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**Pinehurst, North Carolina  
RADIOGRAPHY PROGRAM**



**STUDENT POLICY AND  
PROCEDURE HANDBOOK**

2022-2023  
Updated 2022

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## Radiography Program Overview

The Sandhills Community College Radiography curriculum is five (5) semesters in length. The program combines an intensive didactic coursework with practical clinical experience in hospitals and other types of healthcare facilities. The program's total number of credit hours is 74.

The program was awarded an 8-year accreditation. The program's most recent site visit was 2021, and the program has maintained good standing with the Joint Review Committee on Education in Radiologic Technology (JRCERT). The next site visit is tentatively scheduled for the Fourth Quarter of 2029. The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of educational programs in radiography. The JRCERT has developed standards that all programs must meet to remain accredited by their organization. A listing of the most recent standards can be viewed [here](#). These standards are regularly assessed and reviewed by the JRCERT and the SCC radiography program faculty.

Upon successful completion of all curriculum requirements, the student will be awarded an Associate in Applied Science Degree in Radiography. The graduate will then be eligible to apply to take the national registry examination given by the American Registry of Radiologic Technologists (ARRT). Once the graduate passes the ARRT registry examination, then he/she may receive certification as a registered radiologic technologist.

## Radiography Program Mission

The mission of the Radiography Program is to prepare caregivers of the highest quality for radiography positions in healthcare facilities.

## JRCERT Radiography Program Goals

### **Goal 1: Graduates will become knowledgeable, clinically competent radiographers**

Student Learning Outcomes:

1. Students will comprehend and apply appropriate radiation protection practices.
2. Students will demonstrate comprehensive knowledge and accuracy in radiographic procedures.

### **Goal 2: Graduates will acquire appropriate oral and written communication skills.**

Student Learning Outcomes:

1. Students will demonstrate appropriate oral and written communication skills during on campus activities.
2. Students will demonstrate appropriate communication skills with patient interactions in the clinical setting.

### **Goal 3: Graduates will acquire critical thinking skills in order to problem solve effectively.**

Student Learning Outcomes:

1. Students will be able to practice problem solving through the identification, analysis, and solving of clinical problems.
2. Students will be able to practice problem solving in simulated lab experiences.

## **Student Accountability**

While the goal of the Radiography Program is to have 100% completion and graduation rates, it is ultimately the responsibility of each student to achieve that individual goal. Students must be aware that without their continued diligence towards study time, practicing in the lab and the clinical setting, and appropriate preparation for each class period, this goal may not be achieved. In order to be successful, students should do their part by reviewing old material each day, preparing for future lectures by reading the chapter, making notes ahead of time, and utilizing resources (Moodle, assigned readings, and instructors' office hours). A Laptop/Computer, Web Cam, Microphone, and speakers are required for the program. Because the Radiography Program is a rigorous program, students are expected to attend class daily and on time, prepare themselves for the upcoming lecture, and actively participate in class. The Radiography Program can provide the tools necessary to be successful; however, students are ultimately responsible for their success.

## **Program Enrollment**

The maximum admission class size for the Radiography Program is determined by the Program Coordinator. The number of students assigned to each clinical facility is dependent on the number of radiographic rooms, the number of radiographic exams performed, and the number of registered radiographers available. The number of students admitted each year is based on these variables to maximize the educational opportunities available for each student. The program currently accepts 22 students each fall semester.

## **Criminal Background Check / Drug Screen**

Each student must successfully complete a Criminal Background Check and Drug Screen by *CastleBranch.com* in order to be eligible to participate in clinical education. The Clinical Coordinator will distribute instructions and contact information for *CastleBranch.com*; however, the acquisition, submission, and maintenance of information are the responsibility of the student. Students who are denied access to the program's clinical sites will not be able to complete the program.

## **Clinical Immunizations**

Each student must acquire and maintain specific mandatory immunizations throughout the length of the program in order to be eligible to participate in clinical education. Documentation of these immunizations must be submitted to *CastleBranch.com and Rotation Manager*. The Clinical Coordinator will distribute instructions and contact information for *CastleBranch.com and Rotation Manager*; however, the acquisition, submission, and maintenance of information are the responsibility of the student.

## **AHA BLS Certification**

Each student must acquire and maintain American Heart Association BLS (Basic Life Support) for Healthcare Providers certification throughout the length of the program to participate in clinical education. Documentation of AHA BLS must be submitted to *CastleBranch.com and Rotation Manager*. The Clinical Coordinator will distribute instructions and contact information for *CastleBranch.com and Rotation Manager*; however, the acquisition, submission, and maintenance of certification information are the responsibility of the student.

## Sandhills Community College Health Sciences and Nursing Departments Drug Screen and Criminal Background Procedure

It is the procedure of Sandhills Community College Health Sciences and Nursing Departments to adhere to all policies of clinical agencies with which the College contractually affiliates for student clinical learning experiences. The majority of clinical agencies require a criminal background check and drug screening as recommended by their accrediting agency, JCAHO (Joint Commission on Accreditation of Healthcare Organizations) and for other reasons as well; therefore, students admitted to programs with a clinical component are also required to complete an official criminal background check and drug screen to meet the requirements of the clinical agencies.

**Criminal Background Check:** Standards for criminal background screening are those commonly required of employees of hospitals. Criminal background checks must review a person's criminal history from the date of application. The check must include all cities, counties and states of known residence for a specified period.

**Drug Screening:** As related to drug screening results, refer to the SCC Compliance Statements, "Compliance with the Drug-Free Workplace Act and the Drug-Free Schools & Communities Act of 1988," in the Sandhills Community College Catalog.

**College Responsibilities:** The college will direct this process by identifying the company (castlebranch.com.) performing the background check and screening. The Health Sciences and Nursing Departments will not approve the use of any other company. The criminal background check/drug screening company will provide the results to the clinical agencies in accordance with the contractual agreement.

The clinical agencies have the discretionary right to refuse any student having a criminal record and/or positive drug screen from receiving clinical training in their facility. This determination is made by each clinical agency without input from the college. The college will not be informed as to the nature of a student's ineligibility to participate in clinical training.

Individuals determined to be ineligible by **any** clinical agency will not be allowed to progress in any program within the Health Science and Nursing departments, since the student will be unable to successfully complete the required clinical objectives; consequently, the student will be unable to complete the required program of study. At this point, the student will be withdrawn from the program and will be directed to SCC Student Services for advisement regarding other programs of study.

**Student Responsibilities:** All students must sign a release of records in order for the clinical agency to review the documents. All students are responsible for the cost of the check and screenings at the time of the testing. Fees pertaining to the criminal background check and drug screening are subject to change.

By signing this document, you are acknowledging that you understand the Sandhills Community College Drug Screen and Criminal Background Policy; furthermore, you are also authorizing the release of the above information to any contracted affiliate of Sandhills Community College to determine your clinical eligibility:

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **TECHNICAL STANDARDS FOR ACCEPTANCE TO THE RADIOGRAPHY PROGRAM**

The Mission of the Radiography Program is to prepare caregivers of the highest quality for radiography positions in healthcare facilities. The Radiography program prepares students to think critically and practice patient care competently and compassionately in a number of practice settings. This care requires teamwork and collaboration with other healthcare professionals in rapidly changing environments. Radiographers use communication, evidence-based practice, professionalism, ethics, and safety in the delivery of radiation and patient care in healthcare facilities throughout the community.

Pre-Radiography and Radiography student behaviors/attitudes contrary to SCC Core Values, the Radiography Technical Standards, and/or SCC Student Code of Conduct in the classroom, lab, clinical, campus or related college events may be addressed by Radiography faculty via a Report of Student Progress and/or by the Dean of Student Services. Depending on the gravity, a single incident could result in withdrawal from the course and/or program dismissal. Noncompliance with recommendations on the Report of Student Progress could result in course withdrawal (WF) or program dismissal.

The radiography curriculum requires certain functional abilities to deliver safe and effective patient care. Therefore, the faculty has determined that the following technical standards and skills are essential for admission, progression, and graduation from the radiography program.

### Communication

1. Sufficient skills to communicate effectively (with accuracy and clarity) and sensitively with patients, family members and other members of the health care team; including speaking, hearing, reading, writing, and computer literacy.
2. Sufficient skills to convey or exchange information at a level allowing development of a health history, identifying problems, and explaining exam information.
3. Sufficient skills to communicate in ways that are safe and not unduly alarming to patients, family members and other members of the health care team.

Examples of relevant activities:

- Give verbal directions to or follow verbal directions from others and to participate in group discussions in the class, simulation/lab and clinical.
- Develop rapport with patients and their family members.
- Talk to the patient in order to communicate and instruct the patient concerning the type examination and ways in which the patient will need to cooperate with the technologist.
- Elicit and record information about patient health history.
- Provide the healthcare team verbal and written communication regarding patient status.
- Hear a patient talk, whether in the room with the patient or in the control booth.
- See the patient in order to assess the patient's needs and to ensure that the patient remains in the correct position before making a radiographic exposure.

### Cognitive, Conceptual and Quantitative Skills

1. Sufficient skills to read and understand written documents in English.
2. Sufficient skills in problem solving including measurements, calculation, reasoning, analysis and synthesis.
3. Sufficient skills to comprehend three-dimensional and spatial relationships.

Examples of relevant activities:



- Accurately read labels on contrast media vials or other medications.
- Accurately measure and draw up sterile contrast media or other solutions without contaminating the syringe and/or needle.
- Read and interpret physician orders for radiography procedures.
- Enter complete and accurate information in the patient's medical record.
- Operate a keyboard and computer software to perform computerized and PACS functions.

