

Jackson State
COMMUNITY COLLEGE



Radiologic Technology



Program Handbook

This document is in effect for the 2025/2026 Academic Year

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APPENDIX A

Radiography Standards are located at the Joint Review Committee on Radiologic Education Standards website (www.jrcert.org)

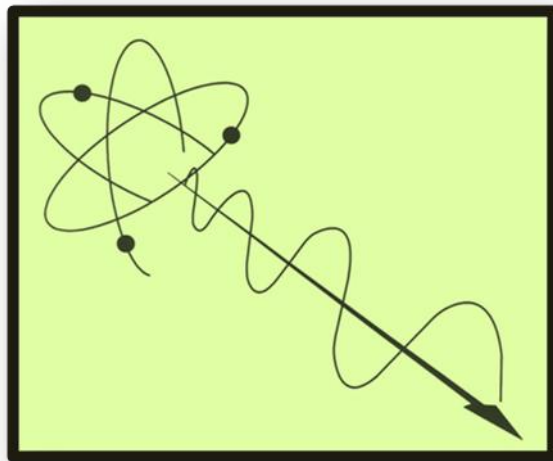
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Code of Ethics/Rules of Ethics located at the American Registry of Radiologic Technology website (www.arrt.org)

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Program Handbook



Section I
Preface

Jackson State Community College
Radiologic Technology Program
INTRODUCTION
Section I #1

Welcome to Jackson State's Radiologic Technology Program! This *Program Handbook* is a compilation of the policies and procedures that govern all aspects of the program and will serve as a reference and guide throughout your radiologic technology education. The policies in this handbook, along with those of the college and all clinical hospital affiliate locations, must be observed by students in order to gain the maximum educational experience and to develop the appropriate professional ethics to be most successful in their chosen career. Students accepted into RADT are required to read and sign they will adhere to policies as outlined in all handbooks. While input from communities of interest may be taken into consideration when either forming or updating policies, there is no negotiation on adherence. Current copies of the *Program Handbook* are available online on the program's website. The handbook is updated annually in August for the upcoming academic year. If substantial changes (other than review dates or slight wording changes) to policies occur between revisions, students are notified and asked to sign they have been informed.

The JSCC Radiologic Technology Program (RADT) combines general education, science, and professional college courses with extensive clinical education performed under the guidance of preceptors and registered technologists at affiliate hospitals.

In order to assure our students of the best possible educational opportunity in radiologic sciences, the JSCC RADT program has established its curriculum based on the model presented by the American Society of Radiologic Technologists (ASRT) and in accordance with the standards approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The following hospitals serve as our program's clinical affiliate sites and may currently accept a *maximum* of the following number of students annually (**generally accept fewer**):

Baptist Memorial Hospital –Union City	6 students
WTH Henry County Hospital – Paris	6 students
Magnolia Regional Health Care (MRHC) – Corinth, MS	2 students
WTH Jackson-Madison County General Hospital & North Campus	15 students
WTH - Dyersburg Regional Hospital	6 students
Hardin Medical Center – Savannah (hybrid home-base)	2 students
Jackson Clinic Baptist Campus – Jackson (rotation site only)	2 students

Once assigned to a home base clinical affiliate listed above, students will perform many of the required clinical education rotations at that facility. However, rotations among clinical affiliates will occur in two semesters throughout the program to provide exposure to a variety of experiences. A hybrid home-base facility is used to serve students that live in that area, but does not allow for complete access to procedures. During the twenty-four month program, students will complete clinical education as follows:

First semester (Fall)	8 hours per week (7 weeks; lab for RADT 1315)
Second semester (Spring)	2 days per week (15 weeks)
Third semester (Summer)	4 days per week (13 weeks)
Fourth - Sixth semester (Fall, Spring, Summer)	3 days per week (16, 16 and 14 weeks)

*Clinical semesters are longer and do not follow the college calendar; most clinical shifts are 8 hours each; however may range from 6 hours to 10 hours; scheduled rotations never exceed 10 hours.

