

**Pitt Community College
Health Sciences Division**



**Radiography Program
Student Handbook
2020-2021**

Student Handbook

Revised July, 2020

In addition to the policies and schedules of Pitt Community College, Radiography Program students follow the student guidelines of the Health Sciences Division and the Radiography Program. This Radiography Program Student Handbook supersedes all previous handbooks and is published to provide the student with information about the College and the Radiography Program.

The policies presented in this edition of the Radiography Program Student Handbook are not to be regarded as an irrevocable contract between Pitt Community College and students. The Health Sciences Division and the Radiography Program reserve the right to change any policies or schedules at any time.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity institution.

Formatting note: Times New Roman 12-point type font is used throughout this handbook to reflect information applicable to all Health Sciences Division programs. Arial 11-point type font is used to reflect information applicable to Radiography Program only.

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1.0 Health Sciences Division

1.1 General Information

In addition to the policies of Pitt Community College, health sciences students follow the student policies of the Health Sciences Division. These policies have been developed by the Health Sciences Division administration and faculty in an effort to provide an effective and safe learning environment and establish professional attitudes and conduct in the student. Each student is responsible for being aware of and abiding by the policies at all times.

1.2 Accreditation Information

Pitt Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Pitt Community College.

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182
Telephone Number: 312-704-5300
Email: mail@jrcert.org

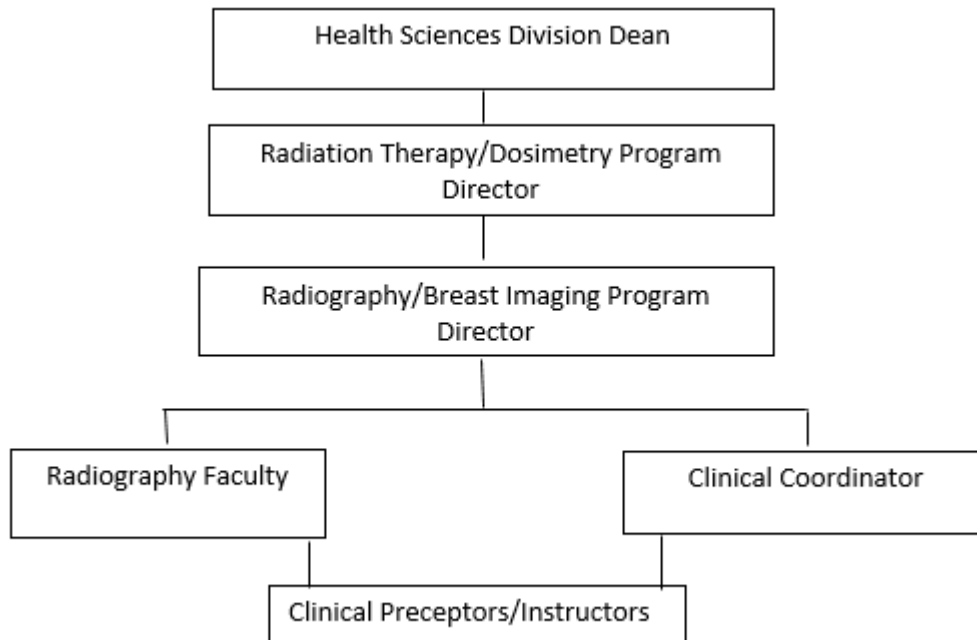
Program effectiveness measures may be found by visiting the JRCERT website at www.jrcert.org.

Complaints Relating to Non-Compliance with JRCERT Standards

Any person who believes the Radiography Program is in non-compliance with any of the JRCERT Standards is requested to take the following actions:

- Confer with the Program Director to gain information and express the perceived problem. If the compliance party still believes non-compliance exists, ask the Program Director to establish compliance. Should the problem not be resolved, the complaining party should
- Confer with the Dean of Health Sciences. Should the Dean not be able to resolve the problem, the complaining party should contact the JRCERT.
- The program faculty takes every complaint or alleged non-compliance seriously. Each complaint will be thoroughly investigated and should the complaint be found valid, the program is dedicated to speedy resolution of the problem. In addition, it is the policy of the program to work closely and professionally with the JRCERT to resolve any reported non-compliance allegation.

2.0 Organizational Structure



3.0 Mission

3.1 Health Sciences Division

Mission: The Health Sciences Division will provide quality health care programs that educate and empower graduates with the knowledge, skills, and behaviors to be competent and professional health care providers within their scope of duties.

Vision: The Health Sciences Division is committed to preparing the health professional of the future. Our knowledge, skill, and compassion for others is demonstrated to our students, influencing and preparing them to become the leaders of tomorrow while maintaining the level of quality care the health care industry demands.

Values: Commitment to serve our students, the health care industry, and the community is the cornerstone of the Health Sciences Division. We strive to attain the highest standards of excellence through assessment, accountability, and continuous improvement. We value the learning experience and the accomplishments that can be achieved through collaboration and service. We value diversity among our students, faculty, staff, and community and celebrate our differences. We value honesty and believe integrity is essential for long-term success. These core values provide the principles and standards for all we do, define our relationships with others, and are reinforced in our students, the health care industry, and ourselves.

3.2 Program Mission

The mission of the Radiography Program is to empower graduates with the knowledge and skills necessary to become competent, caring, and professional health care providers within the radiologic technologist scope of practice.

4.0 Curriculum Outcomes

Goal 1: The Radiography Program will prepare students to use critical thinking and problem-solving skills.

Student Learning Outcomes:

- PLO 1: Students will analyze the quality of a finished radiograph for acceptability.
- PLO 2: Students will demonstrate sound problem-solving techniques in correcting unacceptable radiographs at entry-level competence.

Goal 2: The Radiography Program will graduate clinically competent students.

Student Learning Outcomes:

- PLO 3: Students will perform non-routine radiographic procedures on trauma and age specific populations.
- PLO 4: Students will perform routine radiographic procedures on pediatric, adults, and elderly patients.
- PLO 5: Students will provide quality patient care during diagnostic procedures.
- PLO 6: Students will apply the principles of radiation protection for patients, self, and other personnel.

Goal 3: The Radiography Program will prepare students to communicate effectively.

Student Learning Outcomes:

- PLO 7: Students will demonstrate effective communication skills with age-specific patients.
- PLO 8: Students will demonstrate effective communication skills with faculty and medical staff.

Goal 4: The Radiography Program will graduate students that model professionalism.

Student Learning Outcomes:

- PLO 9: Students will demonstrate professionalism.

Goal 5: The Radiography Program will monitor program effectiveness.

Student Learning Outcomes:

- PLO 10: Graduates will pass the ARRT certification exam.

5.0 Curriculum

Prerequisites	Course	Class	Lab	Clinical	Credit Hours
BIO 163 or BIO 168 & BIO 169	Basic Anatomy & Physiology or Anatomy and Physiology I & Anatomy and Physiology II	4	2	0	5
MAT 121	Algebra/Trigonometry I	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
First Fall Semester	Course	Class	Lab	Clinical	Credit Hours
ACA 111	College Student Success	1	0	0	1
RAD 110	Radiography Introduction & Patient Care	2	3	0	3
RAD 111	Radiography Procedures I	3	3	0	4
RAD 113	RAD Lab Elective	0	3	0	1
RAD 151	Radiography Clinical Education I	0	0	6	2
First Spring Semester	Course	Class	Lab	Clinical	Credit Hours
ENG 112	Writing Research in the Disc	3	0	0	3
RAD 112	Radiography Procedures II	3	3	0	4
RAD 121	Image Production I	2	3	0	3
RAD 161	Radiography Clinical Education II	0	0	15	5
Summer Semester	Course	Class	Lab	Clinical	Credit Hours
RAD 122	Image Production II	1	3	0	2
RAD 141	Radiation Safety	2	0	0	2
RAD 171	Radiography Clinical Education III	0	0	9	3
RAD 181	Radiography Clinical Elective	0	0	3	1
Second Fall Semester	Course	Class	Lab	Clinical	Credit Hours
RAD 211	Radiography Procedures III	2	3	0	3
RAD 231	Image Production III	1	3	0	2
RAD 251	Radiography Clinical Education IV	0	0	21	7
PSY 150 or SOC 210	General Psychology Introduction to Sociology	3	0	0	3
Second Spring Semester	Course	Class	Lab	Clinical	Credit Hours
RAD 261	Radiography Clinical Education V	0	0	21	7
RAD 271	Radiography Capstone	2	3	0	3
HUM 115 or PHI 240	Critical Thinking Introduction to Ethics	3	0	0	3
Total Hours					73

6.0 Clinical Facilities

The Radiography Program has clinical education agreements with the following facilities:

- Eastern Radiologist, Inc. – Greenville, North Carolina
- Eastern Radiologist, Inc. – Washington, North Carolina
- Family Medicine Center – Greenville, North Carolina
- Greenville Health Care Center (VA) – Greenville, North Carolina
- Martin General Hospital - Williamston, North Carolina
- Orthopedics East & Sports Medicine- Greenville, North Carolina
- Physicians East – Farmville, North Carolina
- Physicians East- Greenville, North Carolina
- Physicians East Urgent Care- Greenville, North Carolina
- Vidant Beaufort Hospital - Washington, North Carolina
- Vidant Bertie Hospital – Windsor, North Carolina
- Vidant Chowan Hospital – Edenton, North Carolina
- Vidant Medical Center - Greenville, North Carolina
- Vidant Minor Emergency Department – Greenville, North Carolina
- Vidant Multispecialty Clinic – Belhaven, North Carolina
- Vidant Orthopedics – Greenville, North Carolina
- Vidant Pain Management Center – Greenville, North Carolina
- Vidant Roanoke-Chowan Hospital - Ahoskie, North Carolina

Students and faculty will follow the policies and procedures set forth by each clinical facility during the time the students are performing clinical practice.

A clinical facility has the right to refuse clinical practice experience for any student whose clinical performance is unsatisfactory or who is found to be in non-compliance with the personnel policies and procedures of the clinical facility. Students who are denied clinical privileges will be unable to complete clinical practice and will be dismissed from the program for failure to progress.

Students must be cleared and remain cleared for clinical rotations at ALL clinical facilities in order to progress in the program. Please refer to Section 15.3 for more information.

7.0 Expenses

Students should prepare for the following expenses while enrolled in the program:

- Tuition and Fees
- Malpractice Insurance (cost included with tuition and fees)
- Criminal Background Check/Drug Screen
- Textbooks
- Clinical Uniforms/Shoes
- Clinical/Laboratory Supplies
- Clinical Travel

- Physical Examination
- Required Immunizations
- Rotation Manager
- Dosimeter Service Fee - \$45 per year
- Fetal Dosimeter Service Fee - \$45
- Lost Dosimeter Fee - \$70
- RAD Tech Boot Camp
- Computer with web cam
- Scanner/printer

All fees collected for the Instadose Dosimeter are paid to the service provider. The Instadose Dosimeter is the property of Marion Technologies.

Expenses associated with employment include ARRT Application. In addition, if a student has been convicted of a crime (misdemeanor or felony), he/she may file a pre-application with the ARRT to obtain a ruling on his/her eligibility. There is an additional fee for this pre- application.

8.0 Admission

8.1 Admission Requirements

8.1.1 Application Dates, Start Semester, Length of Program

Application Dates: September 1 – April 30

Start Semester: Fall Semester

Length of Program: Five Semester

8.1.2 Application Criteria and Minimum Prerequisites

Application Criteria:

- Must be a high school senior or graduate or hold high school equivalency
- Must have a 2.5 GPA in general education and recommended courses for the program

Minimum Prerequisites (must be completed or in progress at time program application is submitted):

- BIO 163 or [BIO 168 and BIO 169] with a C or better
- MAT 121 with a C or better
- ENG 111 with a C or better

Applicants accepted to the Radiography Program will be required to submit active BLS Certification from the American Heart Association by July 1. Instructions for submitting BLS Certification will be included in the acceptance letter.

8.1.3 Admissions Steps

The following steps must be completed prior to applying to a health sciences program:

- Complete an application for admission to Pitt Community College.
- Submit official transcript from high school or high school equivalency diploma. Applicants with a bachelors degree are exempt.
- Submit official transcripts from all colleges/universities attended.
- Meet with Student Success Advisor.
- Complete new student orientation (required for new freshmen attending college for the first time). Visit www.pittcc.edu to review these steps in more detail (click on get started > admissions > new student orientation).
- Check your myPittCC email account for important announcements on a regular basis.

Please note that by completing these steps, you have not applied for and been accepted into any health sciences program. Applying to a health sciences program is a separate process and not allowed until all application criteria and minimum prerequisites for the program are met. To apply to a health sciences program, continue with the following steps.

___ **1. Review Curriculum Sheet.** Curriculum sheets for each health sciences program may be found on the PCC website at www.pittcc.edu and includes application period, application criteria, and prerequisite and course requirements (click on health sciences > admissions > curriculum sheets).

___ **2. Once you meet all application criteria and minimum prerequisites for your intended health sciences program(s), contact Health Sciences Admissions at (252) 493-7473 or hltsadm@email.pittcc.edu to complete a Health Sciences Application.** You must apply during the application period. Any health sciences programs that are not filled to capacity after the application period may extend their application deadline.

___ **3. Wait for notification of admission status.** Applicants will be notified by mail of their acceptance.

8.1.4 Selection Process

Because limited seats are available, applicants for the Echocardiography diploma and associates degrees in Cardiovascular Sonography, Emergency Medical Science (EMS), Medical Sonography, Nuclear Medicine (campus program only), Nursing, Occupational Therapy Assistant, Polysomnography, Radiography, and Respiratory Therapy compete for admission based on quality points. Applicants earn quality points by completing the general education and recommended courses required for their program of interest with a C or better. (Refer to Curriculum Sheet for list of courses). To calculate quality points, multiply the

number of credit hours for each general education course successfully completed with a C or better by the quality point value assigned to the grade earned (A=4, B=3, C=2). The best grade earned for general education and recommended courses is used to calculate total quality points and GPA. *Exception: Points will be deducted from quality point total for each repeat attempt in Anatomy & Physiology (OTA applicants applying for admission in spring 2020 are exempt from this point deduction). Visit www.pittcc.edu for more details on how quality points are calculated (click on health sciences > admissions > health sciences essential Q&As)

- *PCC's "Bulldog Advantage" Program.* Applicants who complete all the general education courses required for their intended program of study at PCC with an "A" or "B" will receive a 10% increase to their quality point calculation. The "Bulldog Advantage" does not guarantee acceptance into any health sciences program.
- *Pitt County Schools Health Sciences Academy Graduates.* Pitt County Schools Health Sciences Academy (PCSHSA) graduates who participated in the Health Sciences Academy in their junior and senior years of high school, earned college credit for general education courses required for their program of interest with an "A" or "B," and fulfilled all responsibilities of the Health Sciences Academy program will receive a 10% increase to their quality point calculation. These points are awarded to PCSHSA graduates who have graduated within five years prior to enrollment in a health sciences program at PCC. PCSHSA graduates are not guaranteed acceptance into any health sciences program.
- Applicants may not earn additional quality points for both the Bulldog Advantage and being a PCSHSA graduate. Applicants earn additional quality points either for the Bulldog Advantage or for being a PCSHSA graduate.