### Motor Skills

1. Sufficient skills to execute movements required to provide general care and treatment to patients in all health care settings.
2. Sufficient skills include gross and fine motor skills, physical endurance, physical strength and mobility to carry out radiography and patient care procedures, and provide routine and emergency care and treatment to patients in a timely manner.

#### Examples of relevant activities:

- Render services and/or assistance to all patients depending on the individual patient's needs and abilities in moving, turning, getting on and off the x-ray table, etc.
- Strength and coordination to push a stretcher and/or wheelchair without injury to self, patient, or others.
- Strength and coordination to move and manipulate the radiography tube at standard and non-standard heights and angles. Standard height is 40" above the radiography table.
- Strength and coordination to push mobile radiography equipment, manipulating equipment around corners, room furniture or other medical equipment, and within small spaces.
- Strength and endurance to perform Basic Life Support (BLS).
- Physical endurance to complete assigned periods of clinical practice and simulation activities.
- Safely carry image receptors, place image receptors in Bucky trays, and properly manipulate equipment locks.

### Behavioral Skills

1. Sufficient skills to relate to patients, family members, instructors and other members of the healthcare team and colleagues with respect, honesty, integrity, and non-discrimination.
2. Sufficient skills for the development of a mature, sensitive and effective therapeutic relationship with patients.
3. Sufficient skills to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in patient procedures and clinical facilities.
4. Sufficient skills to work constructively in potentially stressful and rapidly changing environments.
5. Sufficient skills reflecting ethical behavior, including adherence to the ASRT Code of Ethics; and an acceptable behavior/attitude, including adherence to the SCC Student Code of Conduct and Academic Honesty policies; and an acceptable behavior in compliance with the laws and regulations governing the radiography profession.
6. Sufficient skills to modify behavior in response to constructive criticism and to maintain a high level of functioning in the face of demanding workloads and stressful situations.

#### Examples of relevant activities:

- Emotional skills to remain calm and respond appropriately in an emergent situation.
- Interpersonal skills to communicate effectively with patients, families, peers and teachers of diverse religious, cultural or social backgrounds.
- Behavioral skills that demonstrate good judgment and prompt completion of all responsibilities in the

clinical, simulation/lab and classroom.

- Willingness to care for patients with communicable diseases.

#### Sensory/ Observation Skills

1. Sufficient skills to observe and learn from demonstrations in the basic science laboratory courses, in the clinical skill laboratory, and from demonstrations in the patient care areas.
2. Sufficient skills to perform health assessments and interventions; observe diagnostic specimens and reports; and obtain information from digital, analog and waveform representations of physiologic phenomena to determine a client's condition.
3. Sufficient skills to observe and learn using computerized and highly technical learning environments in the simulation/skill laboratory and demonstrations in patient care areas.

Examples of relevant activities:

- Visual - To draw up the correct quantity of medication in a syringe; or detect changes in skin color or condition; or detect changes in waveforms and numerical readings on monitors.
- Auditory – To detect sounds related to bodily functions using a stethoscope or to detect audible alarms generated by mechanical systems used to monitor patient condition and radiation safety.
- Tactile – To detect appropriate anatomical landmarks for radiographic positioning and anatomical abnormalities, such as edema or small nodules.

April 2010; Revised March 2019

Student Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Signature) \_\_\_\_\_ Date \_\_\_\_\_

## **ARRT Examination**

Upon successful completion of the Radiography Program, the student will be eligible to apply to take the exam given by the American Registry of Radiologic Technologists. The application window for this exam opens in February, three months before graduation. The student is responsible for the required application fee of \$225.00.

Upon submission of the ARRT application, a background check will be completed by the ARRT. Items that require additional documentation or an Ethics Review may delay the student's application process. Before entering the program, each student is provided with information to complete an ethics review if they are concerned about meeting these requirements. The cost of the Ethics Review Pre-application has a nonrefundable \$100 fee and will be the student's responsibility.

## **Textbooks**

The total cost of textbooks for the Radiography Program is approximately \$1,385.00. All required textbooks may be ordered through the campus bookstore and will be available for students before the beginning of each semester. Since publishers periodically update editions of textbooks, we strongly recommend that students only purchase the textbooks required for the upcoming semester. Students will need all textbooks for multiple semesters and preparation for the ARRT exam. Students should buy their textbooks and keep them throughout the program. A list of required textbooks for the Radiography Program can be found in *Attachment A* of this document.

## **Lead Markers**

Each student will receive two sets of left and right lead markers with their initials on them before entering the clinical environment. The cost of these markers is approximately \$24.00 and is covered through the RAD 151 fees. The student should take a set of markers to the clinical site. Practical exams on campus and competency exams in the clinical setting will not be accepted without these markers. All costs associated with replacing lost lead markers will be at the student's expense. Information about ordering can be obtained from the program coordinator.

## **Radiation Dosimeters**

The Radiography Program will provide each student with a dosimeter. Students are required to wear their dosimeter while in all clinical areas and all laboratory (both simulated and energized) sessions. Students will not be allowed to participate in clinical education or laboratory activities without their dosimeters.

Students should be careful so that the dosimeter package is not damaged. Any damage could affect the radiation readings. Please do not wash or dry the device. Dosimeters may be taken home but do not leave in car. It is recommended that students leave dosimeters with other clinical supplies in an easy to find area (ex. dresser).

Dosimeters will be changed ever three months. The quarterly radiation report will be posted so that students will be aware of the exposure they are receiving. Each student must initial their individual report. In addition, the program coordinator will email quarterly individual radiation reports for students to file in their records.

Employers who require student technologists to supply educational radiation dose reports will be required to contact the student employee for their report.

Any lost dosimeter must be reported at once to the Program Coordinator and Clinical Coordinator. Students will not be allowed to enter clinical without their student dosimeter. All missed days due to the loss of a dosimeter must be made up at a later date. It is the student's responsibility to see the Clinical Coordinator to schedule the make-up days. All costs associated with replacing a lost dosimeter will be at the student's expense.

The dosimeters, with holders, must be returned to the program upon withdrawing from the program or graduating.

## Radiography Program Radiation Dose Limits

The radiation dose limits are established in compliance with North Carolina Regulations for Protection Against Radiation (15A NCAC 11) and Standard 4, Objective 4.1 of JRCERT Standards.

The Radiation Safety Officer (RSO) for the Radiography Program is the Program Coordinator.

RSO duties:

1. Issues dosimeters to faculty and students
2. Receives and reviews dosimetry reports for faculty and students quarterly
3. Issues dosimetry reports to faculty and students within 30 days of receipt
4. Issues dosimetry reports to graduates
5. Maintains radiation reports indefinitely
6. Maintains radiation protection manual and updates information as required

Upon entering the program, students are given a brief introduction to ionizing radiation and radiation hygiene. Later, students will receive more in depth instruction as part of RAD 110, Introduction to Radiography and Patient Care and RAD 141, Radiation Safety. Students are issued OSL dosimeters at the beginning of the program and instructed on their use and care. Dosimeters are exchanged for new ones every three months and dosimetry reports are reviewed by the RSO.

The State of NC, Division of Health Service Regulation, Radiation Protection Rule .0104 (65) "Limits" or "dose limits" – the permissible upper bounds of radiation dose are termed limits or dose limits. Dose limits represent an acceptable level of potential risk and do not represent a level that will necessarily be unsafe if exceeded.

Dose Equivalent	Annual limit	ALARA Level 1	ALARA Level 2
Whole Body (TEDE)	5,000 mrem (50 mSv)	125 mrem (1.25 mSv)	250 mrem (2.5 mSv)
Lens	15,000 mrem (150 mSv)	375 mrem (3.75 mSv)	750 mrem (7.5 mSv)
Shallow (SDE)	50,000 mrem (500 mSv)	1,250 mrem (12.5 mSv)	2,500 mrem (25 mSv)

Typically, quarterly readings are M (too low to record) to 20 mrem (0.20 mSv). Any student who receives more than the ALARA Level 1 but less than ALARA Level 2 will meet with the RSO. This meeting will be documented, and the student will be counseled about safe radiation protection practices. Any student who receives more than ALARA Level 2 will meet with the RSO to complete documentation and "Report of Radiation Exceeding the Limits". The student will be closely monitored for the remainder of the program.

Should dose limits be exceeded, the provisions of 10A NCAC 15 .1647 – Reports of Radiation Exceeding the Limits are followed:

1. A report (telephone or email) to the North Carolina Department of Environment, Health, and Natural Resources – Division of Radiation Protection is made within 24 hours of the time the RSO was notified of the overexposure
2. A written report to the same agency is made within 30 days using the format given in 10A NCAC 15 .1647

Provisions for dealing with pregnancy are contained in the Radiography Program's pregnancy policy.

Dosimeter records for students are maintained indefinitely. For current students, dosimeter readings are posted in the classroom (K-147). The copy posted does not include birth dates or social security numbers. The copy maintained by the RSO does contain this information.

This protocol is reviewed annually with the rest of the Radiation Protection Plan.

## **Energized Laboratory**

This unit is to be operated by students only under supervision of faculty registered by the ARRT. Detailed instruction about the Radiation Protection Plan and use of the Lab are covered in RAD 110.

