



Coastal Bend
COLLEGE

**Coastal Bend College
Radiologic Technology Program
Student Handbook
2022-2024**



coastalbend.edu

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MISSION

The mission of the Coastal Bend College Radiologic Technology Program is to maintain standards of quality and integrity to develop technologists with internalized values of professionalism who will act in the best interest of their patients, promote cultures of ethical behavior in interdisciplinary settings, and contribute to the progression of the field.

PURPOSE

The purpose of the Coastal Bend College Radiologic Technology Program is to increase student learning by providing opportunities to practice critical thinking, utilize effective communication, observe professional behaviors, and produce diagnostic radiographs while providing safe, reliable patient care. These practices will ensure the program produces well-rounded professionals, making valuable contributions to their communities and improving their livelihoods.

ACCREDITATIONS

The Coastal Bend College Radiologic Technology program is accredited by the

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

Coastal Bend College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Questions about the accreditation of Coastal Bend College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

NOTICE OF NON-DISCRIMINATION

The CBC Radiologic Technology Program adheres to the Notice of Non-Discrimination provided by Coastal Bend College (CBC). Students who feel they have been or are being discriminated against or harassed are strongly encouraged to report their concerns to the Clinical Coordinator and/or Program Director immediately

Coastal Bend College prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, sex, including sexual harassment, sexual violence (non-consensual sexual contact and nonconsensual sexual intercourse), sexual assault, sexual exploitation, domestic violence, dating violence, stalking, and aiding or facilitating the commission of a violation of this policy, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the discrimination complaint processes is a violation of Coastal Bend College policy and is prohibited. The coordinator for compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964 is the Dean of Student Services & Accessibility. The Dean of Student Services & Accessibility also coordinates Coastal Bend College's Americans with Disabilities Act programs for students. The Coordinator for Title IX of the Education Amendments of 1972 is the Director of Human Resources. For additional information, please see Coastal Bend College Board Policies FFDA (Local) and FFDB (Local), which are available online in Coastal Bend College's Board Policy Manual, at <https://pol.tasb.org/Home/Index/155>

ETHICAL CONSIDERATIONS

The CBC Radiologic Technology Program promotes professionalism and preparing students for practice as licensed professionals by abiding by the [ARRT Standards of Ethics](#) provided by the American Registry of Radiologic Technologists (ARRT).

ACADEMICS

The program utilizes the most recent American Society of Radiologic Technologists (ASRT) Radiography Curriculum, approved by the JRCERT.

ACADEMIC GRADING

Grading Scale for all RADR courses:

A =	100%- 92%
B =	91%- 83%
C =	82%- 75%
F =	74%- 0%
I =	Incomplete

A minimum of 75% or C must be maintained in all classes. A grade of "F" will result in student being dropped from the program.

MID-SEMESTER ADVISEMENT

After midterm completion, students will meet with the Program Director and Clinical Coordinator to evaluate their progress in the program. Student feedback on personal strengths and weaknesses will be addressed and opportunities for improvement will be discussed. An action plan agreed upon by all parties will be put into place. The action plan will be provided to students during finals to provide feedback on plan effectiveness.

DEGREE REQUIREMENTS

All general education and professional courses in the degree plan must be successfully completed with a grade of "C" or higher prior to graduation. All didactic and clinical competency requirements provided by the ARRT must be met to be eligible for the licensing "registry" examination and for state licensing requirements.

Students must display competency in:

- General patient care procedures
- Mandatory imaging procedures
- Elective imaging procedures
- One of the 15 elective imaging procedures must be selected from the head section
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section

Students have 36 months from the beginning of their training to complete the radiologic technology curriculum/degree plan at CBC.

PETITION PROCEDURE FOR READMISSION

Students who do not successfully meet program requirements on their initial attempt and who wish to continue with the program at the next available opportunity, must submit a letter to the Program Director stating their desire for readmission, factors affecting their failure in the program, and how issues and problems will be resolved upon readmission. Readmission is dependent on available places in the desired class, repeating failed courses, and the recommendation to attend other courses for refresher. Retention and remediation activities will be determined individually by program administration for each student based upon their previous academic history.

If the degree plan will not be completed within the allotted 36-month time frame, the student must reapply and compete with other applicants for admission. All courses will need to be retaken.