If seats become available in a competitive program after notification letters are mailed, alternates will be notified (by rank order) of their acceptance. Alternates not accepted will need to reapply every year and will compete on equal basis with all other applicants.

8.2 Re-Admission Policy

A student may enter the Radiography Program **two times** (initial entry is counted as the first entrance). Re-entry is contingent upon available space in the program. Students must have at least a 2.5 program GPA, maintain at least a 2.0 to remain in the program, and current anatomy and physiology (less than 10 years old from the date you will re-enroll in the program) in order to be considered for re-entry. Re-admission guidelines are as follows:

- If re-applying for fall (first year), the student will be competing for a space with all other students applying for the program and must re-apply through health sciences admissions during the application period.
- If re-applying for a subsequent semester, re-entry is contingent upon available space. Re-entries must first submit a formal letter in writing to the Program Director

requesting consideration for re-entry, 30 days prior to enrollment. If the number of students who apply for re-entry exceed available space, applicants will be ranked according to program GPA.

- Re-entry students must repeat all RAD courses in the semester in which they return and pass with a grade of 78 or higher in order to progress.
- A student may repeat a course within their major only once. If an unacceptable grade below a 78% is earned, the student is ineligible to return to the program
- Re-entry students may be required to update admission and medical documentation, purchase textbooks, and/or obtain an updated criminal background check and drug screening.
- Students who left the program as a result of unsatisfactory performance may re-enter the program on probation and will remain on probation for at least one semester.
- Any student re-admitted to the Radiography Program will be required to demonstrate proficiency in **all** RAD didactic and clinical courses for which they previously earned credit. A student may demonstrate proficiency by completing a written exam and repeating clinical competency evaluations as designated by the Program Director. A score of 85 or higher must be achieved on all proficiency written exams in order to progress.
- Competency evaluations are administered within 30 days of a student re-enrolling in the program. An evaluation score of 95 is required on two competency evaluations and must be successfully completed on the first attempt. Competencies will be determined by faculty.
- Any student who fails to demonstrate proficiency in any RAD course for which they previously earned credit, will be unable to continue in the program.

Students missing more than two consecutive semesters are not eligible for re-admission and must apply through Health Sciences Admissions following the guidelines outlined in Section 8.1. If accepted, all RAD courses for which credit was previously earned must be repeated and a grade of 78 or higher must be achieved in order to progress. Admission will be counted as a second entry.

Students called to active duty military service while enrolled in the Radiography Program will be re-admitted with the same academic status that he or she had when last attended.

8.2.1 Auditing Courses

Students may not audit RAD courses.

8.3 Transfer Policy

Applicants desiring to transfer into the Pitt Community College Radiography Programs must meet the same admission criteria required of all health sciences students. (Refer to admissions requirements). Applicants requesting a transfer to the PCC Radiography Program must have been enrolled in a JRCERT accredited Radiography program accredited by the Southern Association of Colleges and Schools Commission on Colleges within the last two years. In addition, applicants who have had two or more unsuccessful (withdrawal or failure) enrollments in a Radiography program are not eligible for transfer entry. Applicants must apply for transfer and begin the program within two years of having exited a JRCERT accredited Radiography program.

Applicants who exceed the two-year limit must apply as a new applicant for the first semester of the program Basic Entry).

Transfer credits are awarded according to the policy as stated in the college catalog. In addition to the catalog requirements, the student may be requested to provide course outlines for all radiography courses for which the applicant is seeking credit. The Program Director will evaluate the outlines and determine the amount of credit to be awarded. If competencies have not been met, then a contract between the student and faculty will be executed stating deficiencies and plan of action. The student must demonstrate 85% mastery of the deficiencies in order to progress. In addition, the student must pass a written and simulation exam to determine didactic and clinical proficiency. To demonstrate proficiency the student must pass both exams with an 85%.

The student must provide two letters of recommendation from program faculty that state the student is in good academic standing. Good academic standing is defined as a student who is currently enrolled in a radiography program, passing courses with a "C" or better, and not on academic or clinical probation or suspension.

Transfer credit for science courses must meet the following two requirements: cut-off dates for transfer of biology courses is ten (10) years and in addition, students must have earned a minimum grade of C in both the lecture and laboratory portion of the science courses.

8.4 Experiential Learning

The College does not consider experiential learning or life experiences for transfer credit evaluation. However, students who evidence prior proficiency for a course due to previous work or life experiences may apply for credit by examination. Contact the program director for more information.

8.5 Change of Major Policy

Health sciences programs have special admissions requirements. Until these requirements are met, students are enrolled at the college as an Associate in General Education (AGE) major. Once accepted into a health sciences program, the major will be changed by health sciences staff. Accepted students are not required to submit a request for the change of major. Students will not be allowed to register for health sciences prefix courses until the major has been changed.

The health sciences major will be ended for the following (students will be moved to Special Credit status):

- Applicants accepted to a health sciences program but do not enroll.
- Students who fail, withdraw, or are dismissed from a health sciences program.

Note: Financial aid students cannot be declared visiting students or special credit students; in order to receive financial aid, they must enroll in a program.

In any of these instances, students choosing to take classes at the college in subsequent semesters must contact a student success advisor at 252-493-7245 to select an alternative major. In addition, students may also contact the AGE department at 252-493-7456.

8.6 Double Major Policy

Students who double major are taking classes for two different programs simultaneously. It is challenging for most students to double major while enrolled in any health sciences program because the course load is often too heavy and it is difficult to align the course schedule for two programs.

Students must receive approval from the program director to double major. Students unable to provide a career and educational plan that validates the need to double major will not be approved. The program director reserves the right to deny or rescind approval to double major for any student that demonstrates academic difficulty while enrolled in the program or does not follow the approved educational plan.

Students approved to double major must submit a “Request for Double Major Form” to the Admissions and Records Office. Request for Double Major Forms must be signed by the program directors of both programs.

8.7 Medical Examination/Immunizations

All students admitted to a health sciences program are required to have a physical examination to determine if they are physically and emotionally capable of performing the essential functions of the program and submit a completed medical form. A record of immunizations must also be included with the medical form.

The Influenza vaccine is required annually during a specified time of the year. Students will be notified when Influenza vaccines are due to be received.

Students will be required to have a follow up medical form completed if any changes in physical and/or emotional health are noted while enrolled in the program.

Students are encouraged to keep a copies of all medical information submitted. Copies will not be provided after submission to the college without a signed Medical Form Request.

8.8 Professional Licensure Disclosure Statement

Programs at PCC that prepare students for professional licensure are designed to prepare a student to apply for applicable licensure in North Carolina. In order to comply with U.S. Department of Education regulations regarding distance education and professional licensure, PCC is required to make the following disclosure with respect to professional licensure outside the state of North Carolina.

PCC cannot confirm whether a particular program meets requirements for professional licensure outside of the State of North Carolina. In order to ensure whether the program meets requirements for professional licensure outside North Carolina, PCC recommends the student contact the program director prior to enrolling in the program.

8.9 Special Admission Considerations

Admission of applicants residing outside North Carolina to an online health sciences program or individual online health sciences courses is dependent on the College's ability to secure authorization from the applicant's state of residence and state for which clinical practice will be completed, if such authorization is required. Individuals interested in applying to online health sciences programs or courses who do not reside in an authorized state, should not begin the health sciences admissions process until authorization is verified.

Applicants unable to provide and maintain active appropriate documentation of legal presence in the U.S. are not eligible for admission to health sciences programs with competitive admission and/or health sciences programs requiring clinical practice at a facility in the U.S.

Clinical placements are not permitted in facilities positioned in geographic locations outside U.S. jurisdiction.

The Radiography Program and courses are not offered online and have no clinical placements outside U.S. jurisdiction.

9.0 Progression

9.1 Evaluation and Guidance

9.1.1 Evaluation

Student evaluation begins prior to admission to the program when the application to enter the College, placement test scores, and high school and college transcripts are reviewed by the Admissions Office and Health Sciences Admissions Specialist.

Once accepted into the program, a planned program for regular evaluation of each student's progress is instituted in the first semester and is ongoing until the student completes the program. Students are required to participate actively in the process of evaluation. Specific evaluation processes are outlined in each course syllabus.

Cell phones and smart watches must be put away during all evaluations including tests and exams.

9.1.2 Guidance

Students are assigned a faculty advisor to guide them in creating and meeting academic goals.

The faculty advisor is responsible for:

- Meeting with each student in order to create and discuss an academic educational plan and to set academic goals;
- Maintaining contact and assisting students with adhering to their academic plan, meeting curriculum requirements, and fulfilling academic goals;
- Assisting students with College policies and procedures;
- Preparing students for graduation through the completion of a graduation audit and guidance in making career-oriented decisions;
- Acting as the student's representative when needed and providing direction for additional campus resources; and
- To post office hours, showing when available for consultation with students.

Students are responsible for:

- Contacting their advisor each semester before registering for classes so the advisor can evaluate academic progress, review educational plan, and confirm completion of program requirements;
- Meeting with their advisor prior to program completion/graduation in order to have graduation audit completed.
- Maintaining regular class attendance and a strong GPA, seeking guidance from their advisor when additional campus resources are necessary.

The Student Services Division provides a variety of counseling services to students. Counseling services are available at no charge to every student from pre-admission through graduation. Counseling services provided include admission counseling, group counseling, academic counseling, personal counseling and social counseling.

9.2 Academic Progression

A program grade point average of 2.5 is required for a student to enter and re-enter the program. A program grade point average of 2.0 is required to progress and graduate from the program. A student whose program grade point average falls below 2.0 at the end of any semester will be allowed one semester in which to raise his/her program grade point average to 2.0.

Students must have a grade of "C" or higher in all curriculum courses in order to progress through the curriculum and graduate.

The curriculum is designed so that each semester's requirements must be met before proceeding into the next semester.

In the event that physical or mental impairments exist or arise which may interfere with the performance of classroom, laboratory, and/or clinical activities, the student will be referred to a physician. A letter of treatment or medical clearance will be required before the student may progress further in the program. The student, program faculty, and PCC Disabilities Services staff will jointly decide upon an individual plan of progression, including any applicable reasonable accommodations. Physical and/or mental impairments that do not respond to treatment within a reasonable period of time or reasonable accommodations may result in dismissal from the program. At any time, a faculty member may remove a student from clinical practice if the student demonstrates any behavior which is in conflict with safe patient care. Please refer to the Essential Functions (Section 12.1) to determine the skills and abilities necessary to function as a Radiography Program student.

Any student who has a positive drug screen after enrollment in the program, whether the drug screen is completed to meet a clinical requirement or for just cause (refer to Section 16.3), will be dismissed from the program. Refusal to complete a drug screen when requested or failure to complete a drug screen by the specified deadline will be treated as a positive result. Expense associated with the drug screen is the responsibility of the student.

Clinical experiences that are suspended due to the coronavirus pandemic may slow academic progression and result in a delay in graduation.

A first-year radiography student is required to pass a comprehensive written examination with a score of 78% to progress to the second year. Each student is allowed a maximum of three (3) attempts. Each attempt's score will be averaged together for a complete score of 78%. The examination is administered during the summer semester term covering completed course work. In addition, a first year radiography student is required to complete eighteen (18) clinical competencies before progressing to the second year. To graduate, a student must have completed a total of fifty-two (52) competencies.

9.3 Grading System

LETTER	NUMERICAL EQUIVALENTS	QUALITY POINTS PER SEMESTER HOUR
A	93-100	4
B	85-92	3
C	78-84	2
D	70-77	1
F	Below 70 (failing)	0

9.3.1 Incomplete Policy

A temporary grade of Incomplete ("I") is issued at the discretion of the program director if the student is enrolled past the 60% point of the course and has a "C" or better in the class but needs more than one semester to complete the requirements of the course due to extenuating circumstances. Examples of extenuating circumstances include illness or

injury requiring hospitalization or long-term recovery, natural catastrophe, or family emergency.

When an “I” is issued, the course requirements must be completed within a specified time frame determined by the program director. This time frame can be no more than eight weeks from the beginning date of the next academic term, including summer. Incompletes not finalized within the appropriate time frame will convert to an “F.” An extension of the 8-week time frame may be made by the Dean of Health Sciences.

Because of incomplete work, a grade of “I” receives no grade or quality points.

A student receiving an “I” in a prerequisite course may not proceed to the sequential course.

9.3.2. Grade Awarded After Dismissal

A student dismissed from the program will receive an F for the course in which the dismissal occurred and any clinical course(s) for which the student is currently enrolled. A student may elect to complete any other courses in which the student is enrolled. However, the student will be unable to progress in the program in subsequent semesters.

Eligible students interested in re-applying to the program should refer to Section 8.2-Re-Admission Policy.

9.4 Withdrawal

9.4.1 Withdrawal Deadline

Students may officially withdraw from a course on or before the 60% point of the term or class. Once processed, a student-initiated official withdrawal may not be reversed.

Instructors may also officially withdraw students from a class on or before the 60% point of the term (or class) if they do not adhere to the attendance/contact policy as stated in the syllabus. Instructors may choose not to officially withdraw a student if the student maintains regular, constructive communication with the instructor during an extended series of absences. A student may be reinstated after being officially withdrawn by the instructor if the reinstatement is deemed appropriate by the class instructor. The instructor must notify the Admissions and Records Office in writing that the student has been reinstated.

After the 60% point of the term (or class), students who do not adhere to the attendance/contact policy as stated in the syllabus may be removed from the class and issued a grade of F at the instructor's discretion.

9.4.2 Exceptions for Withdrawal

Students wishing to officially withdraw after the 60% point of the term (or class) must file an appeal. Exceptions will be granted, with appropriate documentation, for the following reasons: Medical/Psychological, Legal, Safety Concerns, Military Obligations

9.4.3 Appeal for Official Withdrawals

If a student believes he or she has extenuating circumstances which justify an exception to the standard withdrawal policy, he or she may appeal to the Withdrawal Appeal Committee

- All requests must be received in writing and must include supporting documentation (i.e, drop/add forms, medical verification, military orders, etc.). Appeals received without the required form and proper documentation will not be considered.
- Appeals may be submitted at any point during the term up to the 12th week of the following term, as listed in the academic calendar. Appeals beyond this limit will not be reviewed. Students will receive a response to their appeal within 30 days of the submission date.
- Withdrawal procedures and add/drop deadline dates are widely publicized. Therefore, appeals based on a student's lack of awareness will not be reviewed.
- Appeals will be limited to a total of three (3) per student during his or her tenure at PCC.
- Approval of Appealed OW's will not count toward the limit of eight (8) withdrawals per student.
- All Appeals Committee decisions are final.