Revised: 06/15/2020

## **Radiation Safety**

During the two-year Radiography Program, students will be exposing patients to radiation under the close supervision of a faculty member, clinical instructor and/or qualified technologist. For this reason, students are required to be aware of all safety procedures when working with x-ray equipment. Throughout the duration of the program, students will have lectures and tests regarding the proper use, precautions, and effects of radiation on individuals. Students must be aware that not only are they required to use radiation safety precautions with their patients, patients' family members, and themselves, but also with adjunct faculty and clinical site employees. All people who have a possibility of being exposed must be removed from the vicinity (if applicable) or wear protective shields. Every effort should be made to remove unnecessary people from the exposure area, this includes students themselves. Students will always wear their designated radiation monitor during simulated and energized lab activities and during clinical time.

**Under no circumstances should students hold a phantom, patient, or image receptor (IR) during an exposure.**

## Safety Regulations for the Energized Lab

Students are oriented to the energized laboratory during the first two weeks of class. The energized lab provides the radiography student with the opportunity to develop skills in imaging anatomical structures and to perform exposure experiments to assess equipment operation and radiographic techniques. The energized lab requires following special rules to ensure safety for both the student and fellow classmates.

1. Never use x-ray equipment without the supervision of a qualified technologist (the ability to expose is locked when faculty members are not present).
2. Do not, under any circumstances, radiograph another human being using this unit.
3. If you notice anything unusual in the operation of the unit or its appearance (e.g., loose wire, frayed cord), please report it to program faculty.
4. Always wear designated dosimeter during simulated or energized lab activities.
5. The control panel must be set correctly under direct supervision of faculty prior to making an exposure.
6. Before making an exposure, make sure the appropriate doors are closed and all student(s)/ faculty are in the control room.
7. Press the appropriate positioning locks on the tube stand before attempting to move the unit. This will help to prolong the life of the locks and prevent back injury.
8. When positioning, have the “patient” sit over the center of the base of the table only. Do not sit on the edge of the extended table.
9. While positioning the phantom or a fellow classmate can be fun, do not lose sight of the fact that you are working with heavy electrical equipment and injuries can occur (e.g., hitting head on tube stand). Therefore, good conduct is required when operating the unit. Should an injury occur, please report it to the instructor at that time and complete an incident report.
10. Do not eat, drink, or smoke in the x-ray laboratory.
11. **Under no circumstances should students hold a phantom or image receptor (IR) during an exposure.**

## Professional Liability Insurance

Each student carries professional liability insurance. This insurance is purchased through tuition payments for RAD 151 and RAD 251 courses.

## Student Accident Insurance

This insurance program provides coverage to each student for covered injuries sustained while they are participating in activities sponsored and supervised by the school. Coverage is provided for travel directly to or from the insured’s home premises and the site of such activities.

## Professional Societies and Continuing Education Seminars

Each student is encouraged to join radiography professional organizations. The American Society of Radiologic Technologist (ASRT) has many resources that would benefit student learning. The annual student cost is approximately \$35.00. By the beginning of the fifth semester, all students are required to join the ASRT to use their resources for the capstone course. **Please note: if a student joins before the fifth semester, do not open or attempt to complete the SEAL exams. If a student opens one of these exams prior to the date scheduled in the capstone course, the student will be responsible to purchase additional exams for the course.** The North Carolina Society of Radiologic Technologists (NCSRT) fee for student members is approximately \$25.00 per year and students are strongly encouraged to join.

As a member of these societies, the student will receive journals and newsletters useful in keeping current in the profession. Both organizations provide discounts to a variety of businesses and resources that will assist students in completing various assignments throughout the program. Both of these organizations also sponsor scholarships that students are eligible to apply. In addition; each of the professional organizations sponsor education seminars each year and as a member, students will receive a discounted rate. Students are encouraged to attend approved seminars. The cost of attending all seminars will be at the student's expense.

## Program Costs

Tuition is established by the State Board of Community Colleges and North Carolina General Assembly and is subject to change without notice. A list of the estimated cost for the Radiography Program can be found in *Attachment B* of this document.

## Policies and Procedures

Students enrolled in Sandhills Community College's Radiography Program will be responsible for observing college rules and regulations as stated in the current SCC General Catalog, Radiography Program Student Policy and Procedure Handbook, and the ASRT Code of Conduct. Additionally, the clinical sites associated with the radiography program have their own rules and regulations that students are expected to follow. In order to successfully matriculate through the radiography program, students will rotate through these clinical affiliates, which are located away from the college campus.

Failure to comply with the policies and procedures in this Radiography Program Student Handbook or the SCC General Catalog will result in adverse administrative actions.

## Student Conduct

All students enrolled at Sandhills Community College are expected to conduct themselves as responsible individuals and should show a high regard for College facilities, property, and for the personal rights and property of others. Students are responsible for acquainting themselves with College regulations including, but not limited to, the Student Code of Conduct. The act of enrollment at Sandhills Community College indicates an acceptance by the student of published rules and policies of the College. Sandhills Community College assumes and requires that students enrolled in various programs and classes will maintain standards of conduct appropriate to the collegiate atmosphere of Sandhills Community College. Students may be suspended or dismissed for conduct that is considered in violation of the Student Code of Conduct while on campus or while participating in school-sponsored activities either on or off campus.

Please review the SCC Student Conduct policies on the page numbers listed below via this hyperlink:  
<https://www.sandhills.edu/wp-content/uploads/2020/07/2020-2021-Catalog.pdf>

### 2022-2023 GENERAL CATALOG

- Academic calendar – page 28
- Admission and Registration – page 40
- Tuition and Fees – page 49
- Graduation Requirements – page 55
- Student Conduct – page 83
- Academic Honesty – page 87
- Disciplinary Procedures - 88
- Student Grievance Policy and Procedure – page 89-90
- Grading Policy & Procedures – page 118

## Academic Honesty

Sandhills Community College believes that the pursuit of knowledge requires honesty. Academic dishonesty includes but is not limited to:

1. Copying the work of another
2. Collaboration – working with another person on a test, examination, or paper without expressed authorization and without indicating that collaboration has occurred.
3. Plagiarism – the representation of the work of another person as one’s own; the failure to cite the source of an idea, information, or words which come from someone other than the author of the paper or the exam.
4. Use of books, notes and/or electronic devices in examinations without the explicit permission of the professor.

Penalties may include:

1. Zero grade on the test or assignment on which cheating occurs.
2. Failing grade for the course.
3. Failing grade and immediate dismissal from the course.

When a student is accused of academic dishonesty, the resolution of the accusation is between the professor and the student. If the solution is unsatisfactory, there is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure



## Student Clinical Grievance Procedure

The purpose of the student appeal procedure is to assure the students of Sandhills Community College Radiography Program that their clinical grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. The Sandhills Community College General Catalog defines a grievance as “any matter of student concern or dissatisfaction within the control of the College.” The Catalog goes on to say that there are some issues, namely grades and attendance policies, which are not grievances.

The appropriate steps when filing a grievance are listed below.

Step 1- Student files written clinical grievance with Clinical Coordinator (SCC representative within 3 days of occurrence.

Written Resolution – 10 business days after receiving grievance.

Step 2- Student files written clinical grievance with Program Coordinator (SCC representative) within 3 days of receiving written resolution from the Clinical Coordinator.

Written Resolution – 10 business days after receiving grievance

Step 3- Student files written clinical grievance with Health Science Department Chair (SCC representative) within 3 days of receiving written resolution from the Program Coordinator.

Written Resolution – 10 business days after receiving grievance

Step 4- Student files written clinical grievance with the VP of Instruction (SCC representative) within 5 days of receiving written resolution from the Health Science Department chair.

Final Written Resolution – 10 business days

## ARRT Code of Ethics

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

Therefore, in the practice of the profession, we accept the following principles:

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
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.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
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.
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 of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## Complaints Relating to Non-Compliance with JRCERT Standards

The Radiography program at Sandhills Community College is accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT).

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

1. Immediately confer with the Program Coordinator to gain information and express the perceived problem. If the complaining party still believes non-compliance exists, ask the Coordinator to establish compliance. Should the problem not be resolved, the complaining party should contact the Department Chair of Health Sciences within three working days.
2. Confer with the Department Chair of Health Sciences. If the Department Chair is unable to solve the problem, the complaining party should contact the VP of Instruction within three working days.
3. Confer with the VP of Instruction. Should the VP of Instruction be unable to resolve the problem within five working days, the complaining party should contact the JRCERT at:  
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182  
or by phone: (312) 704-5300  
or by fax: (312) 704-5304  
or by email: mail@jrcert.org

The program takes every complaint of 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 non-compliance allegation.

Records of complaints and their resolutions are maintained by the program.

## Grading Policy

The grading scale for the classroom and clinical courses in the Radiography Program will be:

A = 92-100

B = 84-91

C = 75-83

F = Below 75

NOTE: There is no “D” for Radiography courses.

Course grades are based on exams, labs, and other assignments.

All students are expected to be present for all exams. Failure to take an exam on an assigned day, unless excused, will result in a 20-point deduction from the exam grade. In other words, the highest possible grade on a make-up exam will be 80. Any exam that is missed will be made up the next school day following administration of the exam. The make-up exam may be different from the original exam.

## Student Academic Progress

To remain in good academic standing, radiography students must maintain an overall grade point average (GPA) of a 2.0 or higher. In addition, **radiography students must maintain a grade of "C" or higher in all their RAD and related courses.** Because of this, "D" grades are not considered as passing and the student must withdraw from the curriculum. If a student withdraws from a prerequisite or co-requisite course, the student will not be allowed to progress in any other radiography program courses; resulting in removal from the program. Each semester the faculty will schedule a mid-semester conference. Also, the faculty strongly suggests that students seek assistance and counseling at the first sign of any problems.