A professional course may only be repeated once; a student will only be eligible for readmission once.

STUDENT COURSE and FACULTY EVALUATIONS

Evaluation of courses and faculty by the students will be carried out in accordance with college policy. Student participation is encouraged for improvement of the program.

CONTINGENCY PLAN

In the event a situation warrants the halt of in person attendance of courses or clinical education, the program will begin online instruction and proceed to complete educational requirements as detailed in the program's contingency plan.

PROGRAM SPECIFIC POLICIES

ATTENDANCE

- Doctor and dentist appointments should be scheduled outside of class or clinic time. If this is not an option, a doctor's excuse is required for an excused absence.
- In the event a student has missed three consecutive days, the returning student must bring a doctor's excuse and a receipt of service from the care provider.
- Up to three days leave will be granted in the event of the death or serious illness of an immediate family member: mother, father, mother-in-law or father-in-law, sister, brother, husband, wife, child, or grandparent, only. The students will inform, in writing, the program of their plans. Documentation of the funeral must be provided to the program.

Circumstances necessitating long term absences will be dealt with on an individual basis. Long term absences for surgeries, maternity leave, and/or severe illnesses will require documentation from the medical provider. Program administration will review completion of program requirements to determine the students' continuation with the program.

INCLEMENT WEATHER

If CBC is closed due to inclement weather, all clinical and classroom assignments are cancelled for that day. Check the website, www.coastalbend.edu, for inclement weather closing. If classes are not canceled but

inclement weather is threatening, the student must use their own judgment when deciding whether to attend class or clinical assignments. The program will review the absences on an individual basis and determine whether the absence is excused or not. The student must inform the Clinical Preceptor and the Clinical Coordinator as soon as possible if they are going to be absent due to inclement weather.

RULES TO FOLLOW

Professional conduct must be demonstrated by students in the classroom, laboratory, clinical setting, or any college event. You are a representative of the program, college, and clinical departments.

- No sleeping during class, lab, or clinic.
- Children will not be allowed in the classroom, laboratory, or clinical settings.
- Outside employment is not to interfere with class, laboratory, or clinical schedules.
- Classroom computers and printer must be used for educational purposes only.
- Social media posts pertaining to the program in any way must be tasteful, professional, and comply with HIPAA Regulations.
- DO NOT EXPERIMENT WITH PATIENTS.

UNACCEPTABLE ACTIONS

Listed below are events (but not limited to) for which one can expect disciplinary action and possible dismissal from the program:

- Indifferent attitude toward patient care, patients, visitors, technologists, fellow students, supervisors, physicians, program officials, and school administrators.
- Refusal to do an exam.
- Failure of the student to make a conscientious effort to improve deficiencies within a reasonable amount of time.
- Possession of or under the influence of alcohol or drugs.
- Time abuse, such as signing others in or out, failure to sign in or out, or other abuse of any official document.
- Insubordination toward clinical staff, clinical supervisors, radiologists, program officials, or faculty.
- Misrepresentation of student status at any time while employed, i.e. dressed in student uniform while working as a technologist.
- Using radiology class time for work other than radiology subjects without permission of instructor.
- Complaints from clinic site about student performance.
- Behavior constituting discrimination, harassment, or retaliation, as prohibited by CBC's Non-discrimination Policies described above.
- Violations of the ARRT Standards of Ethics, CBC's policies and procedures governing student conduct, including but not limited to CBC Board Policy FLB (Local) and the rules of conduct discussed in this handbook.

DISCIPLINARY ACTIONS

- First Offense: Verbal reprimand with a notation in the student's file.

- Second Offense: Written warning with signatures by Program Director, Clinical Coordinator, and/or Clinical Preceptors will be kept in student's file.
- Third Offense: Dismissal from the Program.

Serious infractions can result in immediate dismissal from the program. Any students under the influence of intoxicating drugs or liquor in the classroom, laboratory, or clinical area or any gross unprofessional conduct or patient endangerment issues will be grounds for immediate dismissal from the program.

DRUG TESTING

A passed drug screening will be required of students after acceptance and before the Radiology Program begins. If a student fails the initial drug screening, one more passing attempt will be accepted before the program start date. All testing must be conducted through VerifyStudents.com. If the student fails the second attempt, they will not be permitted to continue with the program.