The Withdrawal Appeals Committee does NOT, under any circumstances, take phone calls or schedule appointments.

9.4.4 Criteria for Appeals

- Death in the student's immediate family (parent, sibling, offspring, spouse)
- Unforeseen medical incapacitation of student or immediate family member
- Illness or injury of the student of such severity or duration that competent medical authority certified that completion of the course is/was precluded
- Family circumstance of such severity that the student's presence is/was required away from school and precluded completion of the course
- Involuntary call to Military Duty - orders must accompany appeal
- Legal obligations and/or circumstances that prohibit student from completion of the course

9.4.5 Limit on Number of Withdrawals

All Pitt Community College students will be limited to eight (8) withdrawals while at PCC. Students who wish to withdraw from a course after reaching this limit will need to

file an appeal. (Refer to section regarding "Exceeding OW Limits and Effects on Academic Standing")

9.4.6 Exceeding OW Limits and Effects on Academic Standing

Once a student has accumulated eight (8) official withdrawals, the student will be classified as Ineligible for Official Withdrawal, where he/she will be ineligible for further official withdrawals. Any instructor initiated withdrawal will be equated to an F in the course. Students who wish to be reclassified as Eligible for Official Withdrawal must do one of the following:

- Repeat and successfully complete a course with a C or better final grade for which the student previously received an official withdrawal. Students will be eligible for one additional official withdrawal for each OW course they repeat and pass with a grade of C or better.
- Complete 3 consecutive semesters of six (6) credit hours or more with a 100% pass rate.
- Not enroll at PCC for 6 consecutive semesters (2 years). Students in this category must reapply for admission and upon readmission they will revert to Eligible for Official Withdrawal Status and may now accumulate up to an additional eight (8) official withdrawals.

If an additional official withdrawal is obtained for a student who has regained eligibility to withdraw, the student will again revert to Ineligible Official Withdrawal Status, and once again have to complete one of the previous stipulations to regain Eligible for Official Withdrawal Status.

9.4.7 Re-admission after Withdrawal

A student who withdraws from the program is not guaranteed re-admission to the program. A student who withdraws from the program must meet eligibility criteria to re-apply and follow the re-admission guidelines outlined in Section 8.2.

9.5 Good Academic Standing

Good academic standing is defined as a student who is currently enrolled in the Radiography Program, passing courses with a C or better, and not on academic or clinical probation or suspension.

10.0 Attendance

10.1 Class/Lab Attendance

Pitt Community College attendance applies. Students are expected to be in attendance for all class meetings. This attendance policy is in addition to the PCC school policy stated in the *Pitt Community College Catalog*. RAD students are expected to actively participate in all instructional activities within their course(s) each week/unit.

Because of the structure and requirements of the Radiography program's courses, the Radiography program's attendance policy is as follows:

1. Leaving class early fifteen (15) minutes or more prior to the end of class will be considered a tardy.
2. Any student not in attendance after the start time of the class will be considered tardy. Students are expected to be on time for all classes. Tardiness to class is considered disruptive to the other students, as well as the instructor.
3. Any **three tardies** in a given class will constitute **one class absence**. Students who abuse this policy will be put on probation. **One point will be deducted from the final course grade for each absence. No exceptions.**
4. Leaving class after a test will be considered an absence. **One point will be deducted from the final course grade for each absence. No exceptions.**

Professional behavior in any course is mandatory. Students may be placed on attendance probation by the Radiologic Sciences faculty. Some reasons include but not limited to:

- Excessive class tardies/absences (more than 2)
- Failure to notify instructor of tardies/absences (more than 2).

Students must be in attendance for the scheduled class time (to include the start and stop times) to participate in quizzes.

All tests must be completed prior to taking the final exam. Test and final examinations may only be taken 1 time.

Students missing a scheduled exam/test will automatically lose 10 points from the test score. Students must take the test on the next school day or have made arrangements with course faculty. Students must notify the instructor PRIOR to the test time to receive their scheduled time for makeup.

Students must notify the instructor PRIOR to the test time to receive their scheduled time for makeup. Failure to notify instructor PRIOR to the scheduled test time will result in a grade of zero.

A test will be administered and must be completed alone without assistance. Tests may be administered online or proctored in the classroom. Dates, times, and testing methods are noted on the course outline. Online tests must be completed by the deadlines established (indicated in MOODLE). Proctored tests may be made up only if the instructor, prior to the scheduled test time, has excused the student from the test. Proctored tests must be made up within one week after a student returns to class. The instructor must excuse students who are tardy before being allowed to take a proctored test. If a student misses a test without valid reason, the instructor may award a zero for that test. A different test with alternative format may be used for make-up situations.

- Homework and all written assignments must be handed in on time or receive a grade of zero.
- Unannounced quizzes can be given at any time. A student will receive a grade of zero for quizzes missed.
- A proctored, comprehensive final exam will be administered at the conclusion of the semester.
- Students must be in attendance for the scheduled class time (to include the start and stop times) to participate in quizzes.
- All tests must be completed prior to taking the final exam. Test and final examinations may only be taken 1 time.

A student that is already on probation and receives another infraction will receive an “F” for the course and will be unable to progress to the next semester. Further information relating to due process and dismissal can be found in the general catalog.

10.2 Clinical Attendance

Pitt Community College attendance applies. Students are expected to be in attendance for all class/clinical meetings. This attendance policy is in addition to the PCC school policy stated in the *Pitt Community College Catalog*.

- Students are required to attend all clinical experiences. When a student is going to be absent from clinical practice, she/he must email all clinical instructors and call the clinical facility prior to the scheduled time. Failure to comply will result in a **10 point penalty** to be deducted from the rotation evaluation, and an alternate make-up date will be assigned.
- For every tardy students are required to call the clinic site and email the instructor. If tardy more than 30 minutes, students will make-up time at the end of the semester. If tardy less than 30 minutes, students will make-up time during that rotation.
- Leaving clinic early fifteen (15) minutes or more prior to the time specified on the clinical schedule will be considered a tardy.
- Any **three tardies** in a given class will constitute **one class absence**. Students who abuse this policy will be put on probation. **One point will be deducted from the final course grade for each absence. No exceptions.**
- No changes in clinical hours will be allowed unless otherwise specified.
- Time clocks/log sheets are to be used upon your arrival and departure to/from clinic where applicable. Failure to clock or have log sheets signed are considered the same as being tardy or absent depending on the amount of time missed, and the point deduction as stated above will apply.
- Time clocks and log sheets serve as the official documentation of clinical attendance. Dishonesty on time sheets will result in dismissal from the program.

Any student, who works 11-7, 12-8 or any other night shift prior to a clinical day will be asked to leave the clinical area and will be required to make-up the day. Clinic make-up times and dates will be assigned at the discretion of the clinical-coordinator.

Make-up time for clinical education will be done at the discretion of the clinical coordinator. In addition, the clinical facility must approve all make-up time.

10.3 Illness During Clinical Attendance

If a student becomes ill during clinical practice, the student should notify his/her clinical instructor and proceed as directed. Students will not be treated in the clinical area. All costs involved in medical treatment are the responsibility of the student.

10.4 Inclement Weather

The program follows the schedule of the College during times of inclement weather. Announcements will be made via PCC Alerts and Messaging (refer to Section 18.6), radio, and television as to the closing of the College. However, students should exercise personal judgment concerning highway conditions regardless of College announcements, particularly those commuting to outlying areas for clinical practice. Students should notify the clinical coordinator and clinical facility of their absence during times of inclement weather.

When time is missed due to inclement weather, makeup days will be added to the semester to ensure that students receive the full contact hours of instructional time required for each course.

11.0 Evaluation

11.1 Class/Lab Evaluation

Student evaluation begins prior to admission to the program when the application to enter the College, placement test scores, and high school and college transcripts are reviewed by the Admissions Office and Health Sciences Admissions Specialist.

Once accepted into the program, a planned program for regular evaluation of each student's progress is instituted in the first semester and is ongoing until the student completes the program. Students are required to participate actively in the process of evaluation. Specific evaluation processes are outlined in each course syllabus.

Cell phones must be set on silent mode during class and off during testing. Texting during class is not permitted. The use of cell phones, earphones, headphones, IPODs, etc. is not permitted in the clinical areas.

Cell phones and smart watches must be put away during all evaluations including tests and exams.

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Cell phones and smart watches must be put away during all evaluations including tests and exams.

Cell phones/SmartWatches and pagers are not allowed in any clinical area or when traveling by bus to and from Vidant Medical Center. If a student(s) is/are in possession of a cell phone/ smartwatch while in clinic, he/she will be **immediately** sent home, placed on clinic probation, and will make up the entire clinical day at the end of the semester. Violation of the probation will result in an immediate dismissal from the course with a grade of F.

If you are seen text messaging or using a cell phone during a test, you will be given a "0" (zero) for the test and dismissed from the program.

A student dismissed from the program will receive an F for the course in which the dismissal occurred and any clinical course(s) for which the student is currently enrolled.

11.3 Clinical Probation/Dismissal

In the clinical areas, the clinical instructors use their professional judgment in determining if a student is incapable of performing patient care or presents a threat to the health and safety of the patients. A student may be placed on clinical probation or dismissed from the program for reasons which include, but are not limited to the following:

- Unprofessional behavior and/or appearance.
- Performance (verbal or written) that threatens the health and safety of the patient, student, peers, clinical staff, and instructor.
- Unprepared for medication administration, medical errors, and medication administration without instructor approval.
- Unsatisfactory clinical practice.
- Texting during clinical time/patient care.
- Utilizing clinical computers to access social networks.
- Violation of College's Student Code of Conduct Policy.

It is the program director's decision whether the situation warrants clinical probation or dismissal from the program.

The clinical instructor who places a student on clinical probation will meet with the student and the clinical coordinator prior to the next scheduled clinical session to complete a written Performance Improvement Plan (PIP). The PIP will state the

conditions of the probation and deficiencies which must be corrected. Failure to comply with a clinical probation PIP will result in an **F** for the clinical course.

A student that is dismissed from the program may request a hearing. Refer to 20.0 Health Sciences Appeal Process.

11.4 End-of-Course Evaluations

End-of-course evaluations are an important part of the College's efforts to improve teaching and learning. At the end of each semester, students are expected to provide feedback on the quality of instruction for each course. Responses are anonymous and do not contain any identifying information that would allow the responses to be tracked back to individual students. Faculty may require each student to validate completion of all end-of-course evaluations.

12.0 Clinical Guidelines

12.1 Essential Functions

Essential functions are those considered necessary or fundamental to performance of a job. In postsecondary education, the student's job is to learn and participate in an academic environment and the clinical environment as well.

The student, with or without reasonable accommodation, must be able to:

Physical Demands

1. Sit on a chair.
2. Push and pull routinely.
3. Be able to make color distinctions.
4. Lift 20-50 pounds occasionally and 10-25 pounds frequently.
5. Be independently mobile within a building and between buildings.
6. Travel to and from clinical placements, fieldtrips, and assigned locations off campus.
7. Show sufficient balance to protect and assist patient(s).
8. Demonstrate strength, agility, and flexibility to manipulate and position a patient.
9. Have endurance and attention to actively engage in 7 hours of patient treatment or classroom activities each day, 4 days a week.
10. Reach and grasp overhead, in front of the body, to the sides and down.
11. Demonstrate fine motor coordination/dexterity to be able to grasp, handle, hold, cut, push, pull, and feel.
12. Identify and respond to changes in temperature in modalities and in the patient.
13. Work in confined spaces such as assisting patients in a bathroom or working in an office with several people.
14. Have full use of hands, wrists, shoulders, and work standing on feet 80% of the time.
15. Distinguish audible sounds.

Communication Skills

16. Audibly communicate with clarity in person to exchange accurate information on a

- one- to-one basis, in a small group, large classroom setting, or large group.
17. Produce at least one method of legibly written communication in standard and organized English such that 80 words can be produced in 20 minutes.
 18. Use therapeutic communication: attending, clarifying, coaching, and facilitating, and using and responding to nonverbal communication.
 19. Communicate effectively, efficiently and appropriately with peers, faculty, supervisors, other professionals, patients, and their significant others.
 20. Demonstrate sufficient observational skills to collect data on patient performance, and assure patient safety during treatment activities.

Personal Traits

21. Work within clinical environments, which involve exposure to persons with physical and mental disabilities; and to pain, grief, death, stress, communicable diseases, blood and body fluids, toxic substances, noxious odors and irritating particles.
22. Work with a diverse patient population including persons of various ages, ethnic, racial, religious, alternative lifestyle, and socioeconomic backgrounds without prejudice or repulsion.
23. Conduct oneself in accordance with professional ethics.
24. Exhibit teamwork skills and a spirit of cooperation and respect for peers, faculty, supervisors and other professionals, patients and their significant others.
25. Work around others and alone.
26. Modify behavior/performance in the classroom or the clinic after feedback from the instructor or clinical supervisor.
27. Show problem-solving ability sufficient to organize and complete multiple tasks accurately and within assigned periods.
28. Independently initiate routine job tasks.
29. Respond independently and quickly to an emergency.
30. Demonstrate competency in clinical judgment and safety precautions.
31. Maintain poise and flexibility in stressful or changing conditions.
32. Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.
33. Interpret instructions furnished in oral, written, diagrammatic or schedule form.
34. Carry out detailed, simple to complex written or oral instructions.
35. Comprehend medical records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules, and procedures.
36. Interact compassionately and effectively with the sick or injured.

Please notify the Office of Accessibility at 252-493-7595 or talk to your instructors privately if you have a need for a disability-related accommodation. It is the student's responsibility to request reasonable accommodations if needed.

Accommodations prescribed by the Office of Accessibility are specific to the classroom and testing environments.

12.2 Professional Guidelines

The following are professional guidelines that all students are expected to follow at all times during clinical practice. The student will:

- Comply with all policies of the College, Department, and clinical facilities, state and federal laws, and the Patient's Bill of Rights.
- Follow the Department dress code.
- Keep patient information confidential. Discussion of patient information will take place only in clinical conferences or in private conversations with clinical instructors. Failure to comply with agency confidentiality policy will result in immediate dismissal.
- Be punctual in arriving to the clinical facility and report to the clinical instructor when leaving the clinical area.
- Report patient situations accurately, regardless of reflection upon self. If the situation requires an incident report, the student will complete the report according to the clinical facility's policy.
- Ask for supervision and assistance when needed and as directed.
- Utilize time efficiently and constructively.
- Demonstrate self-confidence in administering patient care.
- Complete all written work on time.
- Interact professionally with College faculty, clinical instructors, and members of the health care team, patients, and peers.
- Address all clinical instructors, members of the health care team, patients, and peers with their appropriate title.
- Perform self-evaluation of attainment of clinical practice objectives.
- Avoid the use of tobacco products and unregulated nicotine products (i.e., e-cigarettes).
- Avoid the use of profane or obscene language and unprofessional behaviors.
- Avoid chewing gum.
- Avoid using cell phones, texting, and accessing social networking sites.
- Avoid blogging, posting personal status updates, and engaging in online activities during clinical hours unless intended for appropriate clinical and research purposes.

12.3 Student Appearance

Students are representatives of the College, Radiography Program, and radiography profession. Students are expected to dress and conduct themselves in a manner which will reflect dignity of the profession and be good examples of cleanliness and health.

The purpose of these guidelines is to define the image of professionalism and to promote student and patient safety, comfort, and professional impression. This policy balances the expectations of professionalism with student desires for comfort and individual expression.

Students will comply with these guidelines, which are minimum standards for professional dress and appearance appropriate for today's quality healthcare workplace environment. Students will also adhere to dress standards established by the clinical facilities and Department as appropriate for the job duties and profession. Faculty and clinical instructors reserve the right to determine at its discretion what is and is not appropriate workplace attire and to address issues as they arise.

Name badges (and identification badges, if required by a clinical facility) are essential to dress as they identify students to patients, patient's family members, visitors, and members of the healthcare team. Students are required to wear their badges at all times while in clinical practice. Badges must be worn above the waist and displayed so that the information noted on the badge is always visible (not covered or reversed). Badges should not be covered with pins, ornaments, stickers, or any other objects. Clinical instructors may prohibit a student from participating in clinical practice without their badge(s).

Personal hygiene is critical to the professional appearance and perception of a healthcare professional. Particular attention should be given to skin, fingernails, hair, bathing, proper oral hygiene, and use of deodorant as needed. Students must keep their hair clean, well groomed, and away from the face in an orderly fashion that does not present a safety hazard. Beards, mustaches, and sideburns are to be neatly trimmed and groomed. The use of excessive makeup and strong fragrances should be avoided. Artificial nails are not permitted. Offensive or inappropriate tattoos must be covered. For the purpose of this policy, inappropriate means any tattoo deemed by faculty to be inconsistent with the standards of a professional quality health care program.

Student uniforms should only be worn while performing clinical practice and while traveling to and from the clinical facility. The uniform may not be worn at any other time except while on the College campus and then it must be covered with a lab coat. The student uniform shall consist of a uniform pantsuit (as specified by faculty). All students are required to wear a white lab jacket during any clinical activity not requiring a uniform. All uniforms should be clean, fit properly, be in good repair, and pressed or ironed as needed. Students must wear appropriate undergarments to avoid an unprofessional appearance. Leather (other than shoes) and sheer garments should be avoided.

Uniform shoes or tennis shoes are required of all students. Shoes should be clean, in good repair, and coordinated with the dress attire. Open toed shoes, casual foot wear, and beach foot wear is not permitted. White, black, or gray socks (depending on uniform color) are required to be worn with uniform pantsuits. Uniforms should not be worn outside the clinical arena, e.g. shopping, restaurants, etc. Clear nail polish may be worn in the clinical arena.

Jewelry and accessories should be kept to a minimum. Excessive jewelry and accessories can create an unsafe environment and distractions. Jewelry and accessories that are distracting in size and number are to be avoided. Only one (1) pair of stud earrings in

earlobes is allowed. Offensive jewelry and accessories are not permitted. Facial, tongue, and other visible body piercings, except for earrings are not permitted. Fashion headwear should be avoided.

Students should not wear hooded sweatshirts, sunglasses, or hats inside clinical facilities unless for medical reasons. The use of cell phones, earphones, headphones, IPODS, etc. is not permitted in the clinical areas.

Please note that some clinical facilities may alter or create more stringent guidelines than those outlined in this policy. In these instances, those requirements must be met in order to proceed with clinical practice rotations.

Any student arriving to the clinical facility not in uniform will be immediately sent home and the clinical time missed will be made up at the end of the semester.

Dress Code

Official Uniform:

1. Royal blue scrub pants with royal blue scrub tops to include PCC Radiography monogrammed (Block Letters) on right side of the scrub top (specified by faculty)
2. Coordinating socks with scrub pants
3. White lab coat (optional)
4. Identification badge
5. Radiation monitoring badge
6. Identification lead markers

While in uniform, the student will:

1. Wear a hairstyle that is professional in appearance, and which will not interfere with the student's responsibilities. Students with hair shoulder length or longer must wear it secured up away from face.
2. Keep mustaches and beards short and neat.
3. Keep make-up, jewelry, and uniform suitable for the health profession.
 - a. Watch acceptable – no smartwatches
 - b. One post earring per earlobe (no other earrings and/or studs allowed)
 - c. No bracelets
 - d. One discreet necklace
 - e. Only plain rings may be worn (limit of two)
 - f. Clear nail polish only, no color of any kind
 - g. Keep nails well-manicured at moderate length. No false fingernails may be worn. This includes, and is not limited to, acrylic bonded nails or other synthetic material, e.g. nail extensions
 - h. Visible body piercing, (e.g. tongue, nose, or eyebrows) is not permitted.
 - i. Tattoos must be covered at all times.
 - j. No beepers, cell phones, or smartwatches
 - k. No brightly colored hair ornaments or hair color (ex: designer hair colors, green, pink, purple, red, etc.).
 - l. No perfume or body fragrances.

4. Shoes must be clean and in a coordinating color. Program director and/or clinical instructor will determine compliance.
5. Wear undergarments that are conservative and professional in design. Program director and/or clinical instructor will determine compliance.
6. Address instructor, co-workers, and one another by appropriate title

12.4 Impaired Thinking

Impaired thinking constitutes a risk to patient safety. Impaired thinking is evidenced by an inability to make appropriate judgments and carry out functions in relation to the delivery of patient care. Impaired thinking may be the result of fatigue, anxiety, sleep deprivation, medication use, illegal drug use, alcohol use, etc.

Any faculty member, clinical instructor, or representative of the Health Sciences Division who determines that a student is exhibiting evidence of impaired thinking will ask the student to leave the clinical area. The student may be given a clinical absence and/or unsatisfactory clinical grade depending on the situation, placed on clinical probation, and/or dismissed from the program.

12.5 Student Health Reporting Policy

All students must notify the clinical coordinator of any and all contracted diseases or health problems that might or could jeopardize the health of others.

12.6 Infectious Disease Policy

Infection control means preventing illnesses from happening or spreading in a health care setting to patients, students, employees, visitors, etc. For patients, infections can cause an increase in pain, length of stay in the hospital, and medical cost. Infections can make students sick enough to miss school or spread the infection to family members.

Infections usually occur in healthcare facilities for two reasons. First, many sick people are treated in close quarters and second, procedures performed on patients may increase the risk of infection (such as surgery, insertion of tubes and catheters, insertion of IV's, etc.).

Healthcare-Associated Infection (HAI) means infection associated with a healthcare facility. This is an infection a patient acquires after they come into the hospital or that is associated with a healthcare facility. The Centers for Disease Control (CDC) estimates that HAIs account for an estimated 1.7 million infections and 99,000 associated deaths each year.

Six factors are present that form a chain for an infection to develop: a microorganism or "germ" that can cause disease; a person who carries the germ; a way out of the carrier (person) such as sneezing or coughing; a method of travel such as through the air, direct contact (touching), etc; a way into another person such as breathing or skin puncture (cut or scratch); and a susceptible person (someone who doesn't have any resistance to fight

off an infection). Infection control aims to break the chain between these factors. When the chain of factors is broken, an infection does not occur.

Hand hygiene is the single most important way to stop the spread of infection. There are two options for hand hygiene: alcohol-based hand sanitizer and antiseptic soap and water. When using alcohol-based hand sanitizers, apply the cleaner to the palm of one hand and rub hands together, covering all surfaces, until your hands are dry. Antiseptic soap and water should be used when the hands are visibly soiled. Wet hands and apply soap. Rub hands together for 20 seconds (sing Happy Birthday twice) and remember to clean under fingernails. Rinse and pat hands dry with a disposable towel. Use a towel to turn off the water. Jewelry should be kept to a minimum and should be left on during hand hygiene.

Gastrointestinal germs such as Clostridium Difficile, also known as C-diff, and Norovirus require handwashing with soap and water. Sanitizers are not effective.

Personal Protective Equipment (PPE) is equipment that protects you from contact with potentially infectious materials. Examples of PPE include gloves, mask, protective eye wear, gowns, etc. PPE is effective only under normal conditions of use. When selecting and using PPE, remember, it must be used each time a task is done, be appropriate for the task, fit properly, and when removed, properly cleaned/decontaminated or placed in the proper place for disposal.

Jewelry harbors organisms so wear as little as possible. Good hand care is vital. If nails are painted, do not let them become chipped. Keep nails and cuticles clean and neat so that organisms cannot get into them. No artificial nails should be worn in clinical areas. Use hand lotion provided by the clinical facility.

Additional infection control requirements include: no food or drink allowed in the clinical areas; clean linens must be covered and bags of linens should not be placed on the floor; and portable patient care equipment must be cleaned between patients and identified as “clean” per clinical facility policy.

12.6.1 Standard Precautions

Standard precautions **apply to all patients regardless of their diagnosis or presumed infection rate**. Standard precautions are based on a risk assessment and make use of common sense practices that protect healthcare providers from infection and prevent the spread of infection from patient to patient. Standard precautions include:

- Performing hand hygiene.
- Use appropriate PPE whenever there is an expectation of possible exposure to infectious material (i.e. blood, body fluids, drainage or open skin).
- Follow respiratory hygiene/cough etiquette principles.
- Ensure appropriate patient placement (patients should be isolated when appropriate).
- Handle textiles and laundry carefully.
- Follow safe injection practices.

- Properly handle needles and other sharps.

12.6.2 Transmission-Based Precautions

Transmission-based precautions are a second tier of basic infection control and are to be used in addition to standard precautions for patients who may be infected or colonized with certain infectious agents for which additional precautions are needed to prevent infection transmission.

Contact Precautions are required for patients known or suspected to be infected by organisms that travel by direct contact. This is the most common form of transmission and can occur from skin-to-skin or through objects such as medical instruments (i.e. blood pressure cuffs, stethoscopes, etc.).

One in four HAIs is attributed to multi-drug resistant organisms (MDRO) such as Carbapenam Resistant Enterobacteraeaceae (CRE), Methicillin Resistant Staphylococcus Aures (MRSA), Vancomycin Resistant Enterococcus (VRE), and Extended-Spectrum Beta-Lactamase (ESBL) gram negative rods. Patients with a known history of CRE, MRSA, or VRE will be placed on contact precautions upon identification. Removal from isolation occurs only through the clinical facility's Infection/Prevention Control Department.

Wear gloves when entering the room. Avoid touching any surface that might be contaminated when leaving the room. Use noncritical equipment (touches only intact skin) for one patient only if possible. If such equipment must be shared, clean and disinfect it thoroughly between patients.

Droplet Precautions are required for patients known or suspected to be infected by organisms that travel in droplets. Droplets can be spread by a patient who is coughing, sneezing, or talking. These organisms travel short distances (usually within 3 feet). They cause infection when they land in a susceptible person's eyes, nose, or mouth. Examples include Influenza, Rubella, Pertussis, and certain pneumonias (Haemophilus Influenza, Meningococcal, Mycoplasma, and Streptococcus-Group A).

Wear a regular surgical mask when working with the patient. Avoid transporting the patient unless absolutely necessary. When transporting is necessary, apply a regular surgical mask on the patient.

Airborne Precautions are required for patients known or suspected to be infected by airborne organisms. Examples include Coronavirus, Mycobacterium Tuberculosis, and Varicella. (Varicella is also known as chickenpox and also requires contact precautions because it can be spread through the air and by contact).

An appropriately fitted National Institute of Occupational Safety and Health approved N95 or high level respirator is required to be worn when working with these patients. These patients require negative pressure rooms and their door must remain closed at all

times. Avoid transporting the patient unless absolutely necessary. When transporting is necessary, apply a regular surgical mask on the patient.

Respiratory therapy students are permitted to use N95 respirators and provide medical care to patients who are on airborne precautions. Emergency medical science (EMS) students that are approved for field time at an EMS agency must wear an N95 respirator when required. All respiratory therapy and EMS students will require medical screening and fit testing for a N95 respirator prior to these experiences. No other health sciences students are permitted to use N95 respirators in clinical practice rotations or provide medical care to patients on airborne precautions.

Special Enteric Contact Precautions are required for those patients with suspicious or known inflectional diarrhea with Clostridium difficile and Norovirus. Special contact precautions require the same PPE and procedures as contact precautions, except that alcohol-based hand sanitizer does not have any effect on killing these organisms and therefore cannot be used. Hands must be washed with antiseptic soap and water to physically remove these organisms. Bleach wipes must be used to disinfect patient care equipment.

12.6.3 Infection Control Exposure Protocol

Because of the nature of the health care profession, students participating in required clinical education experiences will find themselves at risk for exposure to infectious diseases. **It is essential that all students carry health insurance to cover health care expenses incurred in treatment following exposure to infectious diseases. Health insurance may be required to perform clinical practice at some clinical sites.** The college and clinical sites are not responsible for a student's health care expenses incurred in treatment following an exposure. Students are not covered by worker's compensation benefits.

Any student who has an exposure to blood or body fluids of a patient should (1) wash or irrigate exposed areas immediately with soap and water and (2) report the incident immediately to the clinical instructor. Exposure includes percutaneous injury with a contaminated sharp object (needle, lancet, broken slide, etc.) and exposure of mucous membranes or open skin lesions to blood or body fluid of a patient.

It will be the student's responsibility to advise his/her clinical instructor and clinical coordinator immediately when an exposure has occurred and complete the following steps.

- Step 1. Student should complete an incident report form according to the guidelines of the clinical facility in which the exposure occurred.
- Step 2. The clinical coordinator will notify infection control staff at the clinical facility who will assess the situation and make appropriate recommendations, including any required testing and/or medical treatment. Student must comply

with all recommendations. Any expenses associated with testing and/or medical treatment are the responsibility of the student.

- Step 3. The clinical coordinator must fill out a report and forward to the Assistant Vice President of Student Support verifying that an exposure has occurred. The report should document if medical intervention is warranted. This report must be submitted within 48 hours of the date of incident.
- Step 4. The Assistant Vice President of Student Support (or designee) will follow up with the student.

There are treatment options shown to prevent health care workers from having a conversion to HIV+ following an exposure to HIV. This treatment may prevent the student from getting sick. Students should receive treatment within two hours of exposure.

12.7 General Safety Guidelines

Safety for patients, students, employees, visitors, and property is always the first consideration in healthcare.

Emergency Alerts. All NC healthcare agencies are converting to a plain language alert system. Refer to each healthcare agency’s emergency management guide for alert guidance and emergency phone numbers.

Type of Alert	Example of Plain Language	Announcement	Code Name
Emergency	Fire/Alarm	Facility Alert + Fire/Smoke Alarm + Descriptor + Location	Code Red
Security	Missing Infant/Child	Security Alert + Missing Person + Descriptor (Infant/Child) + Location	Code Pink
Medical	Medical Emergency	Medical Alert + (Type of Emergency Incident) + Descriptor + Location	Code Blue

Fire Safety. Three elements required to start a fire are heat, fuel, and oxygen. Only equipment that is in immediate use is allowed in the hallway. All other equipment is to be stored in a designated storage area. Firewalls separate the building into smoke compartments. Each stairwell is a smoke compartment. Remember smoke kills more people than most fires. Do not use elevator during a fire.

When responding to alarms and drills, remain calm, listen for instructions, and make sure all hallways and means of egress (equipment) are cleared and unobstructed.

To respond to a fire, remember RACE:

- R - Rescue anyone in immediate danger
- A - Activate the alarm and call the emergency number

- C - Close doors and window
- E - Extinguish if possible/Evacuate if necessary

To use a fire extinguisher, always remember the acronym PASS:

- P – Pull the pin
- A – Aim at the base of the fire
- S – Squeeze the handle
- S – Sweep from side to side

Hazardous Materials. Chemicals are harmful if they enter the body by inhaling, swallowing, or through the skin. Chemical hazards can be:

- Physical – Physical hazards can cause a dangerous situation like a fire or explosion.
- Health – Acute health hazards hurt you rapidly, after a short exposure (i.e. poisoning and chemical burn). Chronic health hazards harm you more slowly, after a long term exposure (i.e. cancer and heart damage).

Safety Data Sheets (SDS) and labels are the best sources of information about a chemical's hazards and how to control them. Each department must maintain a current chemical inventory and an SDS for each chemical used or stored in their department.

All chemical containers within a department must have a label naming the chemical and an adequate hazard warning when a chemical product is transferred to a second container with proper label attached. Never assume that contents of an unlabeled container are harmless and never use unidentified chemicals or containers. All chemicals should be stored in approved locations and disposed of properly.

Handling chemicals requires proper training and the use of PPE to protect yourself from exposure. If a chemical spill occurs on PPE, remove the equipment immediately. Properly rinse away chemicals spilled on other sources (i.e. floor, equipment, etc.).

Any student who may be exposed to hazardous chemicals should know how to use emergency eyewash equipment. For chemical splashes to the eyes hold both eyelids open and roll the eyeballs so water flows on all surfaces in the folds surrounding the eyeballs. A minimum of 15 minutes is recommended for initial first aid irrigation and dilution of a chemical splash to the eyes, face and body.

Immediately report chemical spills, leaks, or accidents to the clinical instructor. In the event of a significant chemical spill, you should avoid the area until "all clear" is announced. Trained personnel will respond. Departments nearby should prepare to receive re-routed traffic and be ready for evacuation or to assist if needed.

If a chemical spill/exposure happens in the community and the clinical facility is expecting to decontaminate and treat victims in the emergency department, external hazmat precautions will be initiated. Students should report to the clinical instructor.

Waste Management. Biohazardous waste or regulated medical waste includes blood or body fluids > 20 ml, microbiologic waste, pathologic waste (specimens, tissues, organs),

bloody dressings and gauze, blood transfusion bags and tubing, materials used for cleaning blood spills if > 20 ml, and sharps containers used for syringe and needle disposal.

Unregulated waste includes plain IVs (those with no medications instilled and that can be emptied down the drain such as saline, D5, lactated ringers, potassium, and electrolytes) and empty IVs, vials, wrappers and syringes. An item is empty if it contains 3% or less of its original volume.

Pharmaceutical waste includes medications partially administered in vials, ampules, leftover or unused, not given, or refused such as IV bags and tubing with medication remaining, oral medications, ointments and creams, physician samples, and narcotics.

You should follow the clinical facility's procedures for proper disposal of all forms of waste.

Sharps Safety. Sharps safety devices are designed for protection and, by law, MUST be used. Examples of sharps safety devices include needles and syringes used for intramuscular or subcutaneous injection, safety needles and lancets, phlebotomy devices, and IV safety catheters. Sharps should be discarded in a sharps disposal container or using an approved alternative method for home use.

Electrical Safety. One of the main causes of electrical fires and electrical related injuries is due to current overload. All extension cords and appliances that come from the factory with a ground plug that are used in the facility are required to have a continuous ground. This means that the ground prong must be in place. All extension cords used in a wet area are required to have a Ground Fault Circuit Interrupter (GFCI). A GFCI is a supersensitive, rapid action power switch that disconnects a circuit as soon as it detects current leaking to the ground. Electrical panels and equipment are required (OSHA) to have a minimum clearance of thirty-six inches of clearance in front of them. They also require a path of not less than two feet for access and egress.

Report any damaged equipment to your instructor as soon as you identify the hazard. Do not use tools/equipment that has been damaged.

Radiation Safety. Signs must be posted in rooms where radioactive materials are stored or used. Do not enter these rooms without proper supervision. Only properly trained individuals may handle or administer radioactive materials. When unattended, radioactive materials must be secured. Food should not be stored or consumed in areas where radioactive materials are stored or used.

Gas Cylinder Safety. Compressed gas cylinders (i.e., oxygen tanks) must be handled with extreme care – it's federal law. Gas cylinders must be clearly labeled for easy identification and must be secured with a chain or in a rack when stored. Only approved carriers may be used to transport gas cylinders during transport as these carriers are

designed for this purpose. Limited quantities of gas cylinders should be stored in one location. Ready to use and empty tanks must be stored separately.

Magnetic Resonance Imaging (MRI) Safety. The magnet is always on in the MRI area. The closer one is to the magnet the stronger the magnetic field/pull becomes. Individuals with pacemakers and certain other metallic implants should not enter the MRI area. Oxygen cylinders and other metallic items should never be carried into the MRI area. **No one shall enter into the MRI area without the technologist present.**

Bomb Threat. In response to a bomb threat announcement, you should report to your clinical instructor and follow these guidelines.

- Immediately check your department or area for any items that do not belong.
- Call security to report anything found that could be related to the threat.
- Refer to clinical facility's policy or ask clinical instructor for instructions.
- Prepare to evacuate if directed.

Disaster. A disaster can change the way a clinical facility will deliver services. Examples of a disaster include an infectious disease outbreak, mass casualty incident, and weather related disaster. Students should follow the clinical facility's disaster plan as instructed.

Security Alert. A security alert is issued when there is an incident of civil or emotional upset that threatens the safety of patients, visitors, and staff. Potential reasons to activate a security alert includes, but is not limited to heightened emotional or behavioral response even after de-escalation attempts, hostile/aggressive verbal communication, active shooter or visible weapons, physical altercations, hostage situations, and communication of threats.

Active Shooter. If an active shooter (armed intruder) is in your vicinity, follow these guidelines.

- RUN – escape if possible
- HIDE – if you can't escape
- FIGHT – if you are confronted by the armed intruder
- FOLLOW your healthcare agency's procedure
- FOLLOW instruction by law enforcement officers

Missing Infant or Child. The first few minutes when an infant or child is missing are critical. Unless you are involved in a life-saving activity, search the area immediately. Report suspicious individuals carrying bags, bundles, infants or children to the clinical facility's security department. Quick, decisive action may result in finding the infant or child. Therefore, become familiar with clinical facility's policy.

12.8 Unsafe Practices

The Health Sciences faculty has both a legal and ethical responsibility to protect the public and health care community from unsafe practices. As a result of this obligation, students may be disciplined and/or dismissed from a program of study for practices

which are deemed safety threats. Safety threats are those which threaten or have the potential to threaten the safety of a patient, a patient's family, another student, a faculty member, another health care provider, or themselves. Any faculty member or clinical staff who determines that a student cannot function at a safe level in clinical practice will notify the student to leave the area immediately and notify the clinical coordinator. The faculty member or clinical staff and clinical coordinator will discuss the situation and determine an appropriate course of action.

Any student denied clinical privileges by a clinical facility as a result of unsafe practices will be unable to complete the clinical portion of the program. A student who is unable to complete the clinical portion of a program will not be able to graduate.

12.9 Radiography Program Clinical/Lab Policy

Students are required to wear their dosimeter during all clinical/lab activities. If a student arrives to lab without a dosimeter, the student will not be allowed to stay and will be given an absence for the day.

12.9.1 Radiation Dosimetry Reports

The Radiation Dosimetry Report is located in the Radiation Therapy Program Director's office, Fulford 127. All reports are reviewed by the Radiation Therapy Program Director. If a questionable report is detected, the student will be notified immediately by the Radiography Program Director. Students must read their dosimeters between the 1st and 7th of each month.

12.9.2 Exceeding Exposure Limits

When a Radiography Program student/faculty exposure for a one month time period exceeds 100 mRems, the radiation therapy program director will notify the Radiography Program Director. The Radiography Program Director will give the student/faculty a Report of Radiation Exposure form to write a brief explanation of the circumstances causing the elevated exposure. Once the form is returned, the Radiography Program Director and student will meet with the Radiation Therapy Program Director to discuss safe radiation protection practices. The Radiation Therapy Program Director will then contact the Radiation Safety Officer for comments. Further action is based on the feedback from the RSO.

12.9.3 Loss of Badge

If at any time during the academic year the student loses or misplaces his/her dosimeter, there will be a fee for replacement. The student will not be allowed to return to clinic until his/her dosimeter has arrived and fees have been paid. All missed clinical time must be made up by the end of the semester.

If a student fails to return his/her dosimeter, a flag will be added to the student's college account. Once an account has been flagged, the student will be unable to graduate, register or request transcripts until the flag is removed.

12.9.4 Direct/Indirect Supervision and Repeat Policy

Direct Supervision:

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

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

Students must be directly supervised until competency is achieved.

Indirect Supervision:

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

Repeating Unsatisfactory Images:

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

12.10 Radiography Program Pregnancy Policy

In accordance with NRC Regulator Guide 8.13, a pregnant student has the option of declaring her pregnancy or remaining undeclared. An undeclared pregnant student will continue in the program with no special consideration. For the student that declares her pregnancy, a fetal monitoring badge will be ordered and monitored for maintaining fetal exposure below the 500 mrem limit. Declared students will be allowed to remain in the program without modification. At any time after declaration of pregnancy, the student may withdraw her declaration by submitting a written statement to the radiography program director.

If a student decides to declare her pregnancy, a Declaration of Pregnancy form is located in this manual. (See: 21.9) The form must be submitted to the radiography program director. The form is then forwarded to the radiation therapy program director who serves as the gatekeeper for radiation records and reports.

12.11 MRI Safety Screening Sheet

The program has established a safety screening protocol for students having potential access to the magnetic resonance environment. All students are required to watch a MRI safety video and complete a MRI Safety Screening form as part of their clinical orientation requirements to assure they are appropriately screened for magnetic waves or radiofrequency hazards. If a student has had an injury to the eye involving a metallic object or fragment, they will be responsible for the cost of MRI orbits images prior to the rotation.

13.0 Graduation

13.1 Student Responsibility

Students are responsible for proper completion of the program, familiarity with all requirements of the curriculum, maintaining the grade point average required, knowing their academic standing, and meeting all other degree, diploma, or certificate requirements. Faculty advisors are available for assistance. However, the ultimate responsibility remains that of the student.

13.2 Graduation Requirements

Upon recommendation of the faculty and the approval of the College's Board of Trustees, the appropriate degree, diploma, or certificate will be awarded to students successfully completing the course requirements of the program. All students must:

- Complete course requirements as prescribed in the catalog of record.
- Earn a minimum of a 2.0 GPA in the required curriculum courses.
- Clear all financial obligations to the College.
- Complete at least 25 percent of credit hours required for the degree, diploma, or certificate at the College, of which 12 semester hours must be a major course with the appropriate departmental prefix designation for the degree or diploma.
- Apply for graduation by the posted deadline.
- Pay required graduation fees.

13.3 General Information

Students should meet with their advisors and complete their graduation checklists prior to registering for the students' last semester of attendance. Students must apply for graduation by the dates published on the College website in order to graduate at the end of their last semester.

In some cases, circumstances may warrant the substitution of a course for a course required for graduation. Substitutions must be approved by the student's advisor, the Dean, and the Registrar.

Students are eligible to graduate with honors if their major GPA is 3.50 the semester prior to graduation in the curriculum from which they are graduating.

Graduation exercises are held in May. Degree and diploma recipients are eligible to march.

Students pay for their caps, gowns, and diploma jackets. The College provides the degrees, diplomas, and certificates.

13.4 Summer Graduates Participating in Spring Graduation Ceremony

Students scheduled to graduate at the end of summer semester may request to participate in the spring semester graduation ceremony. Students desiring to participate during the spring graduation ceremony must:

- Discuss graduation readiness with their advisor.
- Be within 12 hours of graduation and have approval of the Program Director and Dean.
- Apply for graduation.
- Register and pay for all classes needed to graduate at the end of summer semester by the published payment deadline.
- Pass all courses taken in the spring.
- Pay required graduation fees.

Summer graduates participating in the spring graduation ceremony will be eligible to receive an honor cord for the spring graduation ceremony if their major GPA is 3.5 the semester prior to the ceremony.

Additionally, all requests for summer graduates to participate in the spring graduation ceremony are due at the same time requests for spring graduation are due. There will be no refunds of graduation fees if the student does not graduate.

14.0 Credentialing and/or Licensure

All graduates are expected to successfully complete the radiography program successfully. Radiography students take the American Registry of Radiologic Technologists (ARRT) certified exam. After taking the certification exam and passing, the student's credential will be RT(R).

At this time, North Carolina does not require a licensure for the Radiography program.

15.0 Legal and Ethical Standards

15.1 Code of Ethics

All Radiography students adhere to the code of ethics from their professional organizations.

ASRT Code of Ethics

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

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

Principle 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.

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

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

Principle 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.

Principle 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.

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

Principle 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.

Principle 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.

15.2 Confidentiality and HIPAA

Patient confidentiality is critical for all health care providers and those in training. It is essential for preserving the trust that society has placed in all health care providers. Patient information, employee information, and clinical facility information is confidential. This is true whether the information is printed, written, spoken, or electronically produced.