**Students are required to successfully complete their related courses (if not already completed) during or before the specified semester within the RAD curriculum. If a student has not completed a related course with a "C" or higher by the end of the specified semester, the student will be dismissed from the radiography program.**

**If Radiography program faculty feel that a student is not making satisfactory progress in the program after discussions and remedial actions, they may refer the student to a counselor for a change of program.**

If a student wishes to change from one instructional program to another, the advisor will refer the student to a counselor. The counselor will then work with the student to secure a program change within guidelines of the program placement policies of the college.

## Radiography Program Readmission

### Re-entry Eligibility

- If a student has had a course failure, received less than a C in a required General Education course for that designated semester, or has withdrawn from the program during the first semester of the program, the student is required to complete the current Radiography program selective entry criteria as a new incoming applicant.
- A request for re-entry can be made if a student has had a course failure, received less than a C in a required General Education course for that designated semester, or has withdrawn from the program during the second or subsequent semester of the program.
- Re-entry after one year will not be accepted. The student must complete the current Radiography program selective entry criteria as a new incoming applicant.
- Students may only re-enter the Radiography program one time.

### Re-entry Process and Responsibilities

- Re-entry consideration is not automatic; therefore, the student must provide the Program Coordinator a written request, stating they wish to be considered for re-entry within two weeks (ten business days) of their withdrawal or course failure.
- The student is required to meet with the Program and Clinical Coordinator to complete the Request for Re-entry Form within two weeks (ten business days) after submitting written re-entry request.
- Before re-entry, the student may be required to complete unfinished General Education and/or any additional courses necessary to make the student more successful upon re-entry.
- Upon re-entry, students are required to meet the admission and curriculum requirements for the year they are returning.
- Students are responsible for additional costs for Trajecsys, Rotation Manager, Castle Branch, and background check and drug screening.

**Students who have been dismissed from the Radiography Program for disciplinary reasons or who have been unsuccessful in one previous academic readmission are ineligible to re-apply to the radiography program.**

## Sandhills Community College Radiography Program Readmission

Name \_\_\_\_\_

Date \_\_\_\_\_

Students who meet re-entry criteria policies and are eligible to re-enter the Radiography program must meet all requirements specified in this form to be considered for re-entry to the Radiography Program.

The student must complete the following courses before re-entry.	
Semester/year	Courses

X

\_\_\_\_\_  
Radiography Student

X

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Radiography Program Coordinator

X

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Radiography Clinical Coordinator

X

\_\_\_\_\_  
Date

## Criteria for Student Awards Selection

Awards may be given to acknowledge excellence for members of the graduating class; however, the Program Coordinator may decide that no qualified applicants exist, or that awards are not appropriate for a given class. These awards are generally given out each year during the Sandhills Community College Awards Day Ceremony.

When given, the selection criteria for the awards are:

### The Michael Emery Didactic Excellence Award

1. Graduating radiographer(s) with the highest GPA in the Associate in Applied Science Degree in Radiography at Sandhills Community College.
2. This, or these, individual(s) must also have demonstrated a spirit of cooperation and professionalism during didactic training.
3. This, or these, selection(s) is/are made by the Program Coordinator.

### Radiography Clinical Excellence Award

1. Graduating radiographer(s) who best exhibits high standards in the areas of professionalism, patient care, practical application of radiography, cooperative attitude, and dependability.
2. Clinical Award recipient must have a 3.0 GPA or better.
3. This, or these, selection(s) are made on the basis of recommendations from the clinical affiliates, the Clinical Coordinator, and the Program Coordinator.

## Didactic Attendance Policy

Students are expected to attend all classroom and laboratory sessions. At the beginning of each semester, the student will be notified as to attendance expectations for each class. The student will be responsible for making up any work missed during a class session or lab session. Excused laboratory absences will be made up at the discretion of the instructor.

Unsatisfactory attendance will adversely affect credit for the class. Unexcused absences in excess of ten percent (10%) of the total contact hours for a course, will drop the final grade by one letter grade. All doctor's and dentist's appointments other than emergencies may be considered unexcused.

Promptness is expected in both class and lab sessions. Tardiness beyond five minutes may constitute an absence. A total of three tardies will constitute one hour of absence.

Students who are absent from two consecutive weeks in any course will be withdrawn from the course in accordance with the college's withdrawal procedures. Due to pre-requisite and co-requisite requirements, the student will be unable to complete the program.

## Severe Weather Policy and Procedure

Whenever inclement weather conditions exist and create hazardous driving conditions, students should:

1. **Check for school closure information as follows:**
  - **Call the SCC main number at 910-692-6185**
  - **Reference the SCC home page [www.sandhills.edu](http://www.sandhills.edu)**
  - **Listen to designated radio or television stations for an announcement regarding the closing of Sandhills Community College.**
2. If the college closes, the student will not be responsible for attending classes or clinical assignments. In addition, SCC sends out messages via text, email, and voice mail to inform students of school closings.
3. If the school does not close and the student feels that hazardous driving conditions exist in his or her area, the student should email the Program Coordinator or Clinical Coordinator (depending on the day's assignment). Such time missed will need to be made up at a later date. The student is urged to use his or her best judgment in such situations and not place him or herself in danger.
4. Classes missed due to inclement weather will be made up at the discretion of the college president.
5. Clinical attendance will follow the SCC inclement weather policy.

## Death in a Student's Family

A student may utilize up to three consecutive leave days without penalty in the event of a death in the student's immediate family. It is the student's responsibility to communicate with the Program Coordinator and the Clinical Coordinator to request this consideration.

## Homework Policy

The student will be responsible for all homework assignments. If the student is absent, he/she should contact the instructor for any assignments that were made on the day of the absence. All homework assignments should be completed on an individual basis.

## Exam Policy

Students will place all personal items except pencil or pen and calculator needed for exam in book bags. Graphing calculators and cell phone calculators are not allowed to be used for any exams. Smart watches are also disallowed from use during exams. All book bags and personal items will be placed along the classroom wall as the instructor advises.



## **Final Exam Policy**

In correlation with the Sandhills Community College's final exam policy, all final exams for all RAD courses will be given during the final exam period each semester. The only exception is clinical course final exams, due to the amount of time involved in this type of exams.

## **Cell Phone Policy**

Cell phones must be turned off and put away during all classes. If the student is expecting an emergency call, the cell phone may be placed on silent (vibrate), but the student must notify the instructor prior to class. If the student must use their phone to address an emergency, they must exit the classroom quietly and the time is reflected as any other missed class time.

Cellular telephones are not allowed in the clinical setting. Cell phones must be left in student lockers and may be checked during breaks, if necessary. The hospital department numbers may be used to receive emergency phone calls only.

Students are not allowed to obtain photographs or video footage of any kind during clinical rotations, or on clinic site grounds. Violation of this policy is a demonstration of unprofessional conduct.

## **Health Insurance Portability and Accountability Act (HIPAA) Policy**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at Sandhills Community College's Department of Health Sciences and the affiliated clinical facilities, whether the information is electronic, paper, or spoken.

In accordance with HIPAA, the Radiography Program has implemented and provides training for students within their clinical orientation, and didactic education. All students are required to observe these regulations and be in compliance in all aspects of their academic education, both didactic and clinical. Regulations specific to the clinical environment include, but are not limited to:

- Taking any photos or video on clinical site property
- Discussing patient cases in public areas
- Communicating information about clinical outside of academic use
- Transmitting by way of any electronic media (texting, social media, etc.) any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy

If a student is found to be in violation of this policy, they are subject to the penalties as outlined in the Inadequate Compliance with Clinical Policies section of this Handbook.

## **Social Media Policy**

This policy refers to communication using text, email, and social networking sites including but not limited to: Facebook, Twitter, Snapchat, Instagram, Yahoo, YouTube, blogs, Wikipedia, college electronic communication systems, and texting. Student or Faculty communication that may come under scrutiny can occur either internal or external to Sandhills Community College or its associated websites. Disregard for this policy may result in disciplinary action including but not limited to dismissal from the Radiography Program.

The Radiography Program faculty believes that social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of Sandhills Community College, students are encouraged to use the social networking sites for the development and maintenance of healthy collegial relationships. However, students should be conscious and careful when using social media as there is currently no way to erase digital content and inappropriate use can diminish your personal reputation as well as the reputation of the school, program, employers and the community.

False and defamatory comments spoken and heard are called slander, and when these comments are written and published it is libel. Together, slander and libel are referred to as defamation. Legal actions have been taken when inappropriate content has been published and confidentiality has been breached.

Posting of information relative to clinical sites and activities, technologists, patients or their families, faculty and didactic course content is considered an ethical breach of confidentiality and is in direct violation of HIPAA and the ARRT Code of Ethics to which you have agreed to adhere. Furthermore, students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, staff, or faculty. Students found to be posting such comments are subject to disciplinary action by the college.

1. Internet posting or other forms of communication should not contain any confidential information. This includes, but is not limited to, any type of patient or staff information such as name, photograph, social security number, address, diagnosis, treatment, date of admission or any other information which might be protected by Health Insurance Portability and Accountability Act of 1996 (HIPAA).
2. Business-related information and policy of any clinical site should not be disclosed publicly through internet postings or other forms of communication.
3. Internet posting or other forms of communication should not contain any confidential information related to patients, students, faculty, clinical preceptors, or other site employees.
4. Please be aware that it may be construed as inappropriate behavior by some, for students to seek networking friend relationships with faculty, preceptors, or other employees of the clinical facility.
5. No form of analog or digital photography, videotaping or voice recording (including PowerPoint presentations) of a faculty course lecture or lab activity is permitted without express faculty permission. Additionally, students may not post photos, videos, lecture materials, or the like on any internet or social media sites (e.g. Facebook, Twitter, Snapchat, Quizlet, blogs, emails, texting, etc.) without prior written authorization of the instructor.
6. Unauthorized use of electronic or other devices to make an audio or video record of any person (e.g. other students or college faculty/staff) while on college premises without his/her prior knowledge and/or without his/her effective consent is also not permitted.