During the program

1. A student will have drug testing "for cause" at the discretion of the college or clinical/lab affiliate if one or more of the following conditions exist:
 - a. There is reasonable suspicion of impairment based upon evidence of erratic behavior including but not limited to violent behavior, emotional unsteadiness, sensory or motor skill malfunctions, or possession of a controlled or dangerous substance.
 - b. A student is criminally charged with selling drugs or charged with illegal alcohol consumption or illegal possession of drugs.
2. All students may/will be subject to drug testing at any "random time" at the discretion of the college or clinical/lab affiliate.
3. Any student who is asked to submit to drug or alcohol testing under this policy is entitled to refuse to undergo such testing. However, failure to comply shall be treated as insubordination and will result in immediate drop from the CBC Radiology Program and may lead to expulsion from the College District.
4. A student shall be afforded an opportunity to provide notification of any information that he or she considers relevant to the drug test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information to the lab performing the drug screening.

Drug Screening Results

1. If the student receives a positive drug screen result while enrolled, the student will be immediately dropped from the CBC Radiologic Technology program.
2. If the student receives a positive drug screen result and feels that this is in error, the student may be re-tested at the expense of the student.
 - a. The student MUST be retested within one week of being notified of the positive result.
 - b. The student will be allowed to attend the academic portion of the program; however, the student will not be allowed to go to the clinical site until a second test is repeated with a negative result. Clinical absence time will accrue.
 - c. If the second result is positive the student is immediately dropped from the program
6. If the student fails to re-test within ONE WEEK of being notified of the positive result, the student will be immediately dropped from the program.

7. The student, withdrawn from the program for positive drug screen, may re-apply to the program as in the re-admission policy. Refer to the readmission policy section of this book.
8. If a student is accepted to the CBC Radiologic Technology Program after previously being dropped from the program due to a positive drug test, that student may be subject to more frequent drug testing throughout the length of the program. The student must bear the cost of these requirements and it is nonrefundable.
9. A student who receives a positive drug screen result while enrolled in CBC will be referred to the Chair of the Student Discipline Committee in accordance with Board Policy FMA(Local).

FORMAL STUDENT COMPLAINT PROCESS

Coastal Bend College encourages a formal complaint to be resolved in a respectful manner. Retaliation of any form for filing a formal complaint will not be tolerated. All students have the right to complete the formal complaint process, which should be followed in all situations where informal resolution is insufficient to address the issue(s).

An anonymous formal complaint is allowed, however, the College's ability to investigate and respond to a formal complaint can be hindered. Please complete the online formal complaint form entirely, providing as much detail as possible. All formal complaint submissions are confidential and shared only with those who need to know.

A formal complaint is a request for the resolution of a problem, conflict, concern, or issue that negatively impacts a student(s). A formal complaint must be filed using the [CBC Formal Student Complaint Form](#).

RADIATION SAFETY

The Coastal Bend College Radiologic Technology Program is proactive at maintaining radiation exposure levels as low as reasonably achievable (ALARA). The program is aware of changes to the application of lead shielding in clinical settings due to recent research and will continue to promote the use of lead shielding during examinations not including the abdominal or pelvic regions.

DOSIMETRY BADGES

The program will abide by the annual effective dose limit for Educational and Training Exposures of 1 mSv (0.1 rem) recommended by the National Council on Radiation Protection and Measurements' (NCRP), Limitation of Exposure to Ionizing Radiation, NCRP Report No. 116. Dosimetry badges will be obtained for each student at the beginning of the first semester in sufficient time for them to be available before students use the energized laboratory and begin clinical rotations. Students will wear the dosimetry badge at collar level during laboratory practice and in clinical settings.

Quarterly dosimetry badge reports will be reviewed by the CBC Radiation Safety Officer. Students will initial reports indicating knowledge of exposure. Reports will be kept in the Clinical Coordinator's office and will be available for student inspection at any time.

Late/unreturned badges are charged a fee of \$13.00 (subject to change) and is the responsibility of the student.

BADGE STORAGE

- Keep away from T.V. sets, microwaves, or heat producing appliances.
- Hidden from sunlight or high temperatures.
- Keep away from liquids.
- Do not wear when you are a patient having medical or dental x-rays taken.
- Do not wear in an airport or on an airplane.

PROCEDURE FOR EXCESSIVE DOSAGE

If a student receives a radiation dose more than 0.25 mSv quarterly, the Radiation Safety Officer will meet with the student to discuss:

- The excessive dosage received.
- The consequences associated with radiation dose.
- Probable causes and determination of the cause of the excessive dosage.
- Corrective actions needed.

Documentation of the meeting will be placed in the student's file.

MAGNETIC RESONANCE IMAGING (MRI) POLICY

Students will have the opportunity to observe MRI procedures during their clinical rotations. The magnets utilized by MRI machines are powerful and always remain on; all proper precautions should be taken to reduce the risk of adverse events. MRI orientation and an MRI screening form will be filled out by students at the beginning of every Fall semester. It is the student's responsibility to update the form at other times if needed.

See Magnetic Resonance Imaging (MRI) Screening Form on page 21.

PREGNANCY POLICY

Students who become pregnant may continue enrollment if they are able to complete clinical competencies and requirements of the program. The student has the option to notify the program and voluntarily declare their pregnancy. On the declaration form, the student will have the option to continue the program with modifications, continue the program without modifications, or take a leave of absence. Written withdrawal of declaration of pregnancy may be submitted at any time after pregnancy declaration and null the pregnancy declaration and pregnancy modification plan agreed upon between the program and student.

Students who opt to declare their pregnancy will be advised of additional protective measures to be taken and the responsibilities necessary to reduce the effects of exposure to ionizing radiation in utero. A dosimetry badge will be ordered by the program to monitor exposure of the fetus and will be worn at the waist level and under a protective apron during laboratory and clinic assignments. Embryo-Fetal exposure will not exceed 0.5 mSv (0.05 rem) monthly (NCRP Report No. 116).

For declared pregnant students whose choose to continue with modifications or take a leave of absence, the program and student will meet and agree upon a Pregnancy Modification Plan. The program will rotate the

student through low radiation areas, especially during the first trimester, to provide additional protection and ensure exposure is kept as low as reasonably achievable (ALARA) for the embryo-fetus.

The declared pregnant student must withdrawal their declaration to resume normal activities.

See Pregnancy Forms beginning on page 18.

RADIOLOGY LABORATORY GUIDELINES

Laboratory equipment is certified by the Texas Department of State Health Services License #: R31789.

- Machines must be “warmed up” before use by making at least 3 exposures with increasing techniques.
- No food or drinks in lab.
- No exposures will be made unless an instructor is immediately available.
- No one will be in the radiographic room while exposure is made.
- Doors must be closed during exposure.
- Students are to never hold image receptors.
- Students are to never hold the positioning phantom.
- Dosimeter badges must be worn.
- Equipment must be handled with care.
- All equipment should be returned to its holding spot.
- Rooms must be cleaned after use.

EQUIPMENT BREAKDOWNS AND MALFUNCTIONS

All equipment is prone to break-down or malfunction from time to time. If a machine, or piece of equipment breaks down or appears to be malfunctioning in the lab or at a clinical facility, notify a member of the faculty or clinical staff immediately. It is imperative that safety standards are maintained. A student will not be held responsible for a broken piece of equipment unless there is evidence that the damage was caused by gross negligence or willful destruction.

CLINICAL POLICIES AND PROCEDURES

As representatives of the CBC Radiologic Technology Program, students will abide by the rules and guidelines of the program, CBC, and the clinic sites. The purpose of clinical education is to prepare the student for employment as a professional radiologic technologist. Transferring knowledge from the didactic and laboratory portions of the program into clinical situations allows for development and refinement of internalized skills. To provide the highest quality of care for patients, instill ethical conduct in students, and promote excellence in the profession, it is of paramount importance students follow the policies and procedures provided.

To perform at a professional level, the student must:

- Take initiative.
- Treat all persons with kindness, courtesy, and respect.

- Maintain confidentiality of medical records.
- Respect patient privacy.
- Establish rapport with fellow students, technologists, patients, and other department personnel.
- Maintain a cooperative and uncomplaining attitude.

PROFESSIONAL APPEARANCE

Hospitals and their employees are expected to set examples of cleanliness and maintain professional appearances. The “Dress Code” of a hospital will usually set minimum standards. Students are expected to comply and have a:

- Clean and pressed uniform.
- Clean shoes.
- Clean hands and fingernails.
- Fingernails must be kept short.
- Synthetic fingernails are not allowed.
- A mustache or beard is permitted so long as it is kept neatly trimmed.
- Hair must be kept neat and clean; if long, must be pulled up off the collar.
- Excessive perfume and cosmetics are not permitted.
- Only a wedding ring, watch, and one small stud earring in each ear is allowed.
- No necklaces, bracelets, or other adornments are allowed.
- Med-Alert and religious medallions are to be worn inside the tunic.
- No body, facial, or tongue piercings are permitted, including clear studs.
- Visible tattoos must be covered during clinical attendance.

UNIFORMS

The uniform will consist of the following:

- Black Scrub Top with Program Patch on the left sleeve, no more than two inches from the shoulder seam.
- Black Scrub Pants
- Black lab coat, waist length, with Program Patch on the left sleeve, no more than two inches from the shoulder seam (optional).
- Dosimetry badge
- CBC Radiology Student identification card
- Markers
- Black shoes

Proper attire includes all the items listed above. Each student should have at least two uniforms. If a student is not in proper uniform, the Clinical Preceptor or Clinical Coordinator may send the student home and require the student not return until properly attired. In the event a trip home is necessary, the student will be counted as tardy or absent for that day.

MARKERS

Students will use their own initialed right and left markers to properly identify the radiographic procedures they perform. Students who misplace or lose their markers or name tags must replace them as soon as possible. Students who report to clinical sites without their markers may be sent home.

CLINIC ASSIGNMENT

The Clinical Coordinator and Program Director will work together to determine clinical rotations. Their goal will be to remain equitable and provide a dynamic clinical learning experience to include mobile, surgical, fluoroscopic, and trauma examinations to all students. Student living arrangements will be taken into consideration; the program will not require a student drive further than 1 hour and 30 minutes from their residence during the program. No adjustments to clinic schedules will be made after the assignments have been distributed. All students are required to drive to the clinic sites with their own transportation and at their own expense. Carpooling and back-up plans are encouraged.

ORIENTATION CHECKLIST

Awareness of the location of equipment, supplies, and emergency protocols is extremely important. An Orientation Checklist acknowledging student awareness of clinic site procedures is in Platinum Planner and must be completed at the beginning of each clinical rotation.

While at the clinical facility:

- Students will never leave a patient unattended.
- Students will remain in their assigned areas and not congregate in offices, halls, or other rooms.
- Students will limit cell phone usage. No calls will be made, or received, from the work area except in an emergency.
- Students will not leave their assigned area at any time without permission.
- Smoking, smokeless tobacco, any tobacco products, e-cigarettes, eating, drinking, or chewing gum will only be done in designated areas at designated times.
- Students will not remain in the Radiology Department after clinical hours, unless finishing exams.
- Student must use surgical gloves and precautionary measures for all procedures in which there may be contact with bodily fluids. Most contact will be with patients who have not yet been diagnosed and the precautionary procedure of wearing gloves is of paramount importance.
- Students will use strict isolation techniques if the patient has been diagnosed as having a contagious disease.

Students are responsible for their own actions and must not engage in any activities considered non-professional or non-conducive to proper patient care, such as:

- Gossip.
- Disclosure of medical information with patients or relatives.
- Discussions pertaining to clinical activities in public areas (e.g. elevators, cafeterias).
- Discussions of inappropriate subject matter within hearing of patients, visitors, or others.
- Consumption of food in patient areas (including gum).

- Excessive noise.
- Dirty/inappropriate jokes.
- Loitering.

Failure of a student to maintain a professional attitude may result in disciplinary action. If a student senses a problem in the clinical environment, they should contact the Clinical Preceptor and/or Program Director immediately.

SUPERVISION/REPEAT POLICY

Until a student achieves and documents competency in any given procedure, all clinical assignments must be carried out under the direct supervision of qualified radiographers. All the following must be done to remain within the parameters of direct supervision:

- A qualified radiographer reviews the request for examination in relation to the student's achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is present during the conducting of the examination.
- A qualified radiographer reviews and approves the procedure and/or images.

All repeat images must be completed under direct supervision. During the repeat of an unsatisfactory image, the qualified radiographer must ensure patient safety and proper educational practices are applied.

All surgical and mobile procedures, including mobile fluoroscopy, regardless of competency level, must be completed under direct supervision.

After demonstrating competency, students may perform procedures under indirect supervision.

"**Indirect supervision**" is defined as supervision provided by a qualified radiographer immediately available to assist students regardless of the student achievement level.

"**Immediately Available**" is interpreted as the presence of a qualified radiographer where a radiographic procedure is being performed or located adjacent to the room. This availability applies to all areas where ionizing radiation equipment is in use.

COMPETENCY EVALUATION PROCEDURE

Competencies may not be done until testing over the examination has occurred in the didactic Procedures course. Prior to beginning an examination to be evaluated for competency, the student is to inform a qualified radiographer that they wish to "comp". If the student does not inform a qualified radiographer prior to the examination, the student may not be evaluated on that examination. The competency evaluation is to be completed by the qualified radiographer or Clinical Preceptor.

CATEGORY "RECOMPS"

Students will be assigned "recomps" in Platinum Planner for each category during their final semester. These are assigned as categories are completed. Students are encouraged to check the portal for "recomp"

assignments and complete the exams as soon as possible. If the student is unsuccessful in any portion of the exam, another “recomp” for the category will be issued.

SIMULATIONS

Exams eligible for simulation may be performed in the radiographic laboratory and counted towards the minimum number of examinations required each semester for clinic grading. The competency must be performed under the direct observation of the Program Director or Clinical Coordinator and be performed independently, consistently, and effectively as if performing on a live human being.

- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam in clinical setting.
- If applicable, the candidate must evaluate related images.
- Simulations in radiographic laboratory with phantom will require production and evaluation of acceptable radiographs.
- A total of ten imaging procedures may be simulated.

STUDENT EMPLOYMENT POLICY

Students employed at any clinical facility or who volunteer time at a clinical facility will not be allowed to receive credit for student time or competencies performed during those working hours. A student who attempts competencies during paid employee time or any time outside clinical hours may be removed from the program.

Students who are performing duties related to their employment may not wear student dosimeter badges, or any part of the student uniform, including name tags or program patches.

ILLNESS/INJURY GUIDELINES

If a student becomes ill or injured at the clinical site, the Clinical Preceptor must be immediately notified. If the injury or illness requires the student to leave the site, the Clinical Preceptor must be notified before doing so. The decision to seek treatment and the related expense is the student’s responsibility. The Clinical Coordinator should be apprised of all absences due to illness or injury.

CONTAGIOUS DISEASES

Students entering the Radiologic Technology Program must know they will be exposed to various contagious diseases during their training and career. Precautions to be taken are outlined in the patient care course and additional information will be provided by each clinical facility. Students should make use of any protective devices available such as surgical gloves for all procedures in which there may be contact with bodily fluids (urine, blood, excretion, saliva, etc). Those students found not in compliance will come back to CBC for retraining on universal precautions for the first offense. Subsequent offenses will lead to a one-day suspension; a three-day suspension for the third offense and termination from the program for the fourth offense. Most contact will be with patients who have not yet been diagnosed, and therefore, the precautionary procedure of wearing gloves is of paramount importance. Students will use strict isolation techniques if the patient has been diagnosed as having a contagious disease. Students may not refuse to perform radiological services for these patients.

If a student should be the carrier of a contagious disease, they must contact the Clinical Coordinator/Program Director immediately. A temporary suspension of training may be necessary for the protection of your patients.

If a student is experiencing fever, they should stay home. If a student is experiencing cold/flu/COVID-19 symptoms with no fever, they must wear a mask. After a positive COVID-19 PCR test administered by a health care physician, a student must submit the CBC Student Self-Reporting Form located [here](#) or by visiting the coastalbend.edu website and clicking on the COVID-19 tab.

TRANSFER OF CLINIC SITES

In the event a clinic site requests a student be removed from a facility permanently, two subsequent courses of action may take place:

If the situation is based on a problem specific to the facility and would not prevent the student from completing the program, the program may assign the student to another facility, if available. If the second facility is willing to accept the student, with full disclosure, the student will be allowed to complete the program. The student will not be allowed a second transfer unless the facility is no longer functioning or policies at the facility change so that students are no longer accepted.

If the situation is based on patient endangerment issues, gross unprofessional conduct, or illegal actions by a student, the student will be removed from the clinical site and released from the program. Under these circumstances, a student will not be allowed to reenter the program at any time in the future.

POLICY ON MAMMOGRAPHY

The radiography program sponsored by Coastal Bend College has revised its policy, effective December 13, 2021, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a breast imaging clinical rotation/procedure if requested and available; however, the program will not override clinical setting policies that restrict clinical experiences in breast imaging rotations/procedures to students. Students are advised that placement in a breast imaging rotation is not guaranteed and is at the discretion of a clinical setting. The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its October 2021 meeting.

STUDENT EVALUATION OF CLINICAL TRAINING SITES

An evaluation of the Clinical Preceptor and Clinical Site by the student is to be completed in Platinum Planner at the conclusion of each clinical rotation. This identifies site strengths and weaknesses and assists with improvements. Site evaluations will be kept anonymous.

MASTER LIST OF COMPETENCY EXAMINATIONS

Category I

Mandatory Procedures:

Chest Routine
Chest AP (Wheelchair or Stretcher)
Abdomen Supine
Abdomen Upright
Pediatric Chest Routine (Age 6 or Younger) *
Geriatric Chest Routine (Age 65 or Older)

Elective Procedures:

Chest Lateral Decubitus*
Abdomen Decubitus*
Intravenous Urography
Pediatric Abdomen Routine (Age 6 or Younger)

Category II

Mandatory Procedures:

Finger/Thumb
Hand
Wrist
Forearm
Elbow
Humerus*
Shoulder
Clavicle
Trauma Shoulder or Humerus (Scapular Y, Transthoracic, or Axial)
Trauma Upper Extremity (Non-shoulder)
Geriatric Upper or Lower Extremity (Age 65 or Older)

Elective Procedures:

Scapula*
AC Joints*
Pediatric Upper or Lower Extremity (Age 6 or Younger) *

Category III

Mandatory Procedures:

Foot
Ankle
Knee
Tibia-Fibula*
Femur
Trauma Lower Extremity
Pelvis
Hip
Cross-Table Lateral Hip (Horizontal Beam) *
Geriatric Hip or Spine

Elective Procedures:

Toes*
Patella*
Calcaneus*

Category IV

Mandatory Procedures:

Cervical Spine
Thoracic Spine
Lumbar Spine
Cross-Table Lateral Spine (Horizontal Beam, Patient Recumbent) *
Ribs

Elective Procedures:

Sacrum and/or Coccyx *
Scoliosis Series*
Sacroiliac Joints*
Sternum*
Upper Airway (Soft Tissue Neck) *
Sternoclavicular Joints*

Category V

Mandatory Procedures:

C-Arm Procedure (More than one projection) *
Surgical C-Arm Procedure (Sterile field) *
Mobile Chest
Mobile Abdomen
Mobile Upper or Lower Extremity
Mobile Pediatric

Elective Procedures:

Skull*
Facial Bones*
Mandible*
Temporomandibular Joints*
Nasal Bones*
Orbits*
Paranasal Sinuses*

Fluoroscopy Studies: Two procedures from this section must be performed per site protocol.

Upper GI Series, Single or Double Contrast
Contrast Enema, Single or Double Contrast
Small Bowel Series
Esophagus (NOT Swallowing Dysfunction Study)
Cystography/Cystourethrography
ECRP
Myelography
Arthrography
Hysterosalpingography

Category VI

Mandatory Procedures:

Room Orientation
Mobile Orientation
Elective observation in other modalities:
Cath Lab, CT, EKG, Mammography, MRI,
Nuclear Medicine, Ultrasound, Misc/Other

**Denotes procedures that may be simulated in laboratory.*

STUDENT ACTIVITIES

Students are given opportunities and are encouraged to participate in on and off campus professional and social activities, such as:

- The Rad Club, the student radiography club.
- The American Society of Radiologic Technologists (ASRT)
- Texas Society of Radiologic Technologists (TXSRT)

RADIOLOGIC TECHNOLOGY HONORS

ACADEMIC EXCELLENCE AWARD

This award is given to the Radiologic Technology graduate who attains the highest grade-point average (GPA) in Radiography courses. If there is a tie, the faculty will consider each candidate's participation in the classroom, display of professionalism, and participation in campus and club activities.

CLINICAL EXCELLENCE AWARD

The recipient of this award is voted on by clinical personnel as the student best exemplifying the Goals of CBC and the Radiologic Technology Program.

CLINICAL EDUCATOR AWARD

This award is voted upon by the graduating students. It recognizes the individual in the clinical setting that:

- acts as a role model in patient care
- displays professionalism
- acts as a mentor for students
- encourages students to excel to reach their full potential

CERTIFICATION AND LICENSING

ARRT CERTIFICATION AND REGISTRATION

ARRT Certification and Registration is voluntary although most employers require it as do many licensing states. The ARRT's examination, "The Registry," is an independent exam not part of CBC. The [Primary Eligibility Pathway Handbook](#) will guide a student through the certification and registration process.

Certification and registration by the ARRT may be denied because of felony or misdemeanor convictions.

Students are encouraged to complete the [Ethics Review Preapplication](#) if they feel they are in violation of the ARRT's Rules of Ethics as soon as possible to determine whether they meet the ethics eligibility requirement.

TEXAS MEDICAL BOARD

Radiographers in the state of Texas must also be licensed through the Texas Medical Board (TMB). Students must apply for a [General Medical Radiologic Technologist license](#), pass the Jurisprudence (JP) Exam, and meet all degree requirements for licensing.



Coastal Bend COLLEGE

Radiologic Technology Program Pregnancy Declaration Form

I, _____, student ID# _____, am voluntarily declaring my pregnancy. I understand the risks associated with radiation exposure and the program's willingness to provide additional precautions and modifications to assist in my completion of program requirements, including an additional dosimetry badge for fetal dose monitoring.

I choose to:

_____ Continue the program with modifications to keep radiation exposure as low as reasonably achievable (ALARA) to myself and unborn fetus.

_____ Continue the program without modifications.

_____ Take a leave of absence and continue the program after birth of my child. I understand this means I may need to repeat courses that are not completed or failed due to excessive absences.

Student Signature: _____ Date: _____

Clinical Coordinator Signature: _____ Date: _____

Program Director: _____ Date: _____



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Radiologic Technology Program **Pregnancy Modification Plan**

Student Name: _____

CBC ID#: _____

Estimated Date of Conception: _____

Estimated Date of Delivery: _____

Clinical Modifications:

Leave of absence terms:

Student Signature: _____ Date: _____

Clinical Coordinator Signature: _____ Date: _____

Program Director: _____ Date: _____



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Radiologic Technology Program

Written Withdrawal of Declaration of Pregnancy

I, _____, student ID# _____, am voluntarily withdrawing the declaration of pregnancy previously made by me. I understand as a result of signing and submitting this document, the clinical modifications and leave of absence terms agreed upon in the Pregnancy Modification Plan signed by myself, Clinical Coordinator, and Program Director, are no longer valid.

Student Signature: _____ Date: _____

Acknowledgement or receipt of Declaration of Pregnancy Withdrawal Form:

Clinical Coordinator Signature: _____ Date: _____

Program Director: _____ Date: _____



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Acknowledgement of 2022-2023 Edition of the Radiologic Technology Program Student Handbook

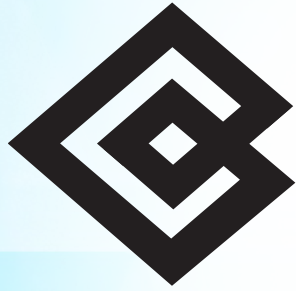
My signature below indicates that I have read and understand the contents of this handbook. I agree to abide by the policies and procedures outlined and understand that I am responsible for adhering to them.

Student Printed Name: _____

Student Signature: _____

Date: _____

Reviewed 08/2022



Coastal Bend
COLLEGE

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