Students may see or hear confidential information on:

- Patients and/or family members (such as patient records, conversations, and billing information)
- Medical Staff, Employees, Volunteers, Students, or Contractors (such as social security numbers, salaries, clinical information, billing information, employment records, disciplinary actions)
- Business Information (such as financial records, research or clinical trial data, reports, contracts, computer programs, technology)
- Third Parties (such as vendor contracts, computer programs, technology)
- Operations, Performance Improvement, Quality Assurance, Medical or Peer Review (such as utilization, data reports, quality improvement, presentations, survey results)

15.2.1 Examples of Breach of Confidentiality

Accessing information that you do not need to know to perform your job responsibility or services:

- Unauthorized reading of patient account information.
- Unauthorized reading of a patient's chart.
- Unauthorized access to information on adult children, friends or co-workers.

Sharing, copying, or changing information without proper authorization:

- Making unauthorized changes to an employee file.
- Discussing confidential information in a public area such as a waiting room, elevator, or cafeteria.
- Posting a picture of a patient on a social media site.
- Commenting on a patient on a social media site.
- Writing down, printing, copying or removing patient health information from the facility.

Sharing your User ID and password:

- Telling someone your password so that they can log into the computer system(s) to do their work or yours.
- Giving someone the access codes for employee files or patient accounts.
- Emailing confidential information by unsecure methods.

Leaving a secured application unattended while signed on:

- Being away from your computer while you are logged into patient information.
- Allowing someone to access confidential information using your username and password.

All students must abide by the Health Insurance Portability and Accountability Act (HIPAA) rules during all clinical experiences and activities with Pitt Community College. HIPAA rules provide federal protections for patient health information and gives patients an array of rights with respect to that information.

15.2.2 HIPAA Privacy Rule

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information. The Rule requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

The Privacy Rule protects most *individually identifiable health information* in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information" or "PHI."

Examples of PHI may include:

- Demographic Information (names of patients, relatives, or employer, address, email, phone, fax)
- Dates (birth, service)
- Financial Information (Insurance, Bank Account Numbers, and Social Security Number)
- Personal Identifiers (Medical Record Number, Serial or Device Numbers, and Vehicle Identification Numbers, face and body photos, biometric identifiers such as fingerprints, unique physical characteristics such as a tattoo, unique diagnosis or procedural codes).

15.2.3 HIPAA Security Rule

The HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information.

- *Administrative Safeguards* are people-focused and include requirements such as training, polices, and appointment of a security officer.
- *Physical Safeguards* are mechanisms in place to protect hardware, software and data from fire flooding, unauthorized access, theft and other hazards.
- *Technical Safeguards* are technology to protect data and control access to the data through methods such as a required username and password for login.

15.2.4 Conclusion

Unauthorized use or disclosure of protected health information or unauthorized computer access may result in disciplinary action by the clinical facility and/or College, up to and including dismissal from the program, potential removal of students from clinical rotations, and negative impact on future employment. It may also result in the imposition of civil penalties under applicable federal and state law, as well as, professional disciplinary action as appropriate.

Students are responsible for reporting to the clinical instructor and clinical site supervisor any known or suspected violation of HIPAA policies, procedures, and requirements.

Students are responsible for completing all required HIPAA training as mandated by the clinical facility and/or clinical instructor.

15.3 Clinical Requirements

Clinical facilities may require criminal background checks, drug screenings, credit checks, professional license checks, and/or proof of US citizenship prior to or during participation in the clinical portion of a program. Pending the outcome, clinical facilities may deny a student the opportunity to complete the clinical portion of a program. A student who is unable to complete the clinical portion of a program will not be able to graduate.

Criminal background checks, drug screenings, credit checks, professional license checks, and/or proof of US citizenship may also be required after graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students are under a continuing obligation to disclose within two business days or prior to the next clinical rotation (whichever comes first) any changes in status related to these requirements that may arise or occur while enrolled in the program. This includes, but is not limited to, any criminal charges and/or convictions. Clinical facilities reserve the right to rescind clinical privileges based on changes in status related to these requirements.

16.0 Student Conduct

16.1 Cheating

The faculty have the responsibility for seeing that all students receive credit for work in which they have completed. All students are expected to be honest in all dealings with members of the staff and faculty of the College and staff members and patients in all clinical facilities. Students are also expected to report any observed instances of dishonesty to the instructor in charge. Failure to do so makes the observer as guilty as the one who is cheating. Students will not receive credit for work which is not their own.

For the online environment, it is expected that students will keep their username and password used to log into MOODLE confidential and to never allow anyone else to log into the account. Sharing access or passwords for MOODLE is considered a violation of academic integrity. When logging into MOODLE, students should do so with the understanding and agreement to produce their own work, to complete course activities themselves, and to take course exams, tests or quizzes without the assistance of others and/or outside resources, unless specifically permitted by the instructor. Allowing others to complete course work or take exams, tests, or quizzes is considered cheating.

Sharing any course information or materials with current, past, or future students is strictly prohibited. This includes, but is not limited to, sharing copies of assignments, testing information, and information related to competencies.

Any faculty who discovers possible cheating or to whom cheating is reported will investigate the matter fully. If after careful consideration of all evidence, the faculty feels that cheating has occurred, the evidence will be presented to the Program Director who will review the information. If the Program Director concurs, the student will be dismissed from the program.

16.2 Plagiarism

Plagiarism is the use of someone else's words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book or a magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The faculty who detects plagiarism will review with the student the circumstances which constitute plagiarism. The student will be required to re-submit the work to receive credit and the student's grade will be adjusted accordingly. A second instance of plagiarism during any time thereafter will be considered cheating and treated as such.

16.3 Drug/Alcohol Use

The Health Sciences Division intends to maintain a drug and alcohol free environment. It is our belief that students impaired by use of mind-altering substances are harmful to themselves, the mission of the College and programs, the safe care of patients, the performance of the student role, and the well-being of fellow students. Under no circumstances will student possession or use of any mind-altering substances be tolerated at the College or any clinical facility.

Mind-altering substance is defined as any chemical, natural or manufactured, which when taken into the body may cause alterations of personality, emotion, cognition, or behavior. Mind-altering substances may also be more commonly referred to as alcohol, drugs, substances, or chemicals. Examples include:

- Use of any illegal drugs.
- Presence of a blood alcohol content.
- Use of non-prescribed controlled drugs.

- Improper or excessive use of prescription or over-the-counter medication, which results in impairment.
- Use of other mind-changing chemicals, which results in impairment.

The following situations may indicate that a student is abusing mind-altering substances and should heighten the awareness of the faculty, clinical instructors, and other students to that possibility.

- Smelling of alcohol.
- Bringing on the premises or being in the possession of alcohol, illegal drugs, or other non-prescribed controlled substances.
- Behaviors associated with the use of mind-altering substances.
- Deteriorating patterns of performance or personal conduct.
- Information from a credible source which indicates a student is abusing mind-altering substances.
- An accident.
- Stealing or diverting medications.

At any time, a student may be required to provide a urine or blood sample for testing to validate or disprove the use of mind-altering substances. Failure to provide body fluid samples, when requested, will be interpreted as supportive of impairment. Positive results will be grounds for dismissal from the program.

The College shall be relieved from any liability for taking and testing body fluid samples which shall be done by independent medical or laboratory personnel. Any expenses associated with testing will be the responsibility of the student.

16.3.1 Important Information Concerning Drug Screening

This information applies whether the drug screening is required for clinical clearance or if a drug screen is requested for just cause.

What is a specific gravity urine test? A specific gravity urine test is one in which the specimen has been diluted in some way. It may occur intentionally by the donor adding something to the urine (adulteration) or by the donor drinking large amounts of liquid to flush the system (dilution). It may also occur unintentionally when the donor (fearing he/she may not be able to produce a specimen) drinks a lot of fluids prior to the drug test, resulting in over-dilution.

Why is specific gravity so important? Specific gravity urine tests are often followed up by a positive drug test. It is one of the two most often used ways to cover up a positive drug test. For this reason, a test result with a specific gravity comment will not be overlooked. Please understand that although you may have unintentionally diluted your specimen, this is a method often used intentionally by drug users. As a donor, you should avoid doing those things that could cause your urine test to fall below specific gravity limits.

How can I avoid a specific gravity urine test? Eat a good meal two to four hours before taking a drug test and limit your intake of fluids. A rule of thumb is one 12 ounce liquid (such as a can of coke) one hour prior to the drug test. If you normally consume more liquids in a day, curb your use for that day. It may also be a good idea to void (urinate) one or two times before taking the test to rid the body of excess fluids. The body is constantly producing urine and it should not take you very long to produce a good specimen under this circumstance.

What will happen if I have a specific gravity urine test? You will be provided *one* opportunity to repeat the drug test. You must pay for the repeat drug test and complete it within a specified time frame. A second specific gravity urine test or failure to repeat the drug test within the specified time frame ***will be treated as a positive drug test result. A positive drug test will not be cleared for clinical rotations and result in dismissal from the program.***

Students not cleared for clinical rotations or dismissed from a program due to a positive drug screen must wait at least six months before applying or re-applying for a health sciences program. If re-applying for a health sciences program following a dismissal, all other re-admission requirements must be met.

16.4 Professional Activities

Students will conduct themselves as adults and in a manner, which will reflect positively upon Pitt Community College and the Radiography Program at all times while attending and/or participating in professional activities.

When the activity involves a professional conference, students must participate in the meetings and workshops, as well as other official conference activities. Students must abide by the rules of the conference, the hotel in which they are a guest, and the program during the course of the conference. Failure to do any of the above may result in a student being asked to leave the conference, appropriate disciplinary action taken by the College, and being denied future conference participation.

16.5 Laboratory Security

Equipment and supplies located in the laboratory are property of the College. Removal of the equipment and supplies from the laboratory without direct supervision and instruction by faculty or written consent from the appropriate College representative will be handled in accordance with North Carolina statutes.

16.6 Electronic Recording Devices

It is the policy of the Health Sciences Division that no electronic recording devices be used to record classroom or clinical practice experiences. Requests for appropriate accommodations from students with documented disabilities will be reviewed on a case-by-case basis.

16.7 Cell Phones and Other Electronic Devices

Cell phones must be set on silent mode during class and off during testing. Texting during class is not permitted. The use of cell phones, earphones, headphones, IPODs, etc. is not permitted in the clinical areas.

Cell phones and smart watches must be put away during all evaluations including tests and exams.

Cell phones/SmartWatches and pagers are not allowed in any clinical area or when traveling by bus to and from Vidant Medical Center. If a student(s) is/are in possession of a cell phone/ smartwatch while in clinic, he/she will be **immediately** sent home, placed on clinic probation, and will make up the entire clinical day at the end of the semester. Violation of the probation will result in an immediate dismissal from the course with a grade of F.

If you are seen text messaging or using a cell phone during a test, you will be given a “0” (zero) for the test and dismissed from the program.

A student dismissed from the program will receive an F for the course in which the dismissal occurred and any clinical course(s) for which the student is currently enrolled.

16.8 Netiquette

Netiquette is the rules of etiquette that apply when communicating on the Internet. Students are expected to follow these guidelines when communicating in the online environment, including the online classroom.

16.8.1 Security

A password is a secret word or expression used to access a computer system or network. It is designed to be known only to the user and protects the user’s identity in an online environment. Students should:

- Never share a password.
- Change a password if someone else might know it and at other times as needed.
- Log out of account when done.

16.8.2 General Guidelines

When communicating online, students should:

- Treat others with respect.
- Address instructors with proper title.
- Use clear and concise language.
- Use correct spelling and grammar.
- Avoid slang terms such as “wassup?” and using abbreviations such as “u” instead of “you.”
- Use standard fonts such as Arial and Calibri and use a size 12 or 14 point font.

- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like ☺.
- Be cautious when using humor or sarcasm as tone is lost in online communications and the message may be taken seriously or offensive.
- Be careful with personal information about yourself or others.
- Do not send confidential information via email.

16.8.3 Email Netiquette

When sending emails, students should:

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless there is certainty the recipient can open them.
- Avoid HTML in favor of plain text.
- Sign messages with name and return email address.
- Think before sending an email to more than one person. Does everyone really need to see the message?
- Be absolutely sure a message is intended for everyone before clicking “reply all.”
- Be absolutely sure a message authored by another person is intended to be passed on to others before clicking “forward.”

16.8.4 Message Board Netiquette

When posting on message on discussion boards, students should:

- Submit posts that are on topic and within the scope of the discussion.
- Take posts seriously. Review and edit posts before sending.
- Be as brief as possible while still making a thorough comment.
- Always give proper credit when referencing or quoting another source.
- Be sure to read all messages in a thread before replying.
- Do not repeat someone else’s post without adding something of your own to it.
- Avoid short, generic replies such as “I agree.” Include why you agree or add to the previous point.
- Always be respectful of others’ opinions even when they differ from yours.
- Express a differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Be open-minded.

16.9 Social Media Policy

Students have a responsibility to maintain personal social networking and media sites (i.e., Facebook, Twitter, You Tube) in a professional manner. Any posts in a social network or media site used in a derogatory manner can be held against the student. Posts that threaten students, faculty, staff, and/or clinical facility employees/patients will not be tolerated and may result in disciplinary action including dismissal from the program.

Further, any social media accounts created that are associated with the College (i.e., the account includes the College name, College logos are posted to the account, etc.) require approval from the Division of Institutional Advancement's Media Relations Department.

16.10 Receipt of Gift Policy

The Health Sciences Division strives to be above reproach in all matters. This includes perceptions of fairness and objectivity. Faculty members in particular must not use their position, authority, or relationship with students to obtain uncompensated labor for their own personal or economic gain. They may not ask students to perform services unrelated to legitimate academic activities unless the student is adequately compensated for such services. Faculty members must not solicit gifts or favors from students. They must not accept gifts or favors where they have reason to believe that such gift or favor is motivated by a desire to secure some academic advantage.

Therefore, Health Sciences Division faculty must not accept personal gifts beyond the small token of appreciation from students. In every circumstance, faculty members should avoid accepting even token gifts from students prior to submission of final grades for those students or completion of supervision.

16.11 Falsifying Documents

Falsifying documents involves altering, changing, or modifying a document for the purpose of deceiving another person. It also involves passing along copies of documents that are known to be false. Examples of falsifying a document include, but are not limited to:

- Altering or misrepresenting factual information.
- Stating false information when requested to provide truthful statements.
- Forging a signature.
- Knowingly using or distributing a fake document.

Falsifying documents will be considered a form of cheating and will be treated as such.

16.12 Tobacco Use Policy

Pitt Community College is committed to providing its employees and students with a safe and healthy working and learning environment. Pitt Community College recognizes that the use of tobacco products on campus ground is detrimental to the health and safety of students, staff, faculty, and visitors. Pitt Community College also recognized that it has the legal authority to prohibit tobacco use pursuant to G.S 115D-20.1 and G.S. 143-599. Therefore, beginning August 14, 2018 Pitt Community College will implement the following policy:

1. Smoking is prohibited by students, staff, faculty, or visitors:
 - a. In all campus buildings, facilities or property owned, leased, or operated by Pitt Community College, including these areas:

- i. On-campus grounds, facilities or vehicles that are property of the community college.
 - ii. At Lectures, conferences, meetings, and social/cultural events held on college property or campus grounds.
2. For the purpose of this policy, smoking products includes cigarettes, cigars, little cigars, cheroots, stogies, e-cigarettes, and hookah.
3. The sale or free distribution of tobaccos products, including merchandise, is prohibited on campus or at school events.
4. Student organizations are prohibited from accepting money or gifts from tobaccos companies, including:
 - a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price, or fully-priced tobacco products (-t-shirts, hats, etc.) on campus.
5. Other smokeless tobacco products, including, but not limited to, plug and twist tobacco, dip, snuff, snuff flour, chewing tobacco, are prohibited inside all college facilities and college vehicles.

17.0 Student Insurance

17.1 Medical Insurance

All students are strongly encouraged to carry hospitalization and medical insurance. Accident insurance is available through the College and information regarding this insurance may be obtained from the Student Services Division.

Some clinical facilities require students to carry hospitalization and medical insurance. If required, students must provide evidence of coverage upon request in order to proceed in clinical practice.

17.2 Malpractice Insurance (subject to change)

All health sciences students are required to carry student professional malpractice insurance through Pitt Community College. The College has arranged for a blanket coverage policy through American Casualty Company of Redding Pennsylvania. Some key points of this coverage are:

- **Limit of Liability.** Current coverage up to \$2,000,000 for each claim to an aggregate total of \$5,000,000 for all claims in any one year. The only exception is the Commonwealth of Virginia with current coverage up to \$2,200,000 for each claim to an aggregate total of \$6,600,000 for all claims in any one year.
- **Methods of Payment.** The annual premium will be added to the tuition to be paid during registration.

This malpractice insurance is mandatory for all students participating in a clinical experience without exception.

18.0 Student Guidance

18.1 Student Transportation and Housing

Students are responsible for their own transportation to and from the College and all clinical facilities. Student car pools are the responsibility of the individual student and not the responsibility of the College or program. Arrangements for transportation should be made prior to entering the program.

Living arrangements are also the responsibility of the individual student. All students must keep the College advised of their current address and phone number. For assistance in locating housing, contact the Student Services Division.

18.2 Student Employment

Employment during the course of study is strongly discouraged. The student who must work in addition to attending College should consider the effect that working may have on the grade point average. No absences or tardiness will be allowed for work conflicts.

If the student is employed by a facility, which is used as a clinical facility by the Health Sciences Division, the student should be aware that the nature of those responsibilities should in no way be related to their responsibilities as a student and the student uniform may never be worn while functioning in roles outside of clinical practice. The employing facility takes full responsibility for the student employee's actions while working and neither the Health Sciences Division administration and faculty nor Pitt Community College will be responsible for any student's activities while functioning in the role of an employee.

18.2.1 Service Work Statement

Students will not be used to substitute for clinical, instructional, or administrative staff. While students may assist faculty in didactic and laboratory sessions to share their knowledge and skills, they are not the primary instructor or instructor of record for any component in the curriculum. Students attending clinical sites are not to be used as substitutes for paid clinical staff. It is the clinical instructor's responsibility to direct all student activities and assure students gain experiences to reinforce competencies. Students may not receive any form of compensation in exchange for work they perform incidental to their clinical coursework or experiences. Students are not to complete clinical coursework while working as an employee at the clinical facility.

18.3 Student Health Services

The College maintains no health care facilities other than first-aid supplies and AED. First aid supplies are available in the office of the Health Sciences Dean (Fulford 103). An AED is located on the front hall of the Fulford Building. The responsibility for medical services and associated costs rests with the student.

Emergency facilities are available at Vidant Medical Center in Greenville. Students who do not have a local physician are encouraged to make contact with a physician who will treat them when they are ill prior to entering the program.

18.4 Reporting an Accident/Injury

A student involved in an accident/injury on campus, during class, clinical practice, or traveling to and from class or a clinical facility must report it to their instructor immediately. The instructor must complete and submit a “Report of Student Incident/Injury” within 48 hours of the accident/injury and submit the form to the Assistant Vice President of Student Support. The Assistant Vice President (or designee) will follow up with the student.

If the incident (which could be an exposure) occurs at a clinical facility, the student must report the incident to their clinical instructor and clinical coordinator immediately. The student will be required to follow clinical facility protocols regarding reporting and medical intervention (if applicable).

All expenses associated with medical intervention are the responsibility of the student.

18.5 Learning Resources

Health sciences students are expected to consistently use outside resources in the learning process. The College has an excellent Learning Resources Center (LRC) on campus. The LRC provides students with current literature via professional journals, audiovisual learning resources, and current editions of the most relevant texts, reference books, and supplementary books. Health sciences students should consider learning resources of a clinical nature, which are more than five years old, outdated and not acceptable for use. Also available for use by health sciences students is the Laupus Health Sciences Library at East Carolina University.

18.6 Alerts and Messaging

PCC considers the safety of faculty, staff, students and other members of the campus community paramount. PCC Alerts and Messaging combines the College’s various notification tools into a single system named PCC Alerts and Messaging. All students are encouraged to register for PCC Alerts and Messaging. Students may sign up via their myPittCC account. PCC Alerts and Messaging allows College administrators to send real-time information to the campus community via email, text message and other

methods of communication. Subscribing to emergency text messages is free. However, your cell phone carrier may charge you to receive text messages. Please check with your phone company for details. Subscribers' cell phone numbers will remain confidential and will be used only for subscribed messages by the College.

18.7 COVID-19 Safety Protocol (subject to change based on status of the coronavirus pandemic)

Health sciences students, faculty, and staff will take the following safety precautions in an effort to keep the campus community safe and help stop the spread of COVID-19.

Any student with a fever, cough, and/or shortness of breath must contact their instructor by phone or email and not report to campus. Faculty and staff with these symptoms must contact their supervisor and not report to campus.

Any person diagnosed with COVID-19 may not report to campus until the following conditions are met.

- At least 10 days have passed since first symptoms.
- No fever for at least 72 hours without the use of fever-reducing medications and other symptoms have resolved.

A mask or face covering must be worn by all students, faculty, and staff while inside the building. Faculty and staff are exempt from wearing a mask or face covering when alone in their office with the door closed. Due to limited supplies, students, faculty, and staff are encouraged to supply their own when possible.

Hand Hygiene

- Frequent handwashing (for at least 20 seconds) is required by every person using warm soap and water.
- Every person must sanitize hands (using an alcohol-based hand sanitizer) upon entering and when leaving any classroom or lab space.
- Avoid touching face.

Screening

- Every person will be screened at the start of each instructional session prior to entering the classroom or lab space.
- Screening will be conducted by the instructor(s) facilitating the instructional session.
- The instructor will screen him/herself and each student for cough, sore throat, shortness of breath, or other flu-like symptoms.
 - If positive for cough or sore throat, ask “is cough or sore throat related to seasonal allergies”?
- The instructor will assess the temperature of him/herself and each student using a designated infrared forehead thermometer.

Post Screening Protocol

- If the person denies having symptoms (or identifies a cough and/or sore throat only that is due to seasonal allergies) and presents with a normal temperature, he/she may enter the classroom or lab space.
- If the person is symptomatic (including a cough and/or sore throat that is not due to seasonal allergies) AND/OR presents with a infrared forehead temperature of 100°F or greater, he/she must leave campus. He/She may not return to campus until symptoms have resolved for at least 72 hours and all doses of antiviral medications such as oseltamivir are taken, if prescribed. Fever must be resolved for at least 72 hours without the use of fever-reducing medications.

Social Distancing Guidelines

- No more than 10 persons, including the instructor(s), are to be gathered in one classroom or lab space.
- Every person is expected to maintain a social distance of at least six feet from other persons.
- In extenuating circumstances where students are required to be paired for competencies, no more than two students and one instructor are permitted in the group. Pairing students should not occur unless it is essential to achieve a specific learning outcome.
 - Each group is expected to maintain a social distance of at least six feet from other groups.
 - There will still be no more than 10 persons total in one classroom or lab space.
 - Thorough handwashing is required prior to and at the conclusion of each competency and a mask and gloves must be worn at all times.

Surface Cleaning

- Clean work surfaces and high touch areas thoroughly and regularly with designated disinfecting supplies.
- Do not wipe surfaces dry after they are cleaned. Allow surfaces to air dry.
- Properly dispose of disposable supplies in waste cans. Do not reuse disposable supplies.

Building Use

- Faculty and staff will work with the dean to determine his/her campus schedule.
- Students are not permitted to be on campus except for scheduled instructional sessions. Students are permitted to enter the designated classroom or lab space and bathrooms only. Students are not permitted to enter other areas of the buildings.
- Students should enter the building just prior to the start time of the instructional session and leave following dismissal. Students are not permitted to gather together prior to or after the instructional session, sit in the hallways, or remain in the buildings outside of the scheduled instructional session.
- Bottled water is permitted for extenuating circumstances upon approval by the instructor. Otherwise, no food or drinks are permitted inside the buildings. Do not use water fountains.

In the event of a confirmed person with COVID-19 on the PCC campus, a post-exposure protocol will be activated following the recommendations of the CDC and local health officials.

19.0 Student Organizations

19.1 Student Government Association

The Student Government Association (SGA) serves as the student voice on campus. All students are encouraged to join. Officers are elected annually and the SGA president serves as an ex-officio member of the Pitt Community College Board of Trustees. Activities supported by the SGA include multi-cultural activities, school cookouts, athletic events, leadership training and community projects. The activities of the Student Government Association are funded by student activity fees.

19.2 Honor Societies

Gamma Beta Phi is a national honor, educational service organization chartered at the College in 1975. Students must have a minimum 3.0 GPA with at least 12 semester hours completed and must be in a degree granting program. The primary purpose of the society is to encourage scholastic efforts, reward academic merit, and to foster, disseminate and improve education through appropriate community service projects. Those eligible to join are sent invitations to an informational meeting during the first third of the fall and spring semesters.

Phi Theta Kappa is the largest honor society in American higher education. Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. To be eligible for membership a student at PCC must complete a minimum of twelve hours of non-developmental course work and earn a grade point average of 3.75 or higher. Students must maintain a high academic standing throughout their enrollment in the two-year college.

19.3 Professional Organizations

- The American Society of Radiologic Technology - The American Society of Radiography is open for all student radiographers. An annual fee is required and the student receives all official publications.
- North Carolina Society of Radiologic Technology - The North Carolina Society of Radiographers is an organization for students and registered radiographers.
- DownEast Society of Radiologic Technologists – The DownEast Society of Radiological Technologists is a local organization for students and registered radiographers.

19.4 Departmental Organizations

The PCC Association of Radiography Students (PARS) is a chartered organization established to contribute and promote excellence in both radiography education and the profession, as well as promote unity among all members involved. This organization is a closed group organization to those within the academic curriculum or have affiliation with the program as a professional or alumni.

PARS members contribute dues and/or participant in fundraising events. All monies will be deposited with the PCC Foundation. In the event a student is no longer active, the collected monies will not be reimbursed. All funds collected from the respective chapter will be used to benefit all active members. All funds not used by their respective chapter will remain in the PCC Foundation and are the property of PARS.

For a complete list of all student organizations, refer to the College catalog.

20.0 Health Sciences Appeal Process

The Health Sciences Review Board exists to provide a fair, consistent, and expedient process for resolving disputes between health sciences students and health sciences faculty which cannot be satisfactorily solved by the individuals involved. Appeals may arise out of decisions concerning program dismissal, disciplinary action, or any other matters related to the educational process with the exception of grades. **MATTERS PERTAINING TO GRADES ARE NOT HEARD BY THE HEALTH SCIENCES REVIEW BOARD.**

Students should follow appropriate lines of communication when disputes arise. The organizational chart found in this handbook (refer to Section 2.0) will assist students in following the appropriate lines of communication.

20.1 Health Sciences Review Board

The Health Sciences Review Board shall consist of the Health Sciences Dean, who will preside as chair, and five health sciences faculty members. No two faculty members from the same health sciences program will serve on the Review Board simultaneously. The Health Sciences Administrative Assistant or other designated administrative assistant will be present to take minutes. Health Sciences faculty from the program involved in the dispute will not serve on the Review Board.

20.2 Voting Rights

With the exception of the Health Sciences Dean, all members of the Review Board are allowed one vote. As chair, the Health Sciences Dean does not vote.

20.3 Appeal Procedure

The Health Sciences Review Board follows the following procedures in receiving and reviewing disputes and in handing down decisions.

1. The student must contact his or her advisor to review the procedure for the appeal within 24 hours of the dispute.
2. The student must complete a Health Sciences Appeal Request form within two working days of the dispute. Health Sciences Appeal Request Forms are available in the Health Sciences Dean's office located in the Fulford Building, Room 103 or by calling 252-493-7309. Group appeals require signatures by all who wish to be considered as part of the group. No retroactive inclusion into a group will be allowed.
3. The Health Sciences Division Dean will schedule the appeal hearing within three working days of the date on which the appeal was requested. The student may attend class while waiting for the appeal hearing. However, the student will not be allowed to complete testing or attend lab, clinical, or any outside educational experience. The student will be counseled regarding consequent absence(s) from lab or clinical.
4. During the appeal hearing, the student(s) and faculty involved shall have the opportunity to be heard. Members of the Review Board will have an opportunity to ask questions in order to clarify any concerns. Group appeals must be presented by only one member of the group. Only individuals directly involved in the dispute may be present in the hearing room. Parents, spouses, and/or friends may not be present during the hearing. The appeal will be recorded for transcript purposes. Otherwise, no electronic recording devices are allowed.
5. Following the presentation of the appeal and in closed session, the Review Board will vote. The decision is made by majority vote of the Review Board and is final. The student(s) will be contacted by email (mypittcc email account only) regarding the outcome of the appeal. Closed session discussions will not be recorded or transcribed.
6. The student(s) may appeal the decision to the Vice President of Academic Affairs and Student Development Services by following the appropriate "Student Grievance Procedure/Due Process" guidelines outlined in the PCC Catalog.

21.0 Student Agreements

21.1 Student Policy Agreement

I have read and received an explanation of, and understand the Radiography Program student policies as outlined in this handbook. I also understand that I must comply with and follow these policies during the period of my enrollment as a Radiography Program student at Pitt Community College.

Date

Student Signature

21.2 Pitt Community College Student Code of Conduct

Statement of Expectation

Each student of Pitt Community College is expected to conduct him or herself in accordance with the college policy to preserve PCC's safe and supportive learning environment. The term "student" includes all persons registered for or enrolled in one or more courses at PCC, either for credit or non-credit. Pitt Community College has the right and responsibility to take necessary and appropriate action to support and protect the health and safety of the college community.

Students have a responsibility to review the Student Code of Conduct Policy, and other policies, and to seek clarification, if necessary, from the Office of the Vice President for Academic Affairs and Student Development Services. The Student Code of Conduct Policy, and other related policies and procedures may be found in the General College Catalog and Student Handbook. This Policy addresses student conduct, and creates developmental learning opportunities in an effort to engage students in ethical decision-making.

In addition, various academic units and administrative departments have policies specific to their area of responsibility. PCC students are expected to abide by local, state and federal laws, as well as college policies. PCC has the discretion to proceed with disciplinary action under this Code, in addition to any criminal or civil judicial proceedings.

Application of the Student Code of Conduct Policy will be consistent with the following values: 1) to prevent and reduce behavior that undermines student success that negatively impacts the educational mission of PCC; 2) to improve the health and safety of the campus community; 3) to provide timely intervention, support, and resources for students and; 4) to address activities of a student that clearly conflicts with the College's mission.

Faculty and Staff Authority and Responsibility

The primary responsibility for managing the classroom and campus facilities rests with the faculty and staff of Pitt Community College. If a student violated the Student Code of Conduct Policy, the faculty or staff member is **required** to report these violations to the Office of the Assistant Vice President of Student Development and Community Standards via the Student Code of Conduct Report Form.

The conduct adjudication process at Pitt Community College is administered by the following individuals:

- Assistant Vice President of Student Development and Community Standards – students enrolled in a curriculum program those identified as special credit students, and Pitt County Schools Early College High School students.
- Dean of Continuing Education & Workforce Development – students enrolled in a Continuing Education program or enrolled in a continuing education course.
- Director of Transitional Studies – students enrolled in either the Adult Basic Education, high School Equivalency GED™ diploma), Adult High School or Basic Skills Plus program.

Prohibited Student Conduct – conduct for which students are subject to disciplinary sanctions includes but is not limited to:

- Academic Dishonesty – aiding and abetting, cheating, and/or plagiarizing
- Alcoholic Beverage and Illegal Substances – Possession, sell, under the influence and/or use
- Canvassing
- Coercing Behavior
- Complicity – accessory, aiding, abetting, attempt, conspiracy, hiring, and/or willfully encouraging
- Computer Misuse – anonymous posts, degrading/disrupting, financial/commercial gain, illegal activity, inappropriate use, privacy invasion, unauthorized access/use, unwarranted use/display of inappropriate content, vandalism, and/or wastefully using finite resources.
- Damage – college, employee, and/or student property
- Relationship/Dating Violence*
- Discrimination
- Disruptive Behavior – excessive talking, learning environment, and/or syllabus violation
- Domestic Violence*
- Excessive Noise – driveways, hallways, parking areas and walkways
- Facilities Misuse
- Failure to Comply
- False Information
- Fighting
- Gambling
- Harassment
- Hazing
- Intimidating Behavior
- Peddling
- Profanity
- Sexual Misconduct – assault/battery, exploitation, harassment, non-consensual contact or intercourse*
- Soliciting
- Stalking*
- Theft (College, employee, and/or student property)
- Threatening Behavior
- Trespassing
- Tobacco Use
- Vandalism
- Violent Behavior
- Weapons – possession and/or use

For alleged violations that are labeled with an asterisk (*), these are considered as violations to the College's Title IX: Sex Discrimination & Sexual Misconduct Policy.

Students who question the fairness of the disciplinary action taken against them are entitled to submit an appeal. This process is ignited via submission of a written appeal to the official listed in the student's conduct outcome correspondence. The provisions of the appeal process will be applicable to all actions involving warning, probation and dismissal (suspension/expulsion).

Student Rights and Responsibilities

All students are assured the following rights:

- 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

All students are expected to meet the following responsibilities:

- 1) follow the student conduct policy and observe College regulations and policies; 2) acquaint themselves with the criteria to meet graduation requirements of the College in his or her program; and 3) practice good citizenship.

I agree to abide by the Pitt Community College's Student Code of Conduct Policy at all times as set forth in the *PCC Catalog* and summarized in this document. I understand that my failure to abide by this code may result in expulsion from the College. In addition, for any infraction which is a violation of North Carolina law, I may be turned over to Campus Police.

Date

Student Signature

21.3 Health Sciences FERPA Release Form

In general, the Family Educational Rights and Privacy Act (FERPA) of 1974, prohibits the access and release of student educational records without the student's written consent if the student is 18 years or older.

I hereby authorize Pitt Community College to release my academic record/transcript, date of birth, immunization/health records, criminal background check, drug screen results, and other information contained in my educational record to any agency for the purpose of clinical placement and/or any national or state examination board for which I may qualify for testing.

Date

Student Signature

Student ID #

21.4 Reference Agreement

I grant permission for the Radiography Program faculty to serve as a reference for me and discuss my academic and clinical progression and standing with any clinical facility, professional organization,* or educational institution. Purpose(s) of the reference are:

- (1) Application for employment.
- (2) All forms of scholarships or honorary awards.
- (3) Admission to another educational institution.

Further, I hold Pitt Community College and its officers, faculty, and staff harmless from any discussion of my academic and clinical progression and standing with clinical facilities, professional organizations, and educational institutions.

I understand that I have the right not to consent to the release of my academic and clinical progression and standing. I have the right to receive a copy of any written reference upon request. This consent shall remain in effect until revoked by me, in writing, and delivered to the Program Director, but that any such revocation shall not affect disclosures previously provided by the Radiography Program faculty prior to the receipt of any such written revocation.

Date

Student Signature

*Professional organizations include, but are not limited to, ASRT, NCSRT, and the DownEast Society of Radiologic Technology.

21.5 Video Release Statement

I agree to allow Pitt Community College and/or agent contracted by Pitt Community College to video, photograph, or record my name, likeness, image, biographical information, voice and/or statements.

I agree that such recordings or images may be used in whole or in part for publication, broadcast, multimedia production, Internet distribution, or illustration as deemed appropriate by Pitt Community College. I do not expect to be compensated in any way.

I also release Pitt Community College and its officers, faculty, and staff from any and all claims based on the use of such recordings and agree to hold Pitt Community College harmless from any and all claims by third parties, including any claim based on allegation of copyright infringement from my statements.

Date

Student Signature

21.6 Information Technology Resources Acceptable Use Policy

Purpose

The primary purposes of the Pitt Community College Information Technology Resources are educational. The college's mission is to educate and empower people for success. All users must understand this purpose.

Code of Conduct for Users of pittcc.edu

The users of pittcc.edu (all of Information Technology Resources) must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The College does not attempt to define all acceptable or unacceptable uses of the Information Technology Resources. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

Examples of Acceptable Use Encouraged by Pitt Community College

Acceptable Use of Information Technology Resources for:

1. Obtaining and spreading knowledge;
2. Gathering research material and data;
3. Analyzing research material and data;
4. Providing data and research in support of public service;
5. Preparing course materials;
6. Enhancing educational approaches and teaching methods;
7. Enhancing course work;
8. Developing surveys and administering targeted demographic surveys.

Examples of Unacceptable Use

Users are responsible for their actions and activities on pittcc.edu, including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of the Information Technology Resources will result in suspension or revocation of those privileges, and in some cases, based on the severity of offense, may include discipline up to and including possible employment termination or suspension from PCC.

Unacceptable Use Includes:

1. Using the Information Technology Resources for any illegal activity, including violation of copyright or other contracts;
2. Using the Information Technology Resources for financial or other commercial gain;
3. Degrading or disrupting equipment or system performance;
4. Vandalizing the data of another user;

5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities, including unauthorized use of others' passwords;
7. Invading the privacy of individuals;
8. Posting anonymous messages;
9. Creating and / or displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;
10. Using the Information Technology Resources in support of groups outside the College when such use is not in keeping with the mission of the College; and
11. Using personal web pages not primarily focused on the mission of the College.

Network Procedures

- **Manners** – Appropriate Information Technology Resources manners include being polite, using appropriate language, and not revealing personal information, such as addresses or birthdays, of students or colleagues.
- **Authorization** – Students, faculty, and staff must have appropriate authorization to use the network.
- **Priority of Access** – Students, faculty, and staff must have appropriate authorization to use the network.
- **Conflicts** – In the case of conflicts among users of computing resources and the network, resolution will follow the PCC Information Technology Administration Hierarchy.
- **Expectation of Privacy** – The College monitors access to its Information Technology Resources and reserves the right, without prior notice to users, to access the College's Information Technology Resources and to use any and all information retrieved from the Information Technology Resources.
- **Disclaimer** – Information obtained through pittcc.edu is at the user's own risk. PCC is not responsible for the accuracy or quality of information obtained. Users need to consider the source of any information obtained, and, as this is a global network, accept responsibility for accessing inappropriate material as described under Unacceptable Uses.
- **Penalties for Improper Use** – Users violating guidelines, including applicable state and federal laws, are subject to loss of Information Technology Resources usage privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

Distribution of the Policy

The PCC Information Technology Resources Acceptable Use Policy will be distributed to all employees and all students. It will be posted electronically on PCC's computers which are available for use by the general public and students. It will also be posted in computer labs. It will be printed in student orientation materials and the PCC General Catalog.

Acceptable Network Use Agreement

User Name: _____

Student's ID #: _____

Home Address: _____

Home Telephone: _____

Work Telephone: _____

I have read the Pitt Community College Acceptable Use Policy and agree to its provisions. I understand that violation of these acceptable use provisions will lead to suspension or loss of network privileges.

Signature: _____

Date: _____

21.7 COVID-19 Attestation

I attest that when I report to the Pitt Community College campus or a clinical site in relation to my clinical experience for Pitt Community College, I will be free from the following:

- Fever of 100°F or above
- Cough (unrelated to allergies)
- Sore throat (unrelated to allergies)
- Shortness of breath
- Flu-like symptoms

If I present with any of these symptoms, I will:

- Stay home until temperature has returned to less than 100°F for 72 hours without fever-reducing medications.
- Stay home until cough, sore throat, shortness of breath, or flu-like symptoms have been resolved for at least 72 hours and all doses of antiviral medications such as oseltamivir are taken, if prescribed.

I attest, to the best of my knowledge, I have not been exposed to the coronavirus within the past 14 days. If I have been exposed to the coronavirus within the past 14 days, I will remain quarantined for 14 days following the exposure date (exposure date not included in the 14 day count) and will not report to the college campus or any clinical site.

I will enter the Pitt Community College campus and clinical site buildings through the designated entrances, will submit to screening when requested, and comply with all compliance and safety rules.

Printed Name _____

Signed Name _____ Date _____

21.8 Requests for Occupational Exposure Records Release Form

Pitt Community College
Radiography Program
Request for Occupational Exposure Records Release Form

In accordance with the NC Regulations for Protection Against Radiation 15 A NCAC 11.1638, *Determination of Prior Occupational Dose*, employers will request a report of your occupational exposure history while attending Pitt Community College.

I, _____, hereby authorize Pitt Community College to release a report of my occupational exposure received while attending Pitt Community College.

Dates of Attendance _____ Program _____

Signature _____ Date _____

Printed Name _____ ID# _____

Witness _____ Date _____

21.9 Radiography Program Declaration of Pregnancy

Pitt Community College
Radiography Program
DECLARATION OF PREGNANCY

To: _____

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____ (only the month and year need to be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter

As a declared student, I will be allowed to continue in the program without notification. At any time after declaration of pregnancy, I have the right to withdraw my declaration by submitting a written statement to the program director.

Signature

Name Printed

Date of Signature

MRI SAFETY SCREENING SHEET

THE FOLLOWING ITEMS MAY BE HAZARDOUS OR MAY INTERFERE WITH THE MRI EXAMINATION.

Please answer yes or no if you have any of the following:

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Cardiac Pacemaker, or implanted Cardioverter/Defibrillator (ICD). |
| <input type="checkbox"/> | <input type="checkbox"/> | Internal electrodes, wires, retained pacemaker leads. |
| <input type="checkbox"/> | <input type="checkbox"/> | Brain Aneurysm clip(s) or Aneurysm surgery. Date implanted _____ Facility _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Programmable Brain Shunt, Spinal Shunt, Intracranial Pressure Monitor. Date implanted _____ Facility _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Electronic implant or device. Neurostimulator, Spinal Cord stimulator, Bone fusion stimulator. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any type of magnetically-activated implant or device. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any type of mechanical implant or device. |

If Yes, Please List: _____

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Insulin or drug infusion pump, device. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you wear a medication or nicotine patch? |
| <input type="checkbox"/> | <input type="checkbox"/> | Epidural catheter, Swan-Ganz catheter, Groshong or Vascular access port. |
| <input type="checkbox"/> | <input type="checkbox"/> | Intravascular Coil, Filter or Stent. Date implanted _____ Facility _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Abdominal Aneurysm surgery, vascular graft, or Zenith AAA Stent Graft. |

If Yes, Please List: _____

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Any type of Prosthesis or Implant (eye, ear, heart valve, penile, artificial limb etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Hearing aid (remove before entering MRI scan room). |
| <input type="checkbox"/> | <input type="checkbox"/> | Cochlear implant, ear or otologic implant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tissue expander (e.g. breast) or wire mesh implants. |
| <input type="checkbox"/> | <input type="checkbox"/> | Joint replacement (hip, knee, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dentures or removable dental work. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bone/joint pins, screws, nail, wire, plate, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any type of foreign body, bullet, BB, shrapnel etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Diaphragm or IUD. |
| <input type="checkbox"/> | <input type="checkbox"/> | Body piercing jewelry (remove before entering MRI scan room). |
| <input type="checkbox"/> | <input type="checkbox"/> | Permanent makeup or tattoo (potential for heating and skin reaction). |

If Yes, Please List: _____

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had an injury to the eye involving a metallic object or fragment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you had eye or orbit X-rays taken? Date _____ Facility _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Surgical procedures? Please List: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Any surgery within the last 8 weeks? Please List: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have seizures, asthma, or allergic respiratory disease? |
| <input type="checkbox"/> | <input type="checkbox"/> | Blood diseases or sickle cell anemia? |
| <input type="checkbox"/> | <input type="checkbox"/> | Drug or medication allergies, latex allergy. Please List: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you had an allergic reaction to contrast media or dye used for MRI? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have significant renal failure? If yes, what was your last serum creatinine? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you on dialysis? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you pregnant, suspect pregnancy or breast feeding? |
| <input type="checkbox"/> | <input type="checkbox"/> | Breathing problem, motion disorder or claustrophobia? _____ |

Technologist _____

If Yes, Please List: _____



WARNING: Certain implants, devices, or objects may be hazardous to you and/or may interfere with the MR procedure (i.e. MRI, MR angiography, functional MRI, MR spectroscopy). **Do not enter** the MR system room or MR environment if you have any question or concern regarding an implant, device, or object. Consult the MRI Technologist or Radiologist BEFORE entering the MR system room. **The MR system magnet is ALWAYS on.**

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

Signature _____ Date _____