After completion of all program requirements (please refer to the **College Catalog/Student Handbook** for complete graduation requirements), the student is awarded an Associate of Applied Science degree from JSCC and is eligible to sit for the national certification examination in Radiography administered by the American Registry of Radiologic Technologists (ARRT).

Jackson State Community College, a Tennessee Board of Regents institution, does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or provision of educational services.

Jackson State Community College
Radiologic Technology Program
PROFESSION AND PROGRAM HISTORY
Section I #2

Medical imaging is the specialty involving the use of radiant energy (x-rays, gamma rays, ultrasound, magnetic fields, radio frequencies, radioisotopes, and other imaging modalities) to produce images helpful in the diagnosis and treatment of disease.

Radiography as a profession was born early in the 1900's following the discovery of x-rays by Wilhelm Conrad Roentgen in 1895. Immediately it was apparent the new x-rays could be used to examine the human body, and the discovery proved to be of immeasurable value to medical science. Subsequent rapid developments of technology and advances in application of the technologies have distinguished radiology as a highly skilled specialty in medicine.

When students have completed the basic requirements to become registered radiologic technologists or radiographers, they have a marketable skill in the ability to produce diagnostic images utilizing conventional x-ray technology, and many avenues for further education and advancement are opened. Although most qualified technologists are employed as radiographers in hospitals, there is a demand for personnel in many related imaging areas which commonly require RADT education as a prerequisite to entering these fields. Some examples of imaging technologies related to radiography include diagnostic medical sonography (ultrasound), nuclear medicine technology, radiation therapy technology, computed tomography (CT scan), magnetic resonance imaging (MRI), mammography, cardiovascular interventional technology, and radiologist assistant (RA).

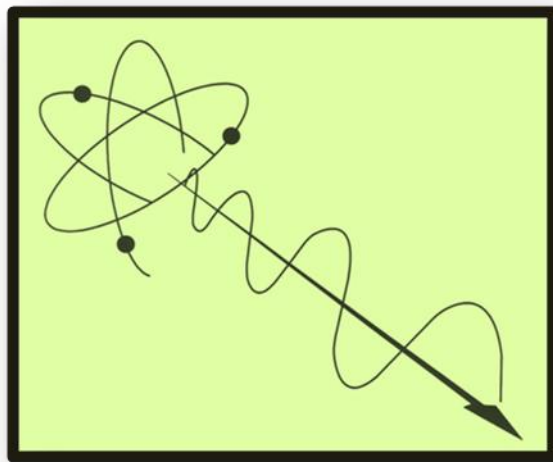
The Radiologic Technology Program at Jackson State began in 1969 as the first college based associate degree RADT program in Tennessee, and the third in the United States. The program was formed in response to a need for qualified x-ray technologists to serve the West Tennessee area at a time when the main source of x-ray technologists was from hospital-based programs in Memphis and Nashville. The program began with Jackson-Madison County General Hospital (JMCGH) as the only clinical education center with an enrollment of five students. The program is currently a cooperative effort with home-based facilities of Baptist Memorial Hospital in Union City, Magnolia Regional Health Center in Corinth, MS, West Tennessee Healthcare (WTH) which includes JMCGH/North Campus/Imaging Center, Dyersburg Regional Hospital and Henry County Hospital in Paris. Hardin Medical Center in Savannah is not classified as a stand-alone, home base clinical affiliate, but rather a hybrid home base to allow students in that community to do rotations there and at the WTH JMCGH site. The Jackson Clinical Baptist Campus is a location for rotation only.

The possible maximum annual enrollment is thirty-nine students, however, in order to meet current accreditation standards, typically 20-24 students are accepted annually. The program consistently produces competent graduates who are successful on the national certification examination and in the profession. Program effectiveness data that includes first time pass rates on the ARRT examination to earn credentials, program completion rates, and job placements rates can be found on our program's website (5-year totals and annual completion). The vast majority of radiologic technologists and medical imaging professionals in the JSCC service area are Jackson State graduates. The program maintains high standards and has a reputation for excellence in the medical imaging community.

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RADIOLOGIC TECHNOLOGY
Program Handbook



Section II
Governing Associations

Jackson State Community College
Radiologic Technology Program
CREDENTIALING AND ACCREDITING ORGANIZATIONS
Section II #1

Credentialing Organization

The American Registry of Radiologic Technologists (ARRT)

The American Registry of Radiologic Technologists (ARRT), a national credentialing organization in the radiologic sciences, was founded in 1922 and continues to maintain high standards. The ARRT establishes the criteria for testing and certification that provides our graduate technologists a goal to strive for. Upon successful completion of the certification exam in Radiography, the graduate will earn the credentials R.T. (R), representing registered technologist in Radiography. The individual's name will be included in a directory for certified radiographers across the nation. In addition, the organization promotes lifelong learning by verifying continuing education and maintains ethics requirements. The ARRT is located at 1255 Northland Drive, St. Paul, Minnesota 55120-1155; 651-687-0048; www.arrt.org.

Accrediting Organizations

Joint Review Committee on Education in Radiologic Technology (JRCERT)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is the only accreditation agency that provides the highest standards in radiography education. Those standards can be found on the website: www.jrcert.org. The JSCC Radiologic Technology Program recognizes the importance of programmatic accreditation and strives to meet each standard to ensure its effectiveness. Any complaint of non-compliance with these standards will be addressed by program officials in a timely fashion according to the manner expressed in the **Student Grievance/Complaint Process** in this handbook. The JRCERT is located at 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182; 312-704-5300; www.jrcert.org

The Southern Association of Colleges and Schools Commission on Colleges (SACS/COC)

Jackson State Community College is accredited by SACS/COC) and maintains compliance with all standards. Information on the accreditation status of JSCC can be found by visiting www.sacscoc.org, or contacting SACS/COC at 1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4500,

The Joint Commission (Joint Commission on Accreditation of Hospital Organizations (JCAHO)

The Joint Commission has been establishing the standards and guidelines by which healthcare quality is measured in the United States and abroad for more than 50 years. Most program affiliate hospitals maintain accreditation with this organization (or others) and comply with established standards. Contact information for the Joint Commission is One Renaissance Blvd, Oakbrook Terrace, IL 60181, www.jointcommission.org or for general inquiries contact (630) 792-5800.

Jackson State Community College
Radiologic Technology Program
PROFESSIONAL ORGANIZATIONS
Section II #2

TSRT

The Tennessee Society of Radiologic Technologists (TSRT) is a state professional organization for radiographers. It is *informally* composed of six districts and is considered an affiliate chapter of the national professional organization of radiologic technologists. The TSRT is dedicated to promoting the profession and for providing opportunities for continuing education. Students in the RADT program are encouraged to join TSRT and to attend educational meetings and/or participate in project/research paper competitions at the state level. Learn more by visiting: www.tsrt.org

ASRT

The American Society of Radiologic Technologists (ASRT) is the national professional organization of registered radiographers. The ASRT, in conjunction with state affiliate chapters, works diligently towards the betterment of our profession. The organization is instrumental in promoting and gaining support for legislation needed to address certain issues in radiologic technology and medical imaging. If interested, students may become members of the ASRT and can ask the Program Director for assistance or visit the website for more information. The ASRT also provides opportunities for lifelong learning and an approved curriculum model for radiography education. In addition, the ASRT has collaborated with the ARRT to define a Code of Ethics and Rules of Ethics philosophy for the profession. Please find these documents on the website listed below. The ASRT headquarters are located at: 15000 Central Avenue N.E., Albuquerque, New Mexico 87123-3917; 1 800-444-2778 or (505) 298-4500; www.asrt.org.

Revised 4/2014; 3/2015, 1/2021
Reviewed 6/2013, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020, 7/2022,
8/2023, 8/2024, 8/2025

Jackson State Community College
Radiologic Technology Program
COMMUNITIES OF INTEREST
Section II #3

In order to comply with standards set forth by the JRCERT and to enhance the overall effectiveness of the educational process, the Radiologic Technology Program solicits input from its communities of interest on a regular basis.

Advisory Committee

The program's Advisory Committee serves as a steering committee for the program. This committee consists of the Medical Imaging Department Directors and/or designated Managers of the affiliate imaging departments, and Clinical and Assistant Clinical Preceptors from those respective facilities. Also represented on this committee are the program faculty and student class officers (President and Vice President) and various members of the community and other organizations.

The RADT program Advisory Committee meets annually in the spring term to discuss the changes and advancements of the profession and is the key force behind maintaining program integrity through updated policies and procedures. A great deal of communication occurs between college officials and program representatives via email and phone calls on a frequent basis. College administrators are invited to attend meetings in order to update committee members on the status of the sponsoring institution.

Program Assessment Committee

Program faculty and representatives from the college's office of Institutional Research serve as the committee on assessment for the program. This group evaluates the program's assessment plan, shares data collected, and completes plans for upcoming cycles.

Students

Radiologic Technology students, both current and past, are some of our most valuable interest groups. As currently enrolled students, evaluations of didactic instructors are completed at least once in the Fall and Spring terms and other times as requested. Additionally, enrolled students are asked to complete surveys concerning clinical education/instruction throughout the program. Faculty may ask students to complete informal surveys that address different learning activities performed in the classroom. This information is necessary to continue improvement in the educational process.

Graduates of the RADT program are requested to complete a survey 6 months post-graduation. Again, this information is vital to the program and educational institution in order to assess function and make improvements when necessary.

Please remember the importance of program survey completion and assist us with our efforts to maintain the highest possible standards for the program.

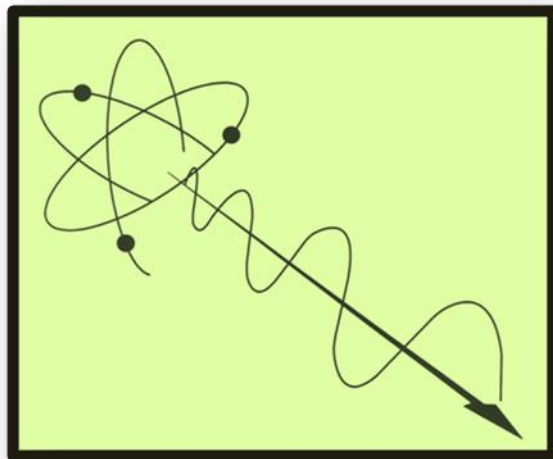
Supervising Technologists/Employers

Radiologic technologists who are in supervisory positions are requested to complete surveys between 6 months and one year into our graduates' careers. This information helps ensure skills necessary for entry-level practice are being taught successfully.

Jackson State
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RADIOLOGIC TECHNOLOGY
Program Handbook



Section III
Program Design

Jackson State Community College
Radiologic Technology Program
MISSION STATEMENT AND GOALS
Section III #1

Mission Statement

Jackson State Community College Radiologic Technology Program provides the opportunity for students to develop the clinical skills and technical competencies required of a certified Radiologic Technologist at entry level combined with the necessary academic background to enable the graduate to advance within the profession. The program maintains high educational standards as evidenced through national programmatic accreditation and other benchmarks.

The program's mission is supported by the achievement of the following goals & student learning outcomes:

Goal 1: Students will competently perform diagnostic radiologic technology procedures.

Learning Outcomes:

- 1.1 Students will accurately position patients for radiographic examinations.
- 1.2 Students will employ correct radiation practices.

Goal 2: Students will develop critical thinking skills applicable to radiologic technology.

Learning Outcomes:

- 2.1 Students will adapt radiographic procedures to non-routine situations.
- 2.2 Students will evaluate radiographic images for acceptable diagnostic quality.

Goal 3: Students will demonstrate effective communication skills.

Learning Outcomes:

- 3.1 Students will utilize acceptable verbal skills.
- 3.2 Students will display adequate communication skills in written works.

Program Effectiveness Only

Goal 4: Graduates will contribute to the needs of the medical imaging community.

Outcomes:

- 4.1 Students will complete the program within the scheduled time frame.
- 4.2 Graduates will successfully complete the national certification examination.
- 4.3 Graduates will express satisfaction with their radiography education.
- 4.4 Graduates will accept positions in radiography and related modalities.
- 4.5 Employers will express satisfaction with graduates as entry-level radiographers.

Jackson State Community College
Radiologic Technology Program
PROGRAM CURRICULUM
Section III #2

Listed below are the required courses for graduation from the JSCC RADT program. Radiologic Technology. After completion of all courses, graduates receive an Associate of Applied Science degree from the institution. See the **College Catalog/Student Handbook** for additional graduation requirements. While several students will have completed general education courses prior to program admissions, radiologic technology courses (RADT course numbers) are taken in sequence after acceptance. A state common core curriculum was fully implemented in fall 2019 as follows:

First Semester (Fall)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
BIOL 2010	Human Anatomy and Physiology I w/lab	4
RADT 1385	Radiographic Equipment Operations	3
RADT 1315	Introduction to Radiography	3
RADT 1330	Radiographic Procedures I	3
RADT 2250	Advanced Patient Care	2
	Humanities & Fine Arts (one course from the preferred ART 1030, HUM 1010, 1020, MUS 1030)	3
Total Hours		18

Second Semester (Spring)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
BIOL 2020	Human Anatomy and Physiology II w/lab	4
RADT 1380	Principles of Radiation Physics	3
RADT 1260	Radiographic Practicum I	2
RADT 1340	Radiographic Procedures II	3
RADT 1390	Principles of Image Acquisition	3
Total Hours		15

Third Semester (Summer)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
RADT 1470	Radiographic Practicum II	4
RADT 2330	Radiographic Procedures III	3
RADT 1110	Radiographic Image Critique	1
Total Hours		8

CURRICULUM CONTINUED

Fourth Semester (Fall)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
ENGL 1010	English Composition I	3
MATH 1530+	Introductory Statistics or higher level	3
RADT 2360	Radiographic Practicum III	3
RADT 2335	Radiographic Procedures IV	3
RADT 1220	Radiology Biology & Protection	2
RADT 2210	Radiographic Pathology	2
Total Hours		16

Fifth Semester (Spring)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
PSYC 1030	General Psychology	3
RADT 2370	Radiographic Practicum IV	3
RADT 2340	Radiographic Procedures V	3
RADT 1250	Radiographic Digital Imaging	2
Total Hours		11

Sixth Semester (Summer)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
RADT 2380	Radiographic Practicum V	3
RADT 2385	Radiographic Capstone	3
RADT 2195	Radiographic Seminar	1
Total Hours		7

Total Program Hours 75

Grading Scale for Courses

RADT students must maintain a “C” average in core courses in order to advance to the next term. The following grading scale for RADT courses is different than the scale used for college general education courses:

- A – 95-100
- B – 88-94
- C - 80-87
- D – 70-79
- F - Below 70

Reviewed 6/2013, 4/2014, 3/2015, 1/2021, 7/2022, 8/2025
Revised 8/2009, 9/2011, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020, 8/2023, 8/2024

Jackson State Community College
Radiologic Technology Program
ACADEMIC HONESTY
Section III #3

Academic honesty is central to the educational process. Radiologic Technology students must abide by the college's policy on academic honesty as it applies to both the classroom and clinical environment. Acts of academic dishonesty are considered serious offenses by the sponsoring institution and the program. Evidence of dishonesty may result in dismissal from the RADT program and/or college suspension or dismissal. Policies on academic honesty or misconduct are located in the current edition of the institution's **College Catalog/Student Handbook** and include, but is not limited to the following (taken directly from the **College Catalog**):

- Claim or submit the academic work of another as one's own
- Procure, provide, accept or use any materials containing questions, answers, or related information to any examination or assignment without proper authorization.
- Complete or attempt to complete any assignment or examination for another individual without proper authorization.
- Allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
- Alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- Alter, tamper with, appropriate, destroy or otherwise interfere with the use of institutional property, including but not limited to classroom fixtures, laboratory and/or computer equipment and supplies, and instructional materials.
- Fabricate or falsify data or results.
- Commit plagiarism if you submit as your own work:
 - Part or all of an assignment copied or paraphrased from another person's manuscript, notes or talk (lecture).
 - Part or all of an assignment copied or paraphrased from anything published.
- Act as an accomplice in plagiarism if you:
 - Allow your work, in outline, draft or finished form, to be copied and submitted as the work of another.
 - Prepare an assignment for another student which he/she submits as his/her own work.
 - Keep or contribute to a file of papers or presentations which anyone other than the author adopts and submits as his/her own work.

In the clinical setting, falsifying time records, supervision logs, etc., are grounds for disciplinary action, including, but not limited to, program probation and/or dismissal.

Jackson State Community College
Radiologic Technology Program
EDUCATION SEQUENCE MASTER PLAN
Section III #4

Program faculty, with input from communities of interest, has developed a sequence for the presentation of radiological education courses that form an opportunity for the student to develop ideal clinical competency skills.

This sequence incorporates the three major learning domains: cognitive, psychomotor, and affective. To identify success in these areas, specific learning outcomes are defined and evaluation of these outcomes occur in didactic courses, laboratory sessions, and clinical courses.

First, students are introduced to the theory of radiologic technology in college didactic courses. This acquisition of knowledge provides a foundation in preparing the student for laboratory exercises and clinical practice. Students are required to score a minimum of 80% on each unit evaluation before being allowed to perform clinical competency evaluations in that content area for a grade at the clinical setting. If a student performs below the 80% level, they must re-take the unit evaluation until the minimum level of competence is achieved (initial score is used for grading purposes).

Next, students are required to participate in laboratory sessions conducted in the energized lab at the college. These exercises allow the student to practice techniques learned in class lectures and enable them to begin development of the psychomotor skills and affective behaviors needed to accurately perform exams on patients. The students will be informed of laboratory assignments in the course syllabi/course schedule and the professor will provide direct supervision/evaluation as students expose radiographic phantoms and simulate positioning techniques on one another.

The third step in the sequence of clinical education is the student's achievement and validation of competence in the clinical environment. During clinical education, the student begins as an observer and gradually progresses to the point of having the responsibility of performing diagnostic procedures on patients with direct and indirect supervision. Each term the student will be required to perform identified competencies from specific categories. A minimum of 80% must be obtained on each competency before continuing to other exams. If the student performs below the 80% level, they must perform another competency of the same exam until the minimum competence level is achieved (initial score is used for grading purposes). Operating in this sequence provides the student with an opportunity to successfully combine information and skills from all three learning domains and results in a positive and effective clinical experience.

The following Program Education Sequence Master Plan demonstrates the series of didactic courses and of competencies required during each clinical course throughout the twenty-four month program.

EDUCATION SEQUENCE MASTER PLAN CONTINUED

Semester and Course Title	Course Content	Competency Evaluations Required for Clinical Courses
FIRST TERM (FALL)		
RADT 1315 Introduction to Radiography 3 credit hours Didactic	Major emphasis on: <ul style="list-style-type: none"> - Radiology Department - Ethics/Legal Issues - Basic Radiation Protection - Clerical Tasks - Program Handbook Policies - Basic PACS Procedures 	Lab hours serve as clinical observation only (56 hours per term total) Skills Sheets, BLS certification, etc. as necessary
RADT 1330 Radiographic Procedures I 3 credit hours Didactic	Radiography Exams focused on: <ul style="list-style-type: none"> <u>Chest</u> <ul style="list-style-type: none"> - Routine <u>Abdomen</u> <ul style="list-style-type: none"> - Routine - Acute Abdominal Series <u>Upper Limb</u> <ul style="list-style-type: none"> - Digits - Hand - Wrist - Forearm - Elbow 	
SECOND TERM (SPRING)		
RADT 1340 Radiographic Procedures II 3 credit hours Didactic	Radiography Exams focused on: <ul style="list-style-type: none"> <u>Upper Limb con't.</u> <ul style="list-style-type: none"> - Humerus - Shoulder Girdle/AC Joints <u>Lower Limb</u> <ul style="list-style-type: none"> - Digits - Foot - Ankle - Lower Leg - Knee - Femur - Hip - Pelvis/SI joints <u>Bony Thorax</u> <ul style="list-style-type: none"> - Ribs - Sternum - Clavicle/SC Joints 	

EDUCATION SEQUENCE MASTER PLAN CONTINUED

Semester and Course Title	Course Content	Competency Evaluations Required for Clinical Courses
SECOND TERM (SPRING)		
RADT 1260 Radiographic Practicum I 2 credit hours Clinical	Emphasis placed on content from RADT 1315 and RADT 1330 courses of First Term	Radiographic Categories: <ul style="list-style-type: none"> - Chest - Abdomen - Upper Limb - Skills Sheets as necessary Exact Comps <ul style="list-style-type: none"> - PA & Lat. Chest in exam room - Mobile Chest - KUB, abdominal series, decub; must be performed in exam room on table - Upper Limb (one study; can be mobile) - 1 unannounced comp from any of the above categories or those from the third semester categories that have been tested on this term 5 required Comps for semester grade
THIRD TERM (SUMMER)		
RADT 2330 – Radiographic Procedures III & RADT 1110 Image Critique I 4 credit hours total Didactic	Radiography Exams focused on: <ul style="list-style-type: none"> - <u>Spine</u> <ul style="list-style-type: none"> - Cervical - Thoracic - Lumbar - Sacrum/Coccyx - <u>Contrast Studies/Urinary System</u> <ul style="list-style-type: none"> - Excretory Urogram - Retrograde Pyelogram - Cystogram - Cystourethrogram 	
RADT 1470 – Radiographic Practicum II 4 credit hours Clinical	Emphasis placed on content from RADT 1340 of Second Term	Radiographic Categories: <ul style="list-style-type: none"> - Lower Limb - Hip/Pelvis - Spine - Bony Thorax - Skills Sheets as necessary Exact Comps <ul style="list-style-type: none"> - Shoulder Girdle/Prox. Humerus (mobile allowed) - Lower Limb (mobile allowed) - Hip/Pelvis (mobile allowed) - C-spine series - 1 Unannounced comp from any of the above categories or those from the fourth semester categories that have been tested on this term. 5 required Comps for semester grade

EDUCATION SEQUENCE MASTER PLAN CONTINUED

FOURTH TERM (FALL)		
RADT 2335 Radiographic Procedures IV 3 credit hours Didactic	Radiographic Exams focused on: <u>Contrast Studies/Gastrointestinal</u> - Esophagram - UGI - SB/SBFT/ERCP - BE/ACBE <u>Contrast Studies/Biliary System</u> - OCG - Operative Cholangiogram - ERCP <u>Cranium</u> <u>Advanced</u> - Sella Turcica - Mastoid processes	
RADT 2360 Radiographic Practicum III 3 credit hours Clinical	Emphasis placed on content from RADT 2330 of Third Term	Radiographic Categories: - Spine - Bony Thorax - Gastrointestinal System - Biliary System - Urinary System - Cranium - Skills Sheets as necessary Exact Comps - GI/Fluoro; espophagus/UGI - L-spine - T-spine - Bony Thorax - 1 Unannounced comps for any category listed above or those from fifth semester categories that have been tested on this term. 5 required Comps for semester grade

EDUCATION SEQUENCE MASTER PLAN CONTINUED

Semester and Course Title	Course Content	Competency Evaluations Required for Clinical Courses
FIFTH TERM (SPRING)		
RADT 2340 Radiographic Procedures V 3 credit hours Didactic	Radiographic Exams focused on: <u>Facial Bones</u> <u>Paranasal Sinuses</u> <u>Advanced Facial</u> - Mandible - Zygomatic arches - Nasal bones - Orbits <u>Specialized Procedures and Equipment</u> - Advanced Mobile - Surgical - Pediatric - Trauma Radiography Exams focused on Related Imaging Modalities	
RADT 2370 Radiographic Practicum IV 3 credit hours Clinical	Emphasis placed on content from RADT 2335 of Fourth Term	Radiographic Categories: - Cranium/Facial Bones/Paranasal Sinuses/ Advanced Cranium & Facial - Trauma/Mobile - Surgical - Pediatrics - Elective/Required Rotations - Skills Sheets as necessary Exact Comps - Cranium/Facial Bones/Paranasal Sinuses/Advanced Cranial & Facial - Gastrointestinal System/Fluoro (small bowel/BE) - 2 Unannounced comps for any category listed above. 4 required Comps for semester grade

EDUCATION SEQUENCE MASTER PLAN CONTINUED

SIXTH TERM (SUMMER)		
RADT 2385 Radiographic Capstone & RADT 2195 Radiographic Seminar 3, 1 credit hours respectively Didactic		
RADT 2380 Radiographic Practicum V 3 credit hours Clinical	Emphasis placed on content from RADT 2340 of Fifth Term	Radiographic Categories: - Surgical - Trauma/Mobile - Pediatric - Final Competencies - Skills Sheets as necessary - 3 required Comps for semester grade + 6 final competencies

Revised 3/2014, 9/2011, 7/2016, 7/2018, 7/2022, 8/2025
 Reviewed 8/2009, 3/2015, 6/2013, 7/2017, 7/2019, 7/2020, 1/2021, 8/2023, 8/2024

Jackson State Community College
Radiologic Technology Program
CLINICAL EDUCATION SCHEDULE
Section III #5

Most all clinical rotations are 8 hours each with 30-minute lunch and breaks assigned according to clinical affiliate handbooks. Only when students travel from home base clinical sites may shifts be reduced to 6 hours each (to compensate for long distance traveling).

First Term (Fall) - Thursday

7 weeks 1 day per week 8 hours/week **Term Total = 56 hours**
(Laboratory hours for RADT 1315 course)

Second Term (Spring) RADT 1260 – 2 Credit Hours – Tuesday and Thursday

15 weeks 2 days per week 16 hours/week **Term Total = 240 hours**
Spring Break and other holidays already subtracted and accounted for in term total

Third Term (Summer) RADT 1470 – 4 Credit Hours – Rotating days including 4 Sat. & 4 Sun. shifts

13 weeks *4 days per week 32 hours/week **Term Total = 416 hours (*392)**
(*May be necessary to subtract 8 hours for Memorial Day, Independence Day, & Juneteenth)
Weekend rotations during this term only; all students perform same number of weekend rotations
Days/shifts may vary among sites

Fourth Term (Fall) RADT 2360 – 3 Credit Hours – Monday, Wednesday, Friday

16 weeks 3 days per week 24 hours/week ***Term Total = 354 hours (*330)**
(*May be necessary to subtract 8 hours for Labor Day, Fall Break and Day after Thanksgiving)
Students will rotate among facilities 5 weeks (15 days) during term; *shifts are 6 hours during these rotations; already considered in term total

Fifth Term (Spring) RADT 2370 – 3 Credit Hours – Monday, Wednesday, Friday

16 weeks 3 days per week 24 hours/week **Term Total = 352 hours (*344)**
(*May be necessary to subtract 8 hours for MLK Day)
Students will rotate among facilities 4 weeks during term; *shifts are 6 hours during these rotations; already considered in term total
Spring Break already subtracted and accounted for in term total

Sixth Term (Summer) – RADT 2380 - 3 Credit Hours – Monday, Wednesday, Friday

13 weeks 3 days per week 24 hours/week **Term Total = 312 hours (*288)**
(*May be necessary to subtract 8 hours for Memorial Day, Juneteenth, a & Independence Day)

Total Clinical Education Hours = 1,650 (actual hours performed minus holidays/breaks)

CLINICAL EDUCATION SCHEDULE CONTINUED

An example schedule for didactic and clinical is provided. Notice clinical education begin and end dates may vary from the college calendar. Times/dates are also subject to change; students are notified of changes in advance.

2025 Fall Term Schedule

***All clinical shifts are 8 hours unless otherwise noted**

First Year Students

College classes begin Mon., Aug. 25, 2025
College final exams: Dec. 4 – