ATTENDANCE**

- Students are to arrive promptly to their clinical area.
- If a student will be late or absent, they are required to notify Iowa Central Community College and their Clinical Site (preferably the clinical instructor) at least 30 minutes before their scheduled start time. **Failure to follow this procedure will result in the student’s clinical assessment grade being lowered one complete letter grade during that assessment period.**
- Students may be absent from clinical no more than 3 days during any fall or spring semester or 2 days during any summer session. **Having more than the maximum allowed absences during any semester or summer session will result in the withdrawal of the student from Clinical Education.**
- All absences must be made up. The student will determine when this may be done by arranging it with the site clinical instructor, all absences must be make up in 4 hour blocks, unless there is an extenuating circumstance. If this is the case the program director and clinical coordinator will help determine the situation for making up clinical hours.
- All make up time must be completed at the clinical site where it occurred and if the absence occurred during an evening or weekend rotation, the makeup time must be scheduled and completed on another evening or weekend shift.
- Students are required to fill out an absence make-up form for all make up time. The form must include the signature of the supervising technologist.
- **Tardiness is expected to be made up on the day it takes place.**
- Students are not permitted to leave early from the clinical sites unless they are given prior approval from the Iowa Central Community College staff and/or clinical instructors.
- Clinical time may not be made up during Iowa Central Community College holiday or staff non-work day
- Students may not skip lunch to leave early.

**CLINICAL ASSESSMENTS**

Students will be assessed by their clinical instructor a 3 times during the fall and spring semester, and 2 times per summer semester. These assessments will be utilized to help determine the student’s grade. Weighting of the evaluation will be dependent on the student’s level in the program, the weighting for first year students will be different than it is for the second year of the program.

Examples of the clinical assessment forms can be found in the Appendix of the Handbook. Examples of the Final Clinical Evaluation Forms can be found in the Appendix of the Handbook.

**CLINICAL EVALUATION**

Clinical grades are determined by:
- -Clinical assessment: 50% of total grade
- -ICCC Competency Evaluation: 25% of total grade
- Exam Log: 10% of total grade
- ARRT Competency Requirement: 15% of total grade

Failure to comply with attendance policy and/or dress code will result in clinical assessment grade for that period grade being lowered a full letter grade for each of the above infractions. Possibility of having grade lowered 2 letter grades per clinical assessment, based on non-compliance.

**CLINICAL INSTRUCTORS**

Clinical instructors are determined by Radiology Managers at each clinical Institution and ICCC Radiography Staff.

1. Please feel free to consult with the program director or clinical coordinator relative to any problem or concerns that may arise during the college year.

2. If an issue should arise, the proper order for resolution should be followed: Clinical Instructor at the site; Althea Rouse – Clinical Coordinator; Lindsay Heffernan –Radiologic Technology Program Coordinator; John Hansen - Dean of STEMM, Dr. Stacy Mentzer– Vice President of Instruction; Dr. Dan Kinney – President.

3. Radiology faculty want to do everything we can to assist you in helping reach our program goals and helping Iowa Central students become entry level radiographers. We need and value your feedback and input in our program and students. YOUR conscientious effort, commitment, communication, and cooperation are needed to accomplish these goals.

**CLINICAL INSTRUCTOR RESPONSIBILITIES / DUTIES**

Each clinical education center has designated clinical instructors. These individuals are responsible for:

- Ensuring that the clinical objectives for the program are met
- Ensuring that a supervised clinical environment is maintained
- Ensuring the orientation checklist is performed
- Submission of completed clinical assessment forms throughout the semester
- Providing feedback for assigned students
- Clinical Instructors are required to sit down with each student after each assessment to communicate their score/grade
- Critiquing images performed
- Expand and develop students patient care skills
- Attend clinical instructor meetings
- Submission of a curriculum vitae
- Sincere intent to help the student become an entry level radiographer
- If a student is NOT participating in their procedures at clinic, the program director and clinical coordinator need to be notified by email, immediately (heffernan@iowacentral.edu & rouse@iowacentral.edu)

In addition to the above responsibilities the clinical instructors will receive annual feedback from ICCC after compiling the site evaluations from the students.

Clinical instructors are selected by the Radiology manager of each clinical education center and ICCC Radiography Staff. The individual selected must meet the following requirements as outlined in the Essentials and Guidelines of the J.R.C.E.R.T.:

- Current ARRT and/or Permit to practice
- 2 years of clinical experience
CONFIDENTIALITY

In keeping with professional ethics, any information of a confidential nature may not be divulged or discussed with others outside the professional setting. Breeches of confidentiality violate the rights of clients in the affiliating institution and jeopardizes the student’s status in the program and/or may result in legal action.

Students will be required to view a training program regarding confidentiality yearly prior to beginning clinical rotations. A signed agreement will be required to ensure understanding and compliance.

DOCTOR APPOINTMENTS

Routine doctor appointments (checkups) should not be scheduled during clinical or class time. Only in an emergency should clinical or class time be missed for doctor appointments.

FUNERAL POLICY

A student may receive three (3) excused days for loss of a parent, brother, sister, spouse, or child. Two (2) excused days for loss of a grandparent. One (1) excused day for the loss of aunts, uncles and cousins. This time will not need to be made up.

GROOMING

1. Hair should be clean with no scarves, ribbons, or decorative barrettes. Hair should be neatly arranged and worn away from the face, and long hair must be pinned up with small hair apparel off the collar. Males should have a conservative haircut with mustaches or beards clean and trimmed.
2. Skin should be clean and odor free. Students must abide by a fragrance-free environment, no perfumes, lotion, aftershave or any other scents, to keep a safe and healthy workplace environment. Makeup should be used in moderation. All visible tattoos must be covered.
3. Breath should be inoffensive. It is recommended that students should refrain from smoking during clinical hours. Regular oral hygiene is a must. No chewing gum on duty is allowed.
4. Wedding and/or engagement rings may be worn. A wristwatch and ONE pair of small stud earrings for pierced ears may be worn. (Other visible piercing not allowed). No neck jewelry is allowed. Special areas may ban the wearing of all jewelry. Some clinical sites mandate a restricted jewelry policy.
5. Fingernails must be SHORT and CLEAN: clear or clear pink polish may be worn. No artificial fingernails are allowed.

HEALTH INSURANCE

Students are highly encouraged to have health insurance.
The clinical agencies do \textbf{not} provide insurance coverage for students injured while in their agencies. Students need to assume full responsibility for their own accidents or injuries which may occur in the clinical setting.

Accident, sickness and major medical insurance is available to any student attending Iowa Central Community College. For more information, you can find an information pamphlet outside of the Student Health Office.

\textbf{IOWA CENTRAL’S COMPETENCY REQUIREMENTS}

\textit{Iowa Central Radiology Technology Program}

\textbf{Clinical Competency Requirements}

The ten General Patient Care Procedure competencies are mandatory. These competencies may be simulated.

\textbf{Students are required to have ALL mandatory and elective competencies completed.}

One head procedure must be performed on a patient. From the fluoroscopy studies section, students must select either an UGI or contrast enema plus one other non-GI fluoroscopy procedure to be performed on a patient.

<table>
<thead>
<tr>
<th>Clinical Rotation</th>
<th>Minimum Required Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical I</td>
<td>5 Competences</td>
</tr>
<tr>
<td>Clinical II</td>
<td>10 Competencies</td>
</tr>
<tr>
<td>Clinical III</td>
<td>12 Competencies</td>
</tr>
<tr>
<td>Clinical IV</td>
<td>15 Competencies</td>
</tr>
<tr>
<td>Clinical V</td>
<td>16 Competencies</td>
</tr>
<tr>
<td>Clinical VI</td>
<td>13 Competencies or any incomplete competency must be obtained during this semester for completion of the program.</td>
</tr>
</tbody>
</table>

Students are encouraged to surpass the minimum competency requirements. It is advisable to perform these competencies, if the situation allows. This reduces the possibility of receiving an incomplete (prohibiting a student from continuing in the program) for a particular clinical rotation.

\textbf{Grading for required competencies:}

<table>
<thead>
<tr>
<th>Number of missing competencies</th>
<th>Grade received</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>A (5 pts.)</td>
</tr>
<tr>
<td>1</td>
<td>B (4 pts.)</td>
</tr>
<tr>
<td>2</td>
<td>C (3 pts.)</td>
</tr>
<tr>
<td>3</td>
<td>D (2 pts.)</td>
</tr>
<tr>
<td>4 or more</td>
<td>F (1 pt.)</td>
</tr>
</tbody>
</table>

An example of the ARRT Competency Requirements can be found in the Handbook Appendix.

Iowa Central Community College Radiologic Technology Program Faculty and Staff will visit each student at their clinical site approximately every third week. During some of the visits, they will test the student to help ensure the student remains competent in all areas of radiography. The student will be told they are being tested. Three procedures will be selected for the student
to perform for each test. Each procedure is worth 5 points. One point will be deducted for each error the student makes. The grade is determined by the average score obtained after completing 3 procedures.

An example of the Iowa Central Community College Clinical Competency Evaluation Form can be found in the appendix of this handbook.

**ILLNESS AND INJURY**

It is the student’s responsibility to inform the appropriate instructor(s) of any physical condition or occurrence that could interfere with the safety of the student and/or client while in the area.

When ill, it is important to notify the instructor and the clinical site. To reduce the possibility of the student either contracting or spreading an infectious illness, the clinical sites require that all of the student’s required vaccinations are current before they begin their clinical rotations. Verification of these requirements and documentation of a physical examination is required prior to beginning the program. TB testing may be completed and documented according to ICCC’s Tuberculosis Prevention Program. A copy of this program can be found in the Handbook Appendix on pages 64-66.

Students who sustain any injuries or exposures during the clinical assignment will be required to complete incident forms provided by the hospital and Iowa Central Community College. If the injury or exposure involves treatment, the student has the option to deny treatment. If the student refuses treatment, they must fill out a treatment waiver form. The cost of treatment is the student's responsibility.

If the clinical instructor feels that the student cannot perform efficiently or effectively due to the injury, the clinical instructor may send the student home.

All injuries or exposures sustained in the clinical site should be communicated to Iowa Central Community College staff immediately.

The Clinical Coordinator assigns a predetermined number of students to each major clinical education center. The capacity of the students assigned to each clinical center has been determined by the number and type of examinations per hospital.

Students are assigned to their designated clinical center for the first and second semester. Thereafter, they rotate through different clinical sites for summer session, third and fourth semesters and their last summer session. All semesters consist of fifteen weeks and both summer sessions of nine weeks.

**LEAVE OF ABSENCE**

Loss of time due to serious illness, accidents, and/or surgery will be dealt with on an individual basis. The objectives of the course must be met in a satisfactory manner.

**LIABILITY AND MALPRACTICE**

All students are covered with a liability and malpractice insurance policy which is provided by the college. The cost is included in the college fee structure.
PREGNANCY POLICY

Due to the well documented sensitivity of the fetus to radiation during the early stages of pregnancy, it is the policy of Iowa Central Community College to give all incoming female students appropriate information concerning this subject area so they may make an informed decision should the need arise.

While the program encourages any female student who becomes pregnant during the course of the program to declare her pregnancy in writing to the Program Director/ Licensee (Radiation Safety Office (RSO) according to NRC (Federal-Nuclear Regulatory Commission) guidelines. This is strictly at the discretion of the student to do so. Whether a student chooses to declare her pregnancy or not, the student will be treated equitably by the program in all cases. (It should be remembered that a non-declared pregnant student is not considered to be pregnant and cannot ask for special considerations due to her health status unless pregnancy is actually declared.)

If a student chooses to declare her pregnancy to the program, the student will be expected to abide by the following radiation safety guidelines for the pregnant student: (1) Review special radiation safety guidelines and sign “statement on a pregnancy” form. (2) Wear 2 radiation monitoring badges while at any clinical education setting during the duration of the pregnancy, and (3) abide by NRC dose limits to the embryo/fetus due the occupational exposure of a declared pregnant woman not to exceed 0.5 rem (5 mSv) during the entire pregnancy.

Once a female student declares her pregnancy to the Program Director, it will be up to the student, in consultation with the Program Director and Radiation Safety Officer to decide how she would like to treat the clinical portion of the program during the course of her pregnancy. (*It is urged that the student provide the Program Director/RSO at the earliest possible date a written physician statement verifying pregnancy with an expected date of delivery and any restrictions in physical activity. Changes in the student’s physical status should be updated from the student’s physician as soon as applicable). Possible options that the student might choose to pursue include:

- Continuation in the program with no special consideration made in any way.
- Rescheduling of potential high exposure rotations during the pregnancy taking into consideration other student’s access to equitable clinical experience.
- Take a Leave of Absence from the program for any desired portion of the pregnancy due to radiation safety/health concerns.

Clinical and co-requisites would be completed at the next appropriate course offering. This would probably extend the program for an additional year. The program reserves the right to require the student to demonstrate additional clinical and/or didactic competency. (See student re-admission policy.)

Other options or combinations of the above will be considered in consultation between the student and Program Director/RSO as individual situations indicate. However a female student chooses to handle the declaration of pregnancy, the program is committed to the equitable treatment of all students in the program no matter what their situation. Students will be expected to complete all clinical and didactic requirements of the program to become eligible for graduation and State/national registry exams. Program and clinical requirements cannot be skipped or shortened due to pregnancy status. The student will arrange to make up all clinical time missed during maternity leave with the clinical coordinator. If possible, it is recommended the student make up clinical days prior to the maternity leave. The student must be able to meet the requirements of all radiography courses in order to continue in the program.
The student may withdraw the declaration of pregnancy at any time using the written withdrawal form. A copy of the program’s Declaration of Pregnancy form and Withdrawal of Declaration of Pregnancy form can be found in the Handbook Appendix. The Federal NRC (Nuclear Regulatory Commission) guidelines can be viewed at http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/.

**Exam Log**

To ensure students continue to perform and remain competent in procedures they have previously demonstrated competency performing, each student will receive an exam log at the beginning of each clinical rotation. It must be submitted into the online program Trajecsys each semester, and signed by the supervising technologist as the student completes all examinations.

Maximum credit can be obtained by completing all required examinations in each area, but students must document all examinations. Extra examinations in one area may be able to be utilized to help to fulfill requirements that may be lacking in other areas of the checklist.

An example of the exam log can be found in the Appendix of the Handbook.

**RADIATION MONITORING**

All students are required to wear radiation dosimeter when they are in the clinical setting and in the energized lab classes. The dosimeters must be exchanged once a month to the Clinical Coordinator for a reading of the amount of radiation, if any, received. The dosimeter must be exchanged on the 19th day of each month. If a student loses or fails to exchange their monitor they cannot resume clinical education. Any clinical education days missed will not be excused and the student is required to make them up before the end of that semester. Reports are kept in the Clinical Coordinator’s office and may be viewed by the student at any time.

Energized room may be used under direct supervision of appropriate radiography technology faculty only.

Classes utilizing the energized lab will state requirements which include mandatory dosimeter worn at the collar level. Any student failing to bring their monitor will be unable to participate and may or may not have an option to make up that specific lab.

**RADIATION PROTECTION PLAN**

1. Before being assigned to the initial clinical rotation, students will be given an introduction to Radiation Protection.

2. Each student will be issued a radiation dosimeter to be worn at collar level while they are in their clinical site and attending energized lab classes. This dosimeter will be changed each month.

3. The report of dosimeter reading will be maintained in the Radiography Program Director’s office.

4. Students should not receive more than 0.08mSv/month. Under normal conditions the student’s dosimeter reading will be well below this amount.

5. Students who receive over this amount will be advised of this and the incident will be discussed with the Radiation Safety Officer of their clinic site and with the Program
Director. If the student continues to receive over the recommended dose limits, they will be removed from the clinical site until it can be determined why the student is receiving more than normal limits.

6. The radiation dosimeter is sensitive to sunlight, heat and some television sets and microwave ovens. It is advised the student not leave the dosimeter in your car, in direct sunlight, near heat, TV sets or microwaves.

7. If you inadvertently wash the dosimeter with your laundry, DO NOT THROW IT AWAY. BRING IT TO THE PROGRAM DIRECTOR AND IT WILL BE SENT BACK. WE MUST BE ABLE TO ACCOUNT FOR ALL BADGES. A READING CANNOT BE ATTAINED. WE WILL KNOW WHY YOU DO NOT HAVE A READING FOR THAT MONTH.

8. Be sure to report any incident with your dosimeter to the Program Director/Clinical Coordinator.

9. DO NOT WEAR THE DOSIMETER WHILE YOU ARE RECEIVING MEDICAL OR DENTAL X-RAYS. THIS DOSIMETER IS FOR OCCUPATIONAL DOSE READINGS ONLY.

10. When using ionizing radiation, the student will use all precautions for both themselves and the patient. This involves the use of:
    • Time
    • Distance
    • Shielding
    • Use of grids when applicable
    • Beam restriction

11. Every time you repeat an image the patient receives an additional exposure to radiation. Therefore, it is important for you to attain images of diagnostic quality with the first exposure. IF IT IS NECESSARY TO REPEAT AN IMAGE YOU FIRST MUST VERIFY THE NEED TO REPEAT IT WITH A TECHNOLOGIST AND BE UNDER DIRECT SUPERVISION OF A TECHNOLOGIST.

1. STUDENTS ARE NOT ALLOWED TO REMAIN IN THE ROOM HOLDING A PATIENT OR AN IMAGE RECEPTOR DURING AN EXPOSURE. STUDENT DOSE MUST NOT EXCEED THE ACCEPTABLE LIMIT.

2. Students may review their dosimeters reading at any time by arranging a time with the Program Director where the results are kept on file for confidentiality.

**ROOM ASSIGNMENTS**

Students may be assigned to radiographic rooms or technologist, by the clinical instructor at the site. Students assigned to radiographic rooms will be expected to actively participate in all procedures performed in their room assignment.

Students will not be permitted to switch rooms with another student unless authorized by the clinical instructor at the site.
Students may observe procedures and/or participate in a radiographic procedure in another room under the following conditions:

1. No procedures are being performed in his/her assigned room.
2. No other student is assigned to that room.
3. If requested by the clinical instructor.

**SPECIAL ROTATIONS**

Students in their third (summer) semester rotate through the modalities of MRI/US/NM/Radiation Therapy to observe the special modalities. Observations of these modalities give the students the opportunity to explore future career options and possibly stimulate continuing in their education. Specialized Rotation forms are found in the ICCC RT Policies and Procedures Handbook on pages 75 and 76. Students fill out a form found in the ICCC RT Policies and Procedures Handbook under the section: Appendix (E), these forms are then used to schedule students in their advanced imaging preferences. The advance imaging rotation is not a part of the core curriculum.

**STUDENT DISMISSAL FROM A CLINICAL SITE**

If a student is dismissed from their assigned clinical site prior to the end of that semester they may receive a failing grade which will result in failure of Clinical Education course regardless of other site availability. Failure of Clinical Education will result in program withdrawal. Circumstances involving the dismissal will be discussed by the Clinical Coordinator and the Program Coordinator and the resultant decision will be reached.

If a student is dismissed from a second site the student may receive a failing grade for that Clinical Education course regardless of other site availability.

Failure of Clinical Education, as like any other RAD course, will prevent the student from continuing on in the Radiologic Technology Program.

**SUPERVISION**

Students will be properly supervised at all times by a certified radiologic technologist while they are at the clinical education setting. Students will not be supervised or assigned to non-certified technologists. Second year students shall not supervise first year students nor can two first year students supervise each other during clinical assignments. There must always be at least a 1:1 student to technologist ratio and under most circumstances there will be more than one technologist available to supervise each student.

**Direct Supervision**

The student is under direct supervision by a registered radiographer during radiographic procedures until he/she has successfully completed competency testing.

Direct supervision is defined as being physically present in the radiographic room assisting the radiography student with the radiographic procedure.

At no time is the student allowed to perform radiographic procedures independently until he/she has successfully completed a competency test.

Listed below are situations in which the student will be under direct supervision even though he/she has completed competency testing.
1. Isolation Patients
2. Repeat Radiographs
3. All Portable Cases
4. Surgery Cases

**Indirect Supervision**

The student is under indirect supervision when he/she has successfully completed a competency test for a radiographic procedure. Indirect supervision means that the student can perform a radiographic procedure independently without the physical presence of a registered technologist in the radiographic room, but, a registered Radiologic Technologist must be immediately available in the clinical area upon request regardless of the level of student achievement.

Repeat radiographs must be completed under Direct Supervision of a registered radiologic technologist.

**UNIFORMS AND APPEARANCE**

The complete or official ICCC Radiologic Technology Program Student Uniform consists of:
- Ceil Blue Pants – no flare or cuffed leg
- Ceil Blue Scrub Top-white, gray, black short/long sleeve shirt may be worn underneath
- Ceil Blue Lab Coat – no collar, cuffed sleeve
- White shoes and shoelaces (no clogs, crocs, canvas, or sling backs)
- ICCC emblem sewn on left shoulder of shirt and/or lab coat
- Name badge
- Radiation dosimeter worn on collar of shirt
- Lead markers

The student uniform is only to be worn while present as a student. If a student works in the radiology department, they must not wear this uniform while employed.

Failure to comply with the dress code will result in clinical assessment grade for that period being lowered by 1 grade. This may affect the student's overall Clinical Education grade for that semester.

Uniform pants and shirts may be purchased at a uniform store of your choice. Information about choices will be supplied prior to clinical beginning. The blue men’s and women’s lab coats may be purchased from the specified sites, ICCC emblem and lead markers must be purchased from the ICCC Bookstore at the Fort Dodge campus. The name badges will be obtained at the Help Desk in the Admissions office. The Radiation dosimeters will be ordered by the Program Director and provided to the students before they begin Clinical Education rotations.

**Trajecsys**

Online tracking system used during clinical for time tracking, documenting evaluations and competencies. This must be purchased prior to the start of clinical.

**WORKPLACE HAZARDS**

Material Safety Data Sheets are available online through Triton Pass.
GENERAL INFORMATION
The following general information -- and MORE -- may be found in the College catalog or the Student Handbook.
Catalog website address: http://www.iowacentral.edu/pdfs/catalog.html
Student Handbook website address: http://www.iowacentral.edu/current_students.asp

Information can be obtained regarding the following:
Tuition--Fees—Refunds, Part-Time Jobs, Suspension—Dismissal, Student Services, Financial Aid, Bookstore, Job Placement, Student Housing, Your Records--Private and Public, Change in your Name or Address, Student Success Center
(The Advising Form is utilized when an instructor is meeting with a student concerning an issue or concern related to the RT program or a RT class.)

IOWA CENTRAL COMMUNITY COLLEGE
HEALTH SCIENCES DEPARTMENT

RADIOLOGIC TECHNOLOGY PROGRAM
Advising Form

Student’s name: _______________________________

Summary of concern(s) and discussion with the student:

Academic Plan of Action (developed by the student with the instructor’s guidance/approval):

Student’s signature: ___________________________________ Date: __________________

Instructor’s signature: _________________________________ Date: ________________
CLINICAL SITES

Audubon County Memorial Hospital
Avera Holy Family Hospital – Avera Health
Boone County Hospital
Buena Vista Regional Medical Center
Cherokee Regional Medical Center
Dallas County Hospital
Greene County Medical Center
Hancock County Memorial Hospital
Hansen Family Hospital
Humboldt County Memorial Hospital
Iowa Specialty Hospital – Clarion & Belmond
Kossuth Regional Health Center
Lakes Regional Health Care – Avera Health
Loring Hospital
Mary Greeley Medical Center
McFarland Clinic-Ames
Myrtue Memorial Hospital
Orthopedic & Sports Medicine Specialists
Palo Alto County Hospital
Pocahontas Community Hospital
Spencer Municipal Hospital
St. Anthony Regional Hospital
Stewart Memorial Community Hospital
Unity Point - Trinity Regional Medical Center
Van Diest Clinic
Van Diest Medical Center
**DEGREE CHECKLIST**

It is imperative and your responsibility to track the classes you have completed towards Associate of Applied Science (Radiologic Technology). Update this form each semester. Incompletes and withdrawals do not count towards your degree. Remember, you must earn a “C” grade in each course to continue in the program.

<table>
<thead>
<tr>
<th>Radiologic Technology</th>
<th>Required Courses</th>
<th>Final Grade</th>
<th>Date Completed</th>
</tr>
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<tr>
<td></td>
<td>RAD-320 Imaging</td>
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<tr>
<td></td>
<td>RAD-122 Radiographic Procedures I</td>
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<td></td>
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<tr>
<td></td>
<td>RAD-210 Clinical Education I</td>
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<td></td>
<td>HSC-104 Introduction to Health Care</td>
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<td>BIO-173 Human. A &amp; P II w/lab</td>
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<td>RAD-430 Radiographic Physics</td>
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<td>RAD-365 Imaging II</td>
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<td>RAD-142 Radiographic Procedures II</td>
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<td>RAD-230 Clinical Education II</td>
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<td>PSY-112 Psychology of Human Relations OR PSY-111 Introduction to Psychology</td>
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<td>RAD-163 Radiographic Procedures III</td>
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<td>RAD-270 Clinical Education III</td>
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<td>RAD-182 Special Procedures</td>
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<td>RAD-738 Radiologic Pathology</td>
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<td>RAD-850 Radiation Protection &amp; Biology</td>
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<td>RAD-690 Cross Sectional Anatomy</td>
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<td>RAD-946 Seminar</td>
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<td>RAD-620 Clinical Education VI</td>
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8/2016
IOWA CENTRAL COMMUNITY COLLEGE
HEALTH SCIENCE
STUDENT INJURY/EXPOSURE INCIDENT REPORT

THIS REPORT NEEDS TO BE COMPLETED AS SOON AS THERE IS A KNOWN INCIDENT, EVEN WITH NO INJURY, AND RETURNED TO THE INSTRUCTOR.

1. Name of Student ____________________________________________

2. Class ______________________________________________________

3. Date of injury, illness or exposure ___________________________ Time _________

4. Date report filled out ________________________________
   Date Instructor knew of incident ______________________________

5. Check appropriate category:
   _____ A. **INJURY** – Any incident which results in harm, wound or impairment.
   _____ B. **EXPOSURE** – Any undesirable exposure that causes injury or may cause harm or loss to you.

   1. Needlestick with contaminated needle to _______

   2. Piercing of skin with contaminated sharp to _______

   3. Splashing/spraying of blood or other potentially infectious material to ________________

   4. Other (describe) _________________________________

   _____ C. **OTHER** __________________________________________

6. Description of the student’s duties relating to the exposure incident:

   ___________________________________________________________________

   ___________________________________________________________________

7. Describe circumstances of incident and be specific: (Name objects, substances, equipment, what were you doing when injured or exposed.)

   ___________________________________________________________________
8. Have you had the Hepatitis B vaccine? Yes ________ No ________

9. Names of Witnesses ____________________________________________ 

10. Student was advised to see: 
      _____ 1. College Nurse 
           _____ 2. Personal Physician 
           _____ 3. Public Health 
           _____ 4. Other ____________________

   If you have any complications or problems from this incident, notify your physician.

11. Immunizations recommended: 
    ISG ( ) HBIG ( ) Hepatitis ( ) Diphtheria/Tetanus ( ) PPD ( )

12. Follow-up: 
    Contact source known ( ) Contact source unknown ( )

13. The following remedial action may minimize the likelihood of future exposure. 
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

   SAFETY

14. If equipment was involved, was it removed from service and/or sent for repair? 
    Yes ________ No ________ Date ____________

15. Identify equipment: ____________________________________________

16. Follow-up needed for: 
    Training _____ Inservice _____ Equipment modification _________ 
    Policy change ______ Personal protection ______ Technique change ______

17. General comments: ____________________________________________
18. Student’s signature: ________________________________

19. Action was instituted (Date): __________________________

20. Report completed by: _________________________________

21. Reviewed with Instructor (Date): _________________________

22. Instructor’s signature: _________________________________
CHECKLIST FOR POST-EXPOSURE/INJURY EVALUATION AND FOLLOW UP OCCURRING AT JOB SITE

Date/Time: _______________________________________

STUDENT

_______ Incident reported to instructor
_______ Completes Student Injury/Exposure Incident Report.
_______ Contacts Iowa Central School Nurse within 24 hours (by phone or in person)

INSTRUCTOR

_______ Request student to complete Student Injury/Exposure Incident Report Form
_______ Send copy of Injury/Exposure Incident Report to Dean within 24 hours.
_______ Completes Workman Compensation (WC) Supervisor’s Investigation Report (on-line form available under Health Service).
_______ Places copy of Student Injury/Exposure Incident Report in the student’s file.

STUDENT HEALTH NURSE

_______ Review Student Injury/Exposure Incident Report within 48 hours.
_______ Files a first Report of Injury to WC carrier within 48 hours.
_______ Counsels the student.
_______ Directs student to Corporate Health. Designated Health Care Professional (HCP) will do testing, follow-up, education, and counseling.
_______ HCP will keep records and test results.

Completion Date: _________________________________

Signature of Student: ________________________________

Signature of Instructor/Program Coordinator: ________________________________
I, ______________________________, have refused medical treatment recommended by __________________________.

(Person)

I, understand that by refusing this treatment, I may incur future medical problems.

I, also, will not hold Iowa Central Community College, or ______________________ (clinical site) responsible for any future medical problems which result from my refusal of treatment.

If, by refusing medical treatment, my injury or illness endangers the safety of the patients, staff or other personnel, I understand I will be immediately removed from the clinical site as requested __________________________ (Clinical Site) or Iowa Central Community College and will not be able to return to the clinical site until I obtain a written release from an attending physician.

_____________________________            __________________
Student        Date

_____________________________           __________________
Clinical Site - Supervisor      Date

_____________________________             __________________
Clinical Coordinator      Date
## IOWA CENTRAL COMMUNITY COLLEGE
### 2018-2019
#### TUITION & FEES SHEET
##### NON-RESIDENT AND INTERNATIONAL

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</table>
# IOWA CENTRAL COMMUNITY COLLEGE

## 2018-2019

### TUITION & FEES SHEET

#### RESIDENT OF IOWA

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<th>Semester Hours</th>
<th>Resident Tuition</th>
<th>Student Fees</th>
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CONCERN OF NON-COMPLIANCE TO JRCERT STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES

Date ____________________________

Individual registering concern ________________________________

Standard # ____________________________

Section/Sections ________________________________

Please state concern and attach any evidence supporting this concern. (attach additional pages if needed)

OFFICE USE ONLY

_________ DATE RECEIVED

_________ DATE RESPONSE RETURNED
Joint Review Committee on Education in Radiologic Technology  
Process for Reporting Allegations

Important Notes
1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student.

2. The investigation process may take several months.

3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

Process
Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
Ph: (312) 704-5300  
Fax: (312) 704-5304  
E-mail: mail@jrcert.org

The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible. Forms submitted without a signature or the required supporting material will not be considered. If a complainant fails to submit appropriate material as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.
Joint Review Committee on Education in Radiologic Technology (JRCERT)
Allegations Reporting Form

Please print or type all information.

Name of Complainant:________________________________________________

Address: ____________________________________________________________________________

City: _____________________    State: _________ Zip Code:___________________

Signature:_______________________ Date:_____________________________

Institution sponsoring the program:

Name: _____________________________________________________

City: ______________________________ State: _________________

Type of Program (Check one):

__Radiography __Radiation Therapy __Magnetic Resonance __Medical Dosimetry

The following materials must be submitted:
1. Attach a copy of the program’s publication that includes the due process or grievance procedure.

2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure and copies of materials you submitted as part of your appeal and copies of correspondence you received in response to your appeal.

3. List the specific objective(s) from the accreditation standards (available at www.jrcert.org/acc_standards.html) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

Example:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Allegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4 direct supervision pre-competency</td>
<td>Students often do patient exams without supervision before they have completed a competency check-off.</td>
</tr>
</tbody>
</table>
Iowa Central Community College
Radiologic Technology Program
DEMERIT Form/
Student Clinical Disciplinary Incident Report

Disciplinary Incident: Refers to any actions taken by the student that is other than acceptable by the clinical instructor, clinical site, program director, clinical coordinator, or faculty.

Student: ___________________________________________

Date: _____________________________________________

Disciplinary Incident:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

________________________________________________

Clinical Instructor: ____________________________________

Student Signature: ____________________________________

Office Use:
Demerit #: __________
IOWA CENTRAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL ORIENTATION CHECKLIST

_____ Introduce yourself/staff/Radiologist
_____ Tell about and give brief history about hospital/clinic
_____ Expectations of student
_____ Radiology Department policies
_____ Fire drill, Evacuation, Tornado, and Code procedures
_____ Accident reports
_____ Student working schedule
_____ Tardiness/makeup day policy
_____ Break and lunch schedule
_____ Parking
_____ Smoking area and policy
_____ Radiographic procedures routines
_____ Policy for radiographing children
_____ Repeat/re-ray procedure
_____ X-ray tube warm-up procedure
_____ Tour of hospital/clinic and radiology department
_____ Demonstration of each x-ray room
_____ Operation of wheelchair and cart
_____ Transporting patients (call button, TV controls, IV, O₂)
_____ Location of cleaning and stocking supplies
_____ Office procedures (requisition & reports)
_____ Other

Date: _______________ Student: ____________________________

Clinical Staff: ____________________

Due by 1st Clinical Assessment
Iowa Central Community College  
Health Sciences Department  
Radiologic Technology Program  
Absence Make Up Time

Student’s Name _______________________________
Clinical Site _________________________________
Date of Make-up Time _______________________

I, __________________________________, have made up my clinical time
of______________ hours for the absence that occurred on _________________.

______________________________________________
Student Signature

______________________________________________
Clinical Instructor

Clinical Instructor Comments: __________________________________________
__________________________________________
ICCC Radiologic Technology Program Clinical Assessment

Student Name: ______________________________________________________________

Clinical Instructor Name: ______________________________________________________

Date: ______________________________________________________________________

**Student should be evaluated according to their current level in the program. You can reference
the clinical education syllabi, or the clinical instructor handout for what the student is expected to
do during their clinical education.

**As stated in the Radiology handbook, all clinical instructors must communicate and explain the
assessment with the student in a timely manner.

KEY: (0) – Unsatisfactory (3) – Average (5) – Very satisfactory

1.  PROFESSIONALISM (20%)
   a. Did the student follow ICCC Radiologic Technology dress code? 0 1 2 3 4 5 N/A
   b. Did the student wear their name tag and dosimeter? 0 1 2 3 4 5 N/A
   c. Was the student well-groomed with minimal makeup, no
      fragrance, tattoos covered, and handbook appropriate jewelry
      (ring, watch, and one pair of stud earrings)? 0 1 2 3 4 5 N/A
   d. Was the student punctual, available, and dependable? 0 1 2 3 4 5 N/A
   e. Does the student demonstrates initiative? 0 1 2 3 4 5 N/A
   f. Student maintains productive working relationship with
      patients and the health care team? 0 1 2 3 4 5 N/A
   g. The student accepts and responds positively to constructive
      criticism from Iowa Central Staff, their clinical instructor
      and all members of the health care team. 0 1 2 3 4 5 N/A
   h. Did the student use a phone or digital device during
      appropriate times only? 0 1 2 3 4 5 N/A
   i. Student displays emotional control 0 1 2 3 4 5 N/A
   j. Student exhibited disrespectful behavior-whether
      verbal or nonverbal towards site CI or other staff. 0 1 2 3 4 5 N/A

2.  MAINTENANCE OF WORK AREA (5%)
a. Did the student keep their assigned area neat, clean and orderly? 0 1 2 3 4 5 N/A
b. Did the student disinfect the Bucky, imaging receptors and portable? 0 1 2 3 4 5 N/A
c. Was the student careful with the equipment? 0 1 2 3 4 5 N/A
d. The student uses downtime constructively to enhance clinical skills. (practicing, stocking, finding educational opportunities during downtime, asking appropriate questions) 0 1 2 3 4 5 N/A

3. PATIENT CARE (25%)
a. Did the student exhibit sensitivity to differences in race, creed, gender, age, national or ethnic origin, sexual orientation, disability, or health status? 0 1 2 3 4 5 N/A
b. Does the student correlate patient identification with requisition/order? 0 1 2 3 4 5 N/A
c. Did the student assist the patient prior to, during, and following the procedure? 0 1 2 3 4 5 N/A
d. Does the student obtain pertinent history for the exam being performed? 0 1 2 3 4 5 N/A
e. Did the student display critical thinking when performing or assisting more complex exams? 0 1 2 3 4 5 N/A
f. Was the student able to explain the exam to the patient and give clear instructions during the exam? 0 1 2 3 4 5 N/A
g. Did the student give appropriate patient care and communicate in a way that exhibits an empathetic attitude. 0 1 2 3 4 5 N/A

4. APPROPRIATENESS OF CONVERSATIONS (5%)
a. Does the student communicate appropriately based on situation and patient’s age? 0 1 2 3 4 5 N/A
b. Is the student able to converse appropriately with radiologist and/or other physicians? 0 1 2 3 4 5 N/A
c. Does the student communicate with Iowa Central radiology faculty and their site clinical instructor? 0 1 2 3 4 5 N/A
d. Does the student maintain HIPPA and patient confidentiality? 0 1 2 3 4 5 N/A
5. **TECHNICAL SKILLS (25%)**

a. Does the student demonstrate knowledge of anatomy by identifying correct anatomy on radiographs, correct positioning skills, and CR placement? 0 1 2 3 4 5 N/A

b. Does the student use age appropriate positioning skills? 0 1 2 3 4 5 N/A

c. Was the student able to manipulate tube, Bucky, table, portable, fluoro tower proficiently? 0 1 2 3 4 5 N/A

d. Does the student set techniques correctly utilizing manual, anatomical programming, and digital equipment? 0 1 2 3 4 5 N/A

e. Does the student demonstrates knowledge of imaging skills related to technical factors? 0 1 2 3 4 5 N/A

f. Does the student perform analysis of image quality appropriate to their level of education? 0 1 2 3 4 5 N/A

g. Student take advantage of every surgical c-arm and fluoroscopy, etc procedure they had an opportunity to participate in? 0 1 2 3 4 5 N/A

h. Did the student assist with surgical c-arm procedures? 0 1 2 3 4 5 N/A

i. Did the student assist, observe, or perform fluoroscopy exams? (Please specify students participation in comments) 0 1 2 3 4 5 N/A

j. Does the student exhibit improvements in performing procedures throughout the semester? 0 1 2 3 4 5 N/A

6. **ORGANIZATION (5%)**

a. Did the student show confidence in work performance and decisions? 0 1 2 3 4 5 N/A

b. Did the student perform exams they are comped on with indirect supervision? 0 1 2 3 4 5 N/A

c. Does the student apply principles & generalizations already learned to new situations? 0 1 2 3 4 5 N/A

d. Did the student prepare the room prior to exams and anticipate the next steps? 0 1 2 3 4 5 N/A
e. Did the student appropriately prepare and dress the patient appropriate for the exam to be performed? 0 1 2 3 4 5 N/A

7. RADIATION PROTECTION PRACTICES (5%)
a. Did the student always provide appropriate shielding for the patient? 0 1 2 3 4 5 N/A
b. Did the student collimate without being reminding? 0 1 2 3 4 5 N/A
c. Did the student ask the patient appropriate questions for radiation safety? 0 1 2 3 4 5 N/A
d. Did the student protect themselves and staff from unnecessary exposure? 0 1 2 3 4 5 N/A

8. Attendance (5%)
a. Did the student report to clinical site at scheduled time? 0 1 2 3 4 5 N/A
b. Was the student absent? (Include date in comment box) 0 1 2 3 4 5 N/A
c. Did the student contact sit prior to absence or tardy? 0 1 2 3 4 5 N/A
d. Does the student have a problem with tardiness? 0 1 2 3 4 5 N/A

9. Overall Improvement (10%)
a. Does the student show overall improvement demonstrating the necessary knowledge and skills towards becoming an entry level registered technologist, according to their level in the Iowa Central radiologic technologist program? 0 1 2 3 4 5 N/A

Comments

______________________________________________________________

______________________________________________________________

Student Signature ____________________________________________ Date ____________

Clinical Instructor Signature _________________________________ Date ______

______
IOWA CENTRAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Student: ____________________ Semester: ________________________ Date: __________

FINAL CLINICAL EVALUATION

Student scores will be compiled from the student Clinical Assessment Evaluations, ICCC Competency Evaluation Testing, Radiological Procedures Checklist and Clinical Competency Requirements. Scoring is based on the 1-5 grade scale. All numerical values are calculated according to the following formula:

5 = A    Exceeds Criteria
4 = B    Meets Criteria
3 = C    Need Minor Improvement
2 = D    Needs Major Improvement
1 = F    Unacceptable

Students must complete designated number of procedure competencies. Students not meeting this requirement will receive an incomplete for their semester grade and will not be permitted to continue in the Radiography Program.

50% of Final Grade
Evaluation 1 ________________________
Evaluation 2 ________________________
Evaluation 3 ________________________

Clinical Assessment Total 50% __________ x .50 = ______________

ARRT Competency requirement 15% __________ x .15 = ______________

ICCC Comp. Eval. Test. 25% _____ + _____ 2= ___ x .25 = ______________

Radiological Procedures Checklist 10% __________ x .10 = ______________

Final Grade = ______________

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RADIOLOGIC TECHNOLOGY PROGRAM
RAD-270 CLINICAL EDUCATION III
SPECIALS ROTATION

STUDENT: _______________________________ DATE: ____________________

ROTATION: ________________________________

I. General

A. Arrived promptly to the specialized area ready to participate

B. Appearance is neat and professional

C. Expressed interest in the modality

D. Student use of Digital Devices including cell phone use is prohibited. Did student adhere to this?

II. Conduct and Attitude:

A. Actively involved in learning the rotation and shows an interest in understanding the specialized area

B. Showed responsibility in performing various assigned tasks

C. Demonstrated excellent patient communication technique and had good patient rapport when appropriate

D. Empathic and understanding of patients’ condition. (Patient safety and handling techniques)

III. Rotation Knowledge: Upon completion of the rotation, the student was able to:

A. Assist with appropriate tasks

B. Discusses images produced by Technologist

C. Gained an understanding of the role that this rotation plays in the field of medicine

D. Seemed to be able to apply his/her didactic knowledge to the specialized rotation
E. Adhered to safety precautions associated with the specialized rotation

Areas in which the student excelled during rotation:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Areas in which the student was weak:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

(Signing indicates that this evaluation was reviewed by the student)

Student __________________________________     Date____________

Evaluator _________________________________    Date____________

Clinical Coordinator Comments:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

________________________________________________________________________
Clinical Site Preferences:

Name: _______________________________  
E-mail: _______________________________  
Current Address/College Address: _______________________________  
Permanent Address: _______________________________  
College Phone: _____________________  Cell Phone: ____________  
Emergency Contact Person: _______________________________  
Phone Number for Emergency Contact Person: _______________________________  

Please List possible clinical sites you could rotate through and list them in the order of preferences:  
1. _______________________________  
2. _______________________________  
3. _______________________________  
4. _______________________________  
5. _______________________________  
6. _______________________________
## ARRT Competencies

### 4.2.2 Imaging Procedures (continued)

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<td>Ribs</td>
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<td>Knee</td>
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<td>Femur</td>
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<td>Calcaneus</td>
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* Trauma is considered a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient’s condition.
4.2.2 Imaging Procedures (continued)

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<thead>
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<th>Imaging Procedures</th>
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<th>Patient or Simulated</th>
<th>Competence Verified By</th>
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<tbody>
<tr>
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<td>Skull</td>
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<tr>
<td>Paranasal Sinuses</td>
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<tr>
<td>Facial Bones</td>
<td>✓</td>
<td></td>
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<tr>
<td>Orbits</td>
<td>✓</td>
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<tr>
<td>Zygomatic Arches</td>
<td>✓</td>
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<tr>
<td>Nasal Bones</td>
<td>✓</td>
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<tr>
<td>Mandible</td>
<td>✓</td>
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<tr>
<td>Temporomandibular Joints</td>
<td>✓</td>
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<tr>
<td><strong>Spine and Pelvis</strong></td>
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<tr>
<td>Cervical Spine</td>
<td>✓</td>
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<tr>
<td>Thoracic Spine</td>
<td>✓</td>
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<td>Lumbar Spine</td>
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<td>Cross-Table (Horizontal Beam)</td>
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<td>Scoliosis Series</td>
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<td>Sacroiliac Joints</td>
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<td><strong>Abdomen</strong></td>
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<tr>
<td>Abdomen Supine (KUB)</td>
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<tr>
<td>Abdomen Upright</td>
<td>✓</td>
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<tr>
<td>Abdomen Decubitus</td>
<td>✓</td>
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<tr>
<td>Intravenous Urography</td>
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### General Patient Care Procedures

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<tr>
<th>Procedure</th>
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<tr>
<td>CPR Certified</td>
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<tr>
<td>Vital Signs – Blood Pressure</td>
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<td>Vital Signs – Temperature</td>
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<td>Vital Signs – Pulse</td>
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<tr>
<td>Vital Signs – Respiration</td>
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<tr>
<td>Vital Signs – Pulse Oximetry</td>
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<tr>
<td>Sterile and Medical Aseptic Technique</td>
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<tr>
<td>Venipuncture</td>
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<tr>
<td>Transfer of Patient</td>
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<tr>
<td>Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)</td>
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</table>
Iowa Central Community College  
ARRT Competency Requirements

Name ________________________________

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<thead>
<tr>
<th>Imaging Procedures</th>
<th>Mandatory or Elective</th>
<th>Date Completed</th>
<th>Patient or Simulate</th>
<th>Competence Verified By</th>
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<tbody>
<tr>
<td><strong>Chest and Thorax</strong></td>
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<tr>
<td>Chest Routine</td>
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<tr>
<td>Chest AP (Wheelchair or Stretcher)</td>
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<td>Ribs</td>
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<td>Sternum</td>
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<td>Upper Airway (Soft-Tissue Neck)</td>
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<td>Thumb or Finger</td>
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<td>(Non Shoulder)*</td>
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<td>Patient or Simulate</td>
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<td>Abdomen Decubitus</td>
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<td>(Requiring Manipulation to Obtain More Than One Projection)</td>
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<td>Surgical C-Arm Procedure</td>
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<td>(Requiring Manipulation around a Sterile Field)</td>
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<td>Chest Routine</td>
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<tr>
<td>Upper Extremity</td>
<td>M</td>
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<tr>
<td>Lower Extremity</td>
<td>M</td>
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</tbody>
</table>

* Trauma is considered a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient’s condition
Candidates must be CPR certified and demonstrate competence in the remaining nine patient care activities listed below. The activities should be performed on patients whenever possible, but simulation is acceptable.

<table>
<thead>
<tr>
<th>General Patient Care Procedures</th>
<th>Date Completed</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Certified</td>
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<tr>
<td>Vital Signs – Blood Pressure</td>
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<tr>
<td>Vital Signs – Temperature</td>
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<tr>
<td>Vital Signs – Pulse</td>
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<tr>
<td>Vital Signs – Respiration</td>
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<tr>
<td>Venipuncture</td>
<td></td>
<td></td>
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<tr>
<td>Transfer of Patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care of Patient Medical Equipment (e.g., oxygen Tank, IV Tubing)</td>
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</tr>
</tbody>
</table>

Program Director Signature ______________________ Date ______________________

Revised 8/18
Radiologic Technology Program
Competency Evaluation

Competency Evaluation Procedure __________________________

Student Name: _______________________________

Clinical Site: _________________________________

Note to Evaluators:
Student must ask to perform comp prior to starting the x-ray procedure.

Patient Age or ID# _________________

<table>
<thead>
<tr>
<th>Competency</th>
<th>Simulation</th>
<th>Recheck</th>
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<tbody>
<tr>
<td>YES</td>
<td>NO</td>
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</tbody>
</table>

Perform Correct Routine:
Student must state prior to starting comp

Properly ID patient, Verify correct order, Check pregnancy on females, ask about History, Assess Patient condition

Prepare Patient, Remove artifacts and Prepare room

Set control panel appropriately-technique selection is correct for procedure and patient size

Manipulate equipment efficiently (use of detents grids, locks, etc.)

Use appropriate SID and IR size/Changed cassette

Align tube / IR / part / Center to Bucky

Center CR to correct location, using correct angle (direction and number of degrees) Student can accurately state proper CR Placement

Use correct lead Marker

Body part positioned to include anatomy of interest / All-important anatomy included within the exposure field

Collimate to smallest field size that is appropriate for the exam

Use gonadal shielding when appropriate

Computed Radiography: Changed Cassette / Did not double expose

Accurately Identify essential anatomy on radiographs
<table>
<thead>
<tr>
<th>Competency</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate effectively with patient, including correct breathing instructions, positioning instructions, etc.</td>
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</tr>
<tr>
<td>Use an appropriate amount of time for the situation: according to patient condition/mode of transportation/ancillary medical equipment attached to patient</td>
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<tr>
<td>Checked and evaluated for proper Exposure Index (EI) number</td>
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<tr>
<td>Student analysis of Image Quality correct (whether images were passable)</td>
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<tr>
<td>Follow through with post-exam documentation/PACS or ensure that someone has completed the exam</td>
<td></td>
</tr>
<tr>
<td>Student displayed cohesiveness and confidence in both knowledge and performance</td>
<td></td>
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</tbody>
</table>

Date/Time/Technologist ______________________________________

Comments _________________________________________________________

________________________________________________________

Competency Result:

Approved ☐  Not ☐  Approved ☐  Simulated ☐
IOWA CENTRAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

COMPETENCY EVALUATION

Student Name __________________________ Date __________________
Semester __________________________ Year __________________

The instructor will use the competency-based Rad Tech workbook to determine the number of mistakes for each exam.

<table>
<thead>
<tr>
<th>Errors</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 error = 93%</td>
<td>93% - 100%</td>
<td>A</td>
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<tr>
<td>2 errors = 86%</td>
<td>85% - 92%</td>
<td>B</td>
</tr>
<tr>
<td>3 errors = 80%</td>
<td>78% - 84%</td>
<td>C</td>
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<tr>
<td>4 errors = 73%</td>
<td>70% - 77%</td>
<td>D</td>
</tr>
<tr>
<td>5 errors = 66%</td>
<td>0 – 69%</td>
<td>F</td>
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</tbody>
</table>

*Automatic 0 if Test Procedure is unacceptable for diagnostic interpretation or if student does not know the outline for the procedure.*

**Exam #1**
Procedure __________________________ Numerical Grade ______
Comments/Errors:______________________________________________________

**Exam #2**
Procedure __________________________ Numerical Grade ______
Comments/Errors:______________________________________________________

**Exam #3**
Procedure __________________________ Numerical Grade ______
Comments/Errors:______________________________________________________

Competency Evaluation Total of all exams: ________________
Letter Grade ________ Total ÷ 15 = ____________

______________________________
Student Signature

______________________________
ICCC Instructor Signature
Radiology students may complete volunteer service in the radiology department when opportunities allow. A technologist must sign the student in and out for the volunteer hours of service and document the number of hours completed each day. Volunteering is considered anything outside of the clinical hours set by the college. For example: over an 8 hours shift, coming in for an educational opportunity, etc.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th># HOURS</th>
<th>RT SIGNATURE</th>
<th>Student Initials</th>
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</table>
MRI Screening Checklist

In the clinical settings you will be working with the radiology departments and you could go into the MRI suite for various reasons, MRI is a strong magnet environment that can be hazardous. The MRI magnet is ALWAYS on and could be dangerous if the proper screening is not done. If you answer yes to any of the screening questions, please let your CI know and do not enter any MR environment, including transporting patients or lifting help. If you have a question or concern regarding any object, implant or device, please contact your clinical instructor or the MRI tech prior to entering the MRI suite or environment. And always remember the MRI is ALWAYS on.

Student Name: _________________________________________________

Student ID: ____________________________________________________

Do you have any kind of implant in your body? Yes No
Pacemakers or Pacemaker wires? Yes No
Stimulator or stimulator wires? Yes No
Pumps (any kind) or any implanted device? Yes No
Any types of shunts? Yes No
In yes, is the shunt a programmable shunt? Yes No
Do you know the name of the shunt?
Do you have any brain aneurysm clips? Yes No
Do you have any other metal or foreign objects in Your body? Yes No
I.e. eye implants, prosthetic device, tissues
Expander, stales, BB, shrapnel? Yes No
If yes, what type of implant and location? Yes No

Do NOT enter the MRI environment if you answered YES to any of the above questions.

Do any of the following apply to you? Yes No
Hearing Aid? Yes No
Medication Patch (Nicotine, Nitroglycerine, Fentanyl) Yes No
Removable dental work? Yes No
Tattoos (Cosmetic, Body) Yes No
Body Piercings Yes No
ACTi coat Silver Wound dressing Yes No
Hairpins or hair piece/wig Yes No
Magnetic strip cards Yes No
History of welding or metal worker Yes No

If you answered YES to any of the above questions, consult your CI or the MRI tech BEFORE entering the MRI environment. Please remember to empty all jewelry before entering the MRI environment.
I attest that the information on this form is correct to the best of my knowledge.

If I have felt the need to ask questions regarding this sheet and the information on it, I have done so. I have also watched the MRI safety video, and have had the opportunity to ask questions about the video.

https://youtu.be/xefyXb5u658

Student Signature: ___________________________________________
IOWA CENTRAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
DECLARATION OF PREGNANCY

I, ____________________________, understand the risks to the unborn fetus by participating in the Radiologic Technology Program. I agree to hold Iowa Central Community College and its clinical sites harmless for any possible birth defects or negligence on my part that may occur during my pregnancy. I have read and understand the Regulatory Guide 10 CFR 20.1003 and 20.1208) regarding radiation exposure during pregnancy and still wish to continue in the Radiologic Technology Program.

I also agree to follow the Pregnancy Policy as stated in the Iowa Central Community College Policy Manual for the Radiography Program.

___________________________________________  Date
Student Signature  

___________________________________________  Date
Program Coordinator  

___________________________________________  Date
Clinical Coordinator
I, ________________________________, understand that this form is a withdrawal of the declaration of pregnancy. Upon signing this form Iowa Central Community College and its affiliated clinical education sites are not liable for any possible birth defects or negligence on my part that may or may not occur.

________________________________________  ______________________
Student Signature                          Date

________________________________________  ______________________
Program Coordinator                        Date

________________________________________  ______________________
Clinical Coordinator                       Date
Iowa Central Community College  
Student Laboratory Participation Agreement  

I, (name) ___________________________, agree to participate in Iowa Central Community College Radiology Program laboratory activities. During the laboratory experiences I will role-play as a professional radiographer and patient. I will be expected to have physical contact with other students while learning various radiographic procedures, blood pressures, pulse, respirations and venipuncture.

Student’s Signature ___________________________  Date ______________
All students will attend non-day shift clinical rotations.

Non-day shift rotations provide valuable experience in non-routine and trauma situations. Students have an opportunity to be involved with radiologic procedures typical of evening and weekend shifts and gain exposure to challenging patient situations such as trauma radiography.

Objectives

- Understand that the chain of command and department protocol for evening and weekend clinical rotations differs or may differ from that of normal routine day-shift protocols.
- Effectively communicate with all appropriate healthcare personnel while on evening and weekend shifts.
- Learn emergency room radiographic procedures and trauma protocols.
- Demonstrate ability to assess a situation and adapt accordingly to difficult and challenging patients while performing or assisting in radiology procedures.
- Evaluate and critique images with the assistance of supervising technologist.
- In trauma situations maintain: professionalism, logical and timely execution of the procedure, and radiation safety awareness.
- Adapt to varying clinical situations presented during evening and weekend rotations, modifying positioning and exposure techniques when patient condition warrants.
- Exhibits enthusiasm, initiative, and self-motivation during the entirety of the rotation.
- Independently perform examinations in which the student is clinically competent.
Iowa Central Radiologic Technology Program  
Non-Day Shift Clinical Assessment

Student ___________________________  
Clinical Site _______________________

Date of Non-Day Shift Rotation ___________  
Time of Shift ___________

Student should be evaluated according to their current level in program.

Indicate in each box the number that represents the student performance.

1 = Unacceptable
2 = Less than adequate
3 = Satisfactory
4 = Proficient performance
5 = Competent. Needs only repetition of skills

| Attendance – | Student was not tardy or absent |
| Comment:     |                              |

| Enthusiasm and Team Participation – | Display: initiative, self-motivation, willingness to perform exam independently where appropriate for entirety of rotation. Integrated well with members of healthcare team. |
| Comment:                             |                              |

| Attitude – | Show interest in clinical participation, evidence of self-control, receptive to offered advice, instruction, suggestions, and corrections. |
| Comment:   |                              |

| Improvement – | Improvement of clinical skills as student progressed through non-day shift rotation, can satisfactorily critique radiographs, determine areas of strengths and weaknesses, and strive to improve. |
| Comment:     |                              |

| Adaptability – | Ability to adapt to trauma situations, identify chain of command for evening and weekend shift, understands that different routines and procedures are often required in trauma and emergency room |
| Comment:      |                              |

| Critical Thinking – | Able to position properly, use correct exposure technique, and adapt accordingly to each patient competently. Can perform or assist with difficult and challenging radiographic procedures. |
| Comment:          |                              |

| Professional Judgment – | Evidence of logical thought process. Student can assess the situation, offer appropriate patient care, provide support for the patient and communicate effectively. |
| Comment:             |                              |

| Patient Care in Trauma – | Responsive to nature of trauma situation, adapts to various patient conditions, understands when to offer patient communication in context of nature of injury or illness and when to limit |
| Comment:                |                              |

| Dependability – | Completes all procedures, remains in work area participating in any clinical duties, sees a need and provides assistance, asks if there are jobs that can be done such as restocking and cleaning. |
| Comment:         |                              |

__________________________        _______________________
Supervising Technologist              Date

__________________________        _______________________
Student Signature                         Date
# IOWA CENTRAL COMMUNITY COLLEGE

## RADIOLOGIC TECHNOLOGY PROGRAM

### ESTIMATED PROGRAM COSTS (2018-19) for in state tuition

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>1ST Semester</th>
<th>2nd Semester</th>
<th>Summer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$2704.00</td>
<td>$2704.00</td>
<td>$1352.00</td>
<td>$6760.00</td>
</tr>
<tr>
<td>Student Fees</td>
<td>224.00</td>
<td>224.00</td>
<td>112.00</td>
<td>560.00</td>
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<tr>
<td>Trajecsys Fee</td>
<td>$150.00</td>
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<td>560.00</td>
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<tr>
<td>Uniforms &amp; Accessories</td>
<td>$150.00</td>
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<tr>
<td>Uniform Emblems (2)</td>
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<td>Markers</td>
<td>25.00</td>
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<tr>
<td>Travel</td>
<td>*</td>
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<tr>
<td>Books</td>
<td>971.25</td>
<td>179.80</td>
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<td>1151.05</td>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>1ST Semester</th>
<th>2nd Semester</th>
<th>Summer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$2619.50</td>
<td>$2197.00</td>
<td>$1267.50</td>
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<td>Student Fees</td>
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<td>182.00</td>
<td>105.00</td>
<td>504.00</td>
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<tr>
<td>Books</td>
<td>254.85</td>
<td>169.90</td>
<td>252.00</td>
<td>676.75</td>
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<td>Travel</td>
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<tr>
<td>Graduation Fee</td>
<td>25.00</td>
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<tr>
<td>National Examination Fee</td>
<td>_____</td>
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<td>200.00</td>
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</table>

|                  | $3091.35     | $2573.90     | $1824.50 | $7489.75 |

* Students must be aware of the cost of traveling to and from clinical education sites. These will be attended a minimum of two days per week and a maximum of four days per week.

Cost of books is an estimation and include general education courses for each semester.

In addition: Cost of Pre-entrance physical, immunizations and CPR

Additional costs to the students is found at the ICCC radiologic technology home page under program cost:

http://www.iowacentral.edu/health_science/radiologic_technology/program_cost.asp
# Exam Log Example

Name: __________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Exam-Chest</th>
<th>O = Observed</th>
<th>A = Assisted</th>
<th>P = Performed</th>
<th>SID</th>
<th>Grid/Non Grid</th>
<th>CR/DR</th>
<th>Pt. Age</th>
<th>kVp</th>
<th>mAs</th>
<th># of Repeats</th>
<th>Tech Initials</th>
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STUDENT CONTRACT

Compliance with each of the following responsibilities is required while affiliating with the clinical site and classroom in which the Radiology student is assigned during the program. The STUDENT will:

1. **Observe all rules and regulations of the clinical site.**

2. Observe ALL STUDENT policies as presented in the IOWA CENTRAL COMMUNITY COLLEGE STUDENT HANDBOOK for Radiologic Technology Program and student conduct as described in the I.C.C.C. catalog: "Students are responsible to laws governing the community as well as the policies of the college and its officials. When a student or group of students violate college policy, they shall be liable for disciplinary action."

3. Demonstrate the principles of ethics, conduct and professional **positive attitude**.

4. Maintain confidentiality regarding ALL office and patient information--students are liable both while on educational experiences as well as after termination of said experiences. Violations may result in legal action.

5. Follow the assigned clinical rotation schedule, reporting on time and staying until the shift is complete.

6. Accept and attempt to fulfill all delegated responsibilities in clinical and classroom assignments.

7. Accept constructive criticism and suggestions.

8. Perform any task listed on the Competency List.

9. Report to the program director and/or clinical coordinator or clinical supervisor in the event of absence.

10. Report any accidents or errors immediately to the clinical supervisor and the college clinical coordinator.

11. Follow the Uniform Code of the educational program.

12. Demonstrate **initiative, integrity, cooperativeness, and motivation.**

13. Refrain from the use of mind-altering substances (alcohol, drugs, etc.).

1. If more than three (3) days of clinical are missed during a fall or spring semester, or two (2) days of clinical are missed during summer session, the student will have to withdraw from clinical and that will result in the inability to continue into the next consecutive semester until the clinical that is withdrawn in is repeated and passed successfully.

I have received and understand the 2018-2019 Student Policies and Procedures Handbook of the Iowa Central Community College Radiologic Technology Program.

I, the undersigned Radiologic Technology student, understand (my obligation) that I am required to comply with the aforementioned responsibilities, the guidelines, and requirements of the Radiologic Technology Program.

Additionally, I will follow the policies of the clinical site in which I am granted student status. I understand that failure to do so may result in my termination from the Radiologic Technology Program.

__________________________________________________________________________

Student's signature                        Date                        8-18

__________________________________________________________________________

Printed Student’s name