This statement is not meant to inhibit your freedom of expression or speech. However, extreme caution is urged when mixing professional and personal information online.

## **Clinical Education Plan**

The clinical competency-based educational program is a system utilized for the evaluation of clinical performance in radiography. It begins during the first semester and continues throughout the entire program. The clinical aspect of the curriculum is closely correlated with the didactic portion of the program.

The clinical schedule provides each student with a variety of experiences. Initial rotations include: routine diagnostic, fluoroscopic, mobile, and trauma areas. Emphasis is placed on equipment manipulation, patient care, and radiation safety. During these rotations, each student becomes familiar with CR/DR equipment, electronic filing systems, and room routines.

As students progress, higher levels of patient interaction develop, as well as, positioning and technique skills. The clinical schedule provides each student with rotations to enhance learning in these higher skilled areas. These rotations concentrate on fluoroscopy, routine, trauma, mobile, operating room, contrast studies, computerized and digital radiography, along with alternate shift and advanced imaging rotations.

First year students are under close and direct supervision of registered technologists, clinical instructors, or the clinical coordinator. At no time is a student permitted to function in the total absence of supervision or to pass radiographs. The level of supervision is adapted to the individual level of competence. Direct supervision is always required when a repeat exposure is needed, during mobile radiography procedures, or during operating room procedures.

Venipuncture and intravenous contrast injections may only be performed after the appropriate classroom and skills laboratory training – and must always be directly supervised.

Student progress is evaluated by the use of clinical competency evaluations, clinical coordinator evaluations with input from the supervising technologists, pathology presentations, clinical testing, article reviews, and film critique. A mid-semester conference tracks clinical progress.

## **Clinical Assignments**

The clinical phase of the program is designed to provide the student with a structured clinical experience. Clinical rotation schedules provide the student with a wide variety of imaging procedures and equipment. Schedules are distributed at the beginning of each semester. Re-assignment may be necessary due to the work flow, staffing, equipment malfunction, etc. Re-assignment must be cleared with the diagnostic supervisor. Students are expected to comply with all hospital policies. The hospital policy manual is available in the clinical setting for review by the student.

In addition, the hospitals, by contractual agreement, reserve the right to refuse students access to their facilities for cause, or for no cause. Students denied access from any one clinical site may not attend clinical at any clinical site and therefore, will be unable to complete the program.

Clinical assignments will be scheduled primarily between the hours of 5:00 AM and 7:00 PM, on weekdays. In order to meet the clinical objectives, evening and/or weekend clinical experiences may be utilized. As mandated by the JRCERT, clinical hours may not exceed 10 hours per day.

Students will be expected to travel to a variety of clinical site locations and are responsible for all travel expenses related to these clinical rotations. Clinical schedules will not be modified due to student's job, daycare, family responsibilities, geographic location, etc.

Students employed by the hospital imaging departments cannot substitute "job" hours for clinical hours. Radiographic examinations performed during "job" hours will not count toward clinical competency requirements. Meeting the program's requirements takes precedence over any outside commitments (vacations, jobs, etc.).

## Clinical Site Approximate Distance from SCC

First Health/Moore Regional Hospital/Pinehurst	Approximately 4 miles
First Health/Montgomery Memorial Hospital/Troy	Approximately 38 miles
First Health/Hoke Campus/Raeford	Approximately 32 miles
First Health/Richmond Memorial Hospital/Rockingham	Approximately 35 miles
Pinehurst Radiology Associates/Pinehurst	Approximately 3.5 miles
Pinehurst Surgical Clinic/Pinehurst	Approximately 4 miles
Central Carolina Hospital/Sanford	Approximately 26 miles
Scotland Memorial Hospital/Laurinburg	Approximately 38 miles
First Health Surgical Specialties/Rockingham	Approximately 35 miles
Chatham Hospital Inc. /Siler City	Approximately 42 miles

## Important Phone Numbers

Sandhills Community College	(910) 692-6185
Central Carolina Hospital	(919) 774-2360 or 1-800-292-2262
Chatham Hospital, Inc.	(919) 799-4000
First Health/Hoke Campus (Radiology)	(910) 878-6610
First Health Montgomery Memorial Hospital	(910) 571-5240
First Health Moore Regional Hospital (Radiology)	(910) 715-1406
First Health Richmond Memorial Hospital	(910) 417-3370
First Health Surgical Specialties - Rockingham	(910) 417-4090
Pinehurst Radiology Associates	(910) 295-4400
Pinehurst Surgical Clinic - Pinehurst	(910) 295-0867
Scotland Memorial Hospital	(910) 291-7736
Robin Garner Radiography Program Coordinator	<a href="mailto:garnerr@sandhills.edu">garnerr@sandhills.edu</a> (910) 695-3916 - SCC Office K-158
Ashley Davis Radiography Clinical Coordinator	<a href="mailto:davisas@sandhills.edu">davisas@sandhills.edu</a> (910) 695-3841 – SCC Office K-157
Denise Nash CT Program Coordinator	<a href="mailto:nashd@sandhills.edu">nashd@sandhills.edu</a> SCC Office K -159

## Clinical Attendance

Due to the importance of clinical education, students are expected to attend all clinical sessions. Specific information concerning clinical absence is detailed in each clinical course syllabus.

Students are expected to notify the instructor when any absence is anticipated or occurs. Extreme cases involving medical emergencies, court appearance, or death in the immediate family will be dealt with on a case-by-case basis. It is the student's responsibility to contact the clinical coordinator and request a conference.

Early morning, afternoon, weekends and evening hours may be used for clinical education. It is imperative that students be punctual for these assignments. Tardiness is unacceptable. To properly document clinical attendance, each student must sign in and out on an attendance roster located on Trajecsyst. After checking in, the student should report to their assigned area and prepare for the day. Each student is responsible for every exam that occurs in his or her room unless properly relieved by the instructor.

The following will invalidate clinical hours:

1. not signing in at correct time, or site.
2. having someone else sign in or out for you.
3. using a cellphone or other mobile device to sign in or out.
4. falsifying attendance record by deliberately providing incorrect times and/or dates.

**Tardiness** – Tardiness is defined as being absent from clinical after the scheduled time of arrival. A student is counted absent after one hour past the scheduled time of arrival.

**Absence** – An absence is defined as not reporting within 1 hour of the scheduled time of arrival.

If the student is absent from clinical, he/she will be responsible for the following:

1. The student must personally notify the clinical faculty of an absence. Notification must occur by the time that attendance is expected. Please speak with the lead technologist if possible, and do not leave a voice mail. Failure to notify the appropriate clinical site representative will be reflected in the student's final clinical grade.
2. The student must also notify the Clinical Coordinator in the event of an absence prior to the time attendance is expected. The Clinical Coordinator should be notified by email. Failure to notify the appropriate clinical faculty member will be reflected in the student's final clinical grade.
3. When absences due to illness exceed three consecutive days, a note from a physician will be required before the student can return to clinical.
4. Frequent illness may require support by submission of medical evidence, i.e.: physician's note.
5. One clinical make up day is listed on either the clinical schedule or the course syllabus. Schedule the make-up time with the Clinical Coordinator.
6. Should a student contract a communicable disease that is potentially dangerous to others, it is the student's responsibility to notify both the department and the college personnel. Students may be asked to leave a clinical facility if they pose a threat to patients.

**Students are required to remain in their assigned area until the exam in progress is completed. No student is allowed to have over 10 contact hours per day or 40 contact hours per week. (Clinical and didactic combined)**

## Clinical Appearance Code

The faculty or instructors have the prerogative of not allowing a student in the clinical area if the student does not meet the required standard.

1. All students shall wear the designated uniform. All clinical attire shall be clean, neat, and without wrinkles.
2. All students shall wear clean, polished black clinical shoes, or professional all black athletic shoes. Open toe shoes, sandals, or canvas tennis shoes are not permitted. Either all black socks or black hose (with no visible runs or tears) may be worn.
3. Students may wear a crewneck, short,  $\frac{3}{4}$  length, or long sleeve, black shirt under their uniform top, as needed. If a short sleeve is worn under uniform top, its sleeves should not be longer than uniform sleeves.
4. Excessive jewelry is not permitted in the clinical setting. Multiple rings, necklaces, and large earrings are not considered professional attire. No more than one necklace will be permitted, and it must be worn within the uniform. No more than one ring per hand (unless wedding rings) is allowed. Bracelets shall not be worn. One pair of earrings (small stud-type) may be worn in the earlobes only. Single earrings worn by either sex is NOT permitted. Gauges must be filled with flesh-colored plugs. Visible body-pierced jewelry of any type, other than earrings, is not allowed.
5. Fingernails must be neat and short so as not to injure patients or spread pathogens. Only natural-colored nail polish will be permitted, i.e.; only clear, natural pink, or pink and white French manicure will be allowed. Acrylic or any other type of false nails are not permitted.
6. Make-up should be worn in moderate amounts.
7. Hair shall be kept neat and clean. Only naturally-occurring hair colors are permitted. Hair below shoulder length must be pulled back. Males with mustaches/beards must keep them neatly trimmed due to work with sterile fields. Males without mustaches/beards must be clean shaven.
8. Odors can be offensive to sick patients; therefore, perfume, cologne, or aftershave is not permitted during the clinical experience.
9. Students should bathe daily and wash hands between patients.
10. The student must wear identification name badges, where they are visible, and the assigned dosimeter at all times in the clinical setting. The student must also have his/her lead markers at all times while in the clinical setting.
11. No cell phones allowed during clinical. Cell phones should be left in locker. If an emergency exists, it is the student's responsibility to let the Clinical Instructor know in advance and he/she may be allowed to check the phone periodically. Students are not allowed to obtain photographs or video footage of any kind during clinical rotations, or on clinic site grounds.
12. Tattoos and other body art must be covered at all times.
13. Students are not permitted to leave their assigned clinical facilities without the express permission of the Clinical Coordinator, with the exception of facilities that do not have a cafeteria on site.
14. Students are allowed only 30 minutes for lunch at facilities that do have a cafeteria on site and are allowed only 60 minutes for lunch at facilities that do not have a cafeteria on site.

## Inadequate Compliance with Clinical Policies

**Inadequate compliance with the clinical policies could result in a warning or a reduction in the final course grade.**

Point values are listed and may accumulate as each action occurs. Points will be deducted from the final grade in the same semester following the action:

<u>Action</u>	<u>Points for each occurrence</u>
Arriving late for clinical assignment	
(First occurrence) .....	1
(Second occurrence) .....	2
(Third occurrence or any thereafter) .....	3
Drinking, smoking, eating, or chewing gum in patient care areas	2
Violating appearance and dress code policies	2
Failing to have an appropriate writing utensil in clinical	2
Failing to have lead markers in clinical	2
Failing to wear dosimeter or leave it in the assigned area	2
Violating cell phone policy	5
Ignoring instruction by clinical instructor	5
Leaving clinical assignment early without approval	5
Arriving at a clinical assignment late without notification	5
Attending the wrong clinical assignment site and/or time	5
Failing to notify Clinical Instructor and Clinical Coordinator concerning an absence or tardiness of more than 15 minutes	5
Failing to maintain record-keeping	5
Refusing to perform and/or assist in a procedure	5
Failing to follow hospital policies	from 5 points up to and including dismissal/F
Demonstrating unprofessional conduct such as: Insubordination, inappropriate language, falsification of records, rudeness, physical abuse, lying, violation of the Code of Ethics, cheating, or endangering the patient in any way.	from 5 points up to and including dismissal/F
Violating Student Code of Conduct/Academic Honesty Policy	dismissal/F
Entering clinical under the influence of alcohol or drugs	dismissal/F

\*\*Actions not specifically noted will be handled on an individual basis. Repeat actions and extended absences will be dealt with on a case by case basis with the Clinical Coordinator, Program Coordinator, Department Chair, and the Dean of Instruction.

## Clinical Supervision Policy

**Direct Supervision** Until a student achieves and documents competency on any given radiographic examination, all clinical assignments shall be carried out under the direct supervision of registered radiologic technologists. The parameters of direct supervision are outlined as follows:

1. A registered technologist must review the request to determine if the student is capable of performing the exam with reasonable success. (Dependent upon student's competency level.)
2. A registered technologist must also determine whether or not the condition of the patient contraindicates performance by the student.
3. A registered technologist must be present in the radiographic room during the entire exam.
4. A registered technologist must approve all radiographs prior to dismissal of the patient.

**Regardless of the student's level of competency, there are five instances when all students must always be under the direct supervision of a registered radiologic technologist:**

1. A registered technologist must always be present for the transport of non-ambulatory and/or monitored patients.
2. A registered technologist must always be present in the radiographic exam room to check positioning and exposure factors for all repeat exposures.
3. A registered technologist must always be present for the entirety of all portable diagnostic examinations.
4. A registered technologist must always be present for the entirety of all mobile fluoroscopy examinations.
5. A registered technologist must always be present for venipuncture.

**Indirect Supervision** After a student has achieved and documented competency on a given radiographic examination, he/she may perform that procedure with indirect supervision. The parameters of indirect supervision are outlined as follows:

1. A registered technologist must be in the vicinity and immediately available to assist students. (This means that, a registered technologist is in or adjacent to the room or area where a radiographic or fluoroscopic examination is being performed. This availability applies to all areas where ionizing radiation-producing equipment may be in use.)
2. A registered technologist must still approve all radiographs prior to dismissal of the patient.

**Regardless of the student's level of competency, students must always be under the direct supervision of a registered radiologic technologist during the transport of non-ambulatory and/or monitored patients, repeat exposures, portable examinations, mobile fluoroscopy examinations, and venipuncture.**



## Clinical Competency

The ARRT provides a list of all examinations which must be evaluated for competence in clinical education. While the Clinical Coordinator maintains competency records, the attainment of competency examinations and maintenance of associated clinical records is ultimately the responsibility of the radiography students enrolled in the program. The course syllabus for each clinical course gives specific details concerning which competencies must be performed in each period of time.

Click [here](#) for a list of required competencies for the Radiography Program.

The ARRT mandates that students are required to complete a minimum of 36 mandatory competency exams. These are signified by the “M” next to them. Students are also required to obtain 15 of the 34 elective exams on the competency checklist. These are signified with an “E” next to them. Additionally, students are also required to complete 10 mandatory general patient care activities listed at the end of the competency checklist. Students must complete these 61 competencies in order to graduate from the Radiography program and to be eligible to apply to sit for the ARRT Registry Exam.

Competency exams may only be performed once the student has practiced the material in the lab and tested on the material in the classroom.

When attempting a competency examination, it is the responsibility of the student to procure the patient and notify the clinical instructor. The clinical instructor will determine whether the patient is a good candidate for the student to attempt a competency. The examination is graded on a weighted scale, according to the clinical competency objectives. A predetermined number of satisfactorily completed competencies are required each semester. If the student fails the competency, he or she should review, practice, and attempt the examination again. The evaluator must be satisfied that the student has met all the objectives. In clinical settings not using Trajecsyst, a copy of the competency evaluation form should be available for the instructor prior to attempting the examination. A more detailed explanation of the competency procedure will be included in each clinical syllabus.

Students are encouraged to continue to gain experience by performing examinations even though they have passed the competency. Any student lacking the clinical competency requirements at the end of the fifth semester does not meet the requirements for passing the course. Satisfactory completion of competency evaluations fulfills one of the requirements for clinical performance.

## Gifts

Students often want to express their appreciation to clinical staff for assisting them during clinical education. Clinical site employees cannot receive monetary valued gifts from students. If students would like to thank their clinical rotation staff and want to do something special for them, cards, flowers, and/or baked goods are examples of acceptable gifts.

## Information Systems Workflow Policy

Sandhills Community College students and adjunct clinical instructors do not have access to site Hospital Information Systems (HIS) or Radiology Information Systems (RIS). Neither will be allowed to perform tasks which need access and a password to complete.

The following is a listing of the workflow and responsibilities required to complete patient exams within the radiography department at any clinical education site affiliated with the Sandhills Community College Radiography Program students:

Task	Responsibility
Checking list for patient orders	Site Technologist
Verify correct exam with patient and orders	Site Technologist
Printing request	Site Technologist
Check in, begin and end exam documentation	Site Technologist
Perform Exam under direct or indirect supervision	SCC Student
Approve and send images to PACS	Site Technologist or SCC Clinical Instructor
Tasks in PACS	Site Technologist

Students are required to complete the following:

- Document exam begin and end time
- Identify and verify patient name and DOB (two identifiers)
- Check patient arm band to complete patient verification
- Document patient information used for patient verification
- Ask patient if pregnant and document LMP (if applicable)
- Complete pregnancy form (if applicable)
- Document patient history
- Document shielding
- Document radiography room exam performed in (if applicable)
- Document all staff in room involved in patient care (students, technologists, and clinical instructors)
- Document fluoroscopy time (if applicable)
- Document contrast name, lot number, expiration date, amount given, and route (if applicable)
- Document medicine list (if applicable)
- Document clinical notes that are important for reading of study (ex. body habitus, difficulty breathing, best images obtained; patient unable to stand, performed AP semi erect; etc.)

All students, technologists, and clinical instructors are required to follow the Sandhills Community College Supervision Policy. Students should be directly or indirectly supervised according to the exam and/or patient condition.

Once the student has completed the patient images, a registered technologist (site employee or SCC Adjunct Clinical Instructor) is required to approve and send images from the radiography work console to PACS. Completed documentation will be given to the site technologist who will complete data entry in HIS/RIS systems. If a SCC Adjunct Clinical Instructor approves the images, he/she must document his/her name as the technologist who approved the images. Students may observe site technologists during data entry in HIS/RIS systems.

**Under no circumstances should a SCC student input data into either of these systems at any time.**

## MRI Rotation Policy

It is the policy of the Sandhills Community College Radiography Program to inform students of all necessary safety procedures and precautions within an MRI department. While enrolled in the program, students may participate in a clinical rotation in the MRI (Magnetic Resonance Imaging) department. Additionally, during their education in diagnostic radiography, students may also be asked to assist in transporting patients to or from the MRI suite, and/or in transferring patients to and from the MRI imaging table. Magnetic Resonance Imaging (MRI) scanners generate a very strong magnetic field within and surrounding the MRI scanner. In MRI, the magnetic field is ALWAYS on, and unsecured magnetically susceptible (ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury to patients, staff, and/or any other personnel in its path and to cause severe damage to the equipment.

The Clinical Coordinator will present the MRI Safety Video to all students as part of clinical orientation. Students will review the MRI Safety Video and complete the MRI Safety Screening Form developed by the Radiography Program faculty prior to entering clinical rotations. In addition, all students will be screened again each fall semester to ensure continued safety in the event of a clinical rotation within an MRI department. Students will also be subject to additional screenings at MRI facilities.

Completion of the MRI Safety Screening Form will determine the safety of permitting the student into the Zone III environment of the MRI suite. Entrance into Zone IV can only be permitted after the student has been screened and cleared by an MRI technologist on site. Zone I of the MRI suite is the MRI waiting room, where there are no restrictions and accessible to the general public. Zone II includes the MRI office and is the interface between Zone I and Zones III and IV. Zone III includes the control room and the equipment room, which are restricted to personnel under MR supervision. Zone IV is the MR scanning room, which contains the magnet and is strictly restricted to personnel and patients under MR supervision. Students should never enter the MRI scan area prior to completing the full screening process. The students will not enter Zone IV of the MRI suite, unless at least one of the MRI technologists is present and aware of the student's presence in the area. The student must adhere to all MRI safety policies and procedures during clinical rotation as well as assisting in the MRI suite. **Just as students can never hold patients for x-ray procedures, students are not allowed to be in Zone IV during active scanning for any reason.**

Through the review of the safety form by the clinical coordinator and screening by MRI personnel, any questions or concerns regarding the student's ability to enter a magnetic field will be addressed. Students who are not eligible for the MRI rotation due to a medical contraindication or the presence of ferromagnetic material, as indicated by answering "yes" to questions on the MRI Safety Screening Form, will be dealt with on a case-by-case basis.

**NOTE: It is the responsibility of the student to report to program officials, any trauma, activity, procedure or surgery in which ferromagnetic materials/device may have become introduced or on them anytime after completion of the MRI Safety Screening Form.**

## **Mammography Rotation Policy**

It is the policy of the Sandhills Community College Radiography Program to offer every learning opportunity possible to its students. As such, students who are interested in observing and/or performing breast imaging, may request to rotate there during their fifth semester of clinical education. All students, regardless of sex, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to females only. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures.

The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students. This policy regarding student clinical rotations in mammography is based on the rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

## **Pregnancy Policy**

The Radiography program educates students about the hazards of radiation and the importance of proper radiation protection methods prior to their rotations at the clinical affiliates. This action is taken to minimize the radiation exposure of all students and to comply with the ALARA (As Low As Reasonably Achievable) principle.

In accordance with Objective 5.1 of the Joint Review Committee on Education in Radiographic Technology (JRCERT) Standards for an Accredited Educational Program in Radiologic Sciences, and regulations of the Nuclear Regulatory Commission, the following policy exists concerning pregnant Radiography students.

Students are not required to disclose pregnancy during enrollment within the radiography program. It is recommended students voluntarily disclose pregnancies in writing to the Program Coordinator so appropriate fetal monitoring and other recommended safeguards can be provided. Notification should indicate the expected date of confinement (delivery).

Because a fetus is particularly sensitive to radiation, the radiography program has developed the following guidelines regarding pregnancy:

1. ALL students will follow proper radiation safety procedures. The SCC Radiography Program's Radiation Protection Guidelines will be reviewed with each student during the first semester of the program and they will sign a statement that they have read and understood.
2. The student will be considered a declared pregnant worker (student), after she voluntarily notifies the Program Coordinator in writing. This written declaration requires that the embryo/fetus dose be limited to 0.5 rem during the entire pregnancy. The ordinary annual SCC student dose is well below this limit. A student may also "un-declare" her pregnancy in writing with no reason given. This will remove the dose limit of 0.5 rem during the pregnancy.
3. After giving her written declaration of pregnancy, the student will be informed of the above rationale and potential for harm to the fetus. The student will sign documentation stating that she has received and

understands the information she has been given. The pregnant student must strictly adhere to the following guidelines:

- a. The pregnant student must faithfully wear an additional radiation monitor at waist level to monitor fetal radiation dose. This monitor will be provided by the program at no cost to the student.
  - b. In accordance with the NCRP Report #116, during the entire gestational period, the effective dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.05 rem a month. Federal regulations also state that the dose to an embryo/fetus should not exceed 0.5 rem for the entire pregnancy.
  - c. Pregnant students are expected to actively participate in all program classes, clinical rotations, and activities up until the day of delivery in accordance with current program attendance policies. The student will participate in regular clinical assignments/rotations, including fluoroscopy and portables, since the normal exposure level does not exceed 0.5 rem per year. The student will not be able to attend clinic if physical restrictions prevent her from performing routine clinical duties such as lifting, wearing lead aprons, etc.
  - d. All attendance policies of the college and the Radiography Program will remain in effect for the student. The student is responsible for all class work covered during any absences and for obtaining necessary material and assignments from instructors or fellow classmates. Extenuating circumstances may be requested for unforeseen circumstances.
  - e. No students will be allowed to complete a clinical education course until all required clinical hours from that course have been completed. Missed clinical time must be made up before beginning the next clinical course. Extenuating circumstances will be evaluated on a case-by-case basis. Students who are missing clinical time at the end of the semester will earn a grade of "I" (incomplete) until the previous semester's time has been completed.
  - f. No student will be allowed to graduate until all required clinical competencies are complete. Missed clinical time must be made up according to a schedule created by the program faculty.
4. In addition to the written declaration of pregnancy from the student, the student must have a statement signed by a medical doctor containing the following:
- a. Expected date of confinement (delivery)
  - b. Physician's assessment of the student's general health and the impact of the radiography training, if any, on the health of the student and fetus.

**Note: A student may revoke a declaration of pregnancy by making that revocation in writing to the Program Coordinator.**

## Sandhills Community College Radiography Program Declaration of Pregnancy

### **Part I**

#### **STUDENT RADIOGRAPHER**

#### Declaration of Pregnancy

I, \_\_\_\_\_, voluntarily declare by means of this written notice to the Sandhills Community College Radiography Program that I am pregnant.

I am aware of the radiation risks associated with radiation exposure and understand the monthly dose equivalent to the embryo/fetus is 0.5 mSv. I will receive a fetal radiation monitoring badge to record any exposure accrued during the pregnancy and agree to wear it as prescribed.

I understand it is my responsibility to comply with all radiation safety rules established by the program and the clinical affiliates in order to keep radiation exposure to myself and my unborn child at a minimum.

**I understand that I have the right to revoke this declaration at any time during the pregnancy and that the revocation must be in writing.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director: \_\_\_\_\_

Date: \_\_\_\_\_

### **Part II**

#### **STUDENT RADIOGRAPHER'S PHYSICIAN**

The student will provide a signed statement from her physician that states:

1. Expected date of conception: \_\_\_\_\_
2. Expected date of delivery: \_\_\_\_\_
3. Physician assessment of student's general health and the impact of radiography training, if any, on the health of the student and fetus. (Please attach assessment.)

## ATTACHMENT A

### Book List 2022-2023

Semester	Course	Author	Textbook	Edition	ISBN & Cost
1 <sup>st</sup> Fall	RAD 110	Adler & Carlton	Introduction To Radiologic Imaging Sciences & Patient Care	7 <sup>th</sup> edition	ISBN 9780323566711 \$105.00
	RAD 110	Peggy C. Leonard	Quick & Easy Medical Terminology	9 <sup>th</sup> edition	ISBN 9780323595995 \$83.41
	RAD 110	Clover	RadTechBootCamp - 26 month access	N/A	ISBN 2818440026621 \$263.00 (estimated)
	RAD 111	Long, Curtis, & Smith	Merrill's Atlas of Radiographic Positioning and Procedures-3 Vol. set	15 <sup>th</sup> edition	ISBN 9780323832793 \$312.99
	RAD 111	Long, Curtis, & Smith	Workbook for Merrill's Atlas of Radiographic Positioning and Procedures	14 <sup>th</sup> edition	ISBN 9780323832847 \$103.99
	RAD Clinical Ed	Long, Curtis, & Smith	Merrill's Pocket Guide to Radiography	15 <sup>th</sup> edition	ISBN 9780323832830 \$57.99
1 <sup>st</sup> Spring	RAD 112	Long, Curtis, & Smith	Merrill's Atlas of Radiographic Positioning and Procedures-3 Vol. set	15 <sup>th</sup> edition	Already purchased
	RAD 112	Long, Curtis, & Smith	Merrill's Atlas of Radiographic Positioning Workbook	13 <sup>th</sup> edition	Already purchased
	RAD 121	Fauber	Radiographic Imaging & Exposure	6 <sup>th</sup> edition	ISBN 9780323661393 \$86.99
	RAD 121	Bushong	Radiologic Science for Technologists	12 <sup>th</sup> edition	ISBN 9780323661348 \$140.99
	RAD 121	Bushong	Radiologic Science for Technologists Workbook	12 <sup>th</sup> edition	ISBN 9780323709736 \$59.95
Summer	RAD 122	Carlton, Adler, & Balac	Principles of Radiographic Imaging: An Art & a Science	6 <sup>th</sup> edition	ISBN 9781337711067 \$179.95
	RAD 141	Bushong	Radiologic Science for Technologists	12 <sup>th</sup> edition	Already purchased
	RAD 141	Bushong	Radiologic Science for Technologists Workbook	12 <sup>th</sup> edition	Already purchased
2 <sup>nd</sup> Fall	RAD 211	Long, Curtis, & Smith	Merrill's Atlas of Radiographic Positioning and Procedures-3 Vol. set	14 <sup>th</sup> edition	Already purchased
	RAD 211	Nina Kowalczyk	Radiologic Pathology for Technologists	8 <sup>th</sup> edition	ISBN 9780323791298 \$90.99
	RAD 231	Bushong	Radiologic Science for Technologists	12 <sup>th</sup> edition	Already purchased
	RAD 231	Bushong	Radiologic Science for Technologists Workbook	12 <sup>th</sup> edition	Already purchased
2 <sup>nd</sup> Spring	RAD 271	Saia	Radiography Prep	9 <sup>th</sup> edition	ISBN 9781259863578 \$65.00
	RAD 271	N/A	RADREVIEWEASY.com Online subscription for test bank	Most recent	4-month subscription \$65.00
	RAD 271	N/A	ASRT.org Student membership for SEAL exams	Most recent	Annual student membership \$35.00

Please note that all prices are based on current new textbook prices. We strongly recommend that the student buy only the textbooks necessary for each semester. All prices and editions are approximate, price or edition change may occur with the book publishers that the Radiography Program and the college bookstore cannot anticipate.

**Please keep your books throughout the entirety of program.**

## ATTACHMENT B

### Radiography Program Estimated Costs

#### Radiography Program Length (5 Semesters)

	Estimated Cost
Tuition & Fees (74 Credit hours) including: Trajecsys Clinical Tracking, Medical Document Manager, Malpractice Insurance, Lead Markers, Dosimetry)	\$6,350.00
Books (estimate)	\$1,385.00
Laptop/Computer, Web Cam, Microphone, and Speakers	\$1000.00
Background Check/Drug Screen Fee	\$100.00
2 Clinical Uniforms (including 1 jacket) & Name Tag	\$160.00
Clinical Shoes	\$120.00
CB Bridges Fee for FirstHealth	\$10.00
CCH Rotation Manager Fee (annually)	\$43.00
RadTechBootCamp Subscription	\$220.00
Calculator (Common & Natural logs, trig, $x^2$ )	\$15.00
NCSRT Student Membership	\$25.00
ASRT Student Membership	\$35.00
RAD Review Easy	\$65.00
Application for ARRT Examination	\$225.00
Kettering Review	\$150.00
Graduation (Cap and Gown)	\$50.00
Approximate cost of program (excluding fluctuation in book and uniform cost and clinical travel)	\$9,953.00

Tuition and Fees are based on Spring 2022 costs. All costs listed are estimates and actual amounts may vary. Clinical travel expenses can become significant but are difficult to estimate so they are not included in program cost estimates.



## Sandhills Community College Student Governance Statements

This page is a summary for students of various policies and services listed in the Sandhills Community College General Catalog. Revised August 2020 per Vice President of Academic Affairs.

- **Academic Honesty.** The college believes that the pursuit of knowledge requires honesty. Students are expected to act appropriately and deal honestly in all aspects of their interactions with the college and their academic work. The college will not tolerate dishonest acts such as copying the work of another; using unauthorized help, books, notes, or electronic devices on examinations or projects; or intentionally representing the work of another as one's own without proper reference (plagiarism). The consequences of academic dishonesty may vary according to circumstances. Actions that could be taken include, but are not limited to, the following: a failing grade for the work involved, failure in the course, or removal from the course. For additional information, please read "Academic Honesty" in the General Catalog.
- **Accommodations for Students with Disabilities.** The college strives to provide an equal educational opportunity to all in compliance with college policy and federal law. In order for us to help you meet your educational goals and help you move toward success as a student at Sandhills Community College, students requesting services must self-identify by contacting the Office of Disability Services in 115 Logan Hall or visiting the Disability Services web pages for more information.
- **Annual Security Report.** To comply with federal laws the college provides information about serious crimes that have occurred on campus during the last three years. Copies of the Campus Crime Statistics Report and Annual Security Report may be obtained by contacting the main campus switchboard (910.692.6185) or the director of the Hoke Center (910.875.8589). The information can also be found on the college's Safety & Security web pages.
- **Attendance.** Because the College realizes that academic success is tied to regular attendance, students are expected to attend all class sessions, laboratories, and clinical experiences. A student who fails to attend two consecutive weeks worth of class is in violation of the college's attendance policy. An instructor will drop a student if the student has failed to attend two consecutive weeks worth of class. Each course syllabus will describe the attendance requirements for the course, which may be stricter than above, including any permitted absences. Please consult the "Academic Policies and Procedures" section of the General Catalog.
- **Civility.** The College defines "civility" as respect for others, courtesy, civil exchange of ideas, and human interactions that create a positive environment in which to learn. All members of the College community are expected to adhere to the Five Core Values, most notably Integrity and Respect. The College will set the tone for such practice using the following guidelines, and expects students to also follow these guidelines: Respect for the work and ideas of all persons; courteous oral, written, and nonverbal discourse (in personal and electronic forms); honest interactions and exchanges; fair and just treatment; open professional communications; recognition and respect for diversity; social responsibility: tolerance of differing points of view; zero tolerance for any forms of cyber stalking, cyber bullying, or cyber sexual harassment, especially as related to social networking while engaged in college-related activities or in courses online.
- **Classroom Conduct.** Faculty and students at Sandhills Community College — on the main campus or off-campus locations, including online — have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics. Student behavior that threatens such an environment and disrupts learning and teaching activities — including unauthorized use of technology (e.g., cell phones, computers, hand-held devices) — will not be tolerated and will be subject to disciplinary actions, including removal from a course or program or denial of admission to a course or a program. For additional information, please read "Student Conduct" in the General Catalog.
- **Computer Use.** The college expects and requires ethical and responsible behavior of individuals using information resources, which include computers and the college network and internet capabilities. Individuals using these resources must abide by the college's Acceptable Use Policy, which requires respecting intellectual property rights, protecting private information, refraining from accessing inappropriate or offensive information, and ensuring open access to available resources.

- **eLearning Support.** In order to accommodate the needs of eLearning students, Sandhills Community College has implemented policies and procedures to protect student rights and to provide Academic Support services. These procedures are available on our website on [MySCC](#). Boyd Library provides access and instruction in the effective use of its resources to distance learning students. Through the [Boyd library web pages](#) students can obtain more information about library resources and services. Students can access our on-line catalog for InterLibrary loan, NCLIVE and other databases.
- **Intellectual Property.** The college provides an environment that supports the academic activities of the faculty, staff and students. The college's intellectual property policy supports the College's mission while it encourages and supports the intellectual property rights of the faculty, staff and students of the College. This policy and its supporting procedures are located in the [General Catalog](#).
- **2020-2021 Annual Public Notice of Nondiscrimination.** Admission to Sandhills Community College is open to any individual who meets the institution's open admissions policy. Applicants for admission or employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Sandhills are hereby notified that this institution is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or parental status, religion, age, ancestry, mental or physical disability, military status or veteran status in admission or access to, or treatment or employment in its programs and activities. Lack of English language skill is not a barrier to admission and participation in educational programs and activities. This includes, but is not limited to admissions, employment, financial assistance, placement, recruitment, and educational programs or activities as required by applicable laws and regulations.

Further, it is the policy of Sandhills Community College to prohibit harassment (including sexual harassment and sexual violence) of students and employees. Any person having inquiries regarding special needs, support services, or Sandhills Community College's compliance with the regulations implementing Title VI, Title IX and the Americans with Disabilities Act of 1990 is directed to contact the individuals who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

**Title IX Coordinator:**

Wendy Dodson  
3395 Airport Road  
Stone Hall, Room 110  
Pinehurst, NC 28374  
Email: [dodsonw@sandhills.edu](mailto:dodsonw@sandhills.edu)  
Phone: 910-246-2868

**Section 504 Coordinator:**

Shalishah Russell  
3395 Airport Road  
Logan Hall, Room 119  
Pinehurst, NC 28374  
Email: [russells@sandhills.edu](mailto:russells@sandhills.edu)  
Phone: (910) 246-4138

Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to: Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475, Telephone: 202-453-6020, FAX: 202-453-6021; TDD: 800-877-8339, Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

- **Student Grievance Procedure.** The college assures Sandhills students that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. Any student who feels unfairly treated may follow the "Student Grievance Procedure", described in detail in the [General Catalog](#).
- **Support for Student Learning and Progress.** Academic advising is available to all students in the [Student Success Center](#), which will assist in developing an educational plan consistent with life goals and objectives. [Academic tutoring](#) is available to all students on an individual or small group basis and online. Students are encouraged to apply early in the semester for free tutoring services. [Boyd Library](#) has a wealth of print and online resources. The [Learning Resources Computer Lab](#) in Boyd Library provides computer access as well as staff assistance with online research. [Counselors](#) are available to assist students in coping with any concerns or difficulties they may experience while attending college. [Career counseling and job placement services](#) are also readily available.

## Sandhills Community College Radiography Program Handbook Acknowledgement

By signing below, I acknowledge the following:

1. I have been provided with a copy of the Sandhills Community College Radiography Program Student Policy and Procedure Handbook.
2. Radiography Program Faculty have explained the Sandhills Community College Radiography Program Student Policy and Procedure Handbook to me.
3. I have read and understand that I am responsible for all information listed within the Sandhills Community College Radiography Program Student Policy and Procedure Handbook.

X

\_\_\_\_\_  
Print Name

X

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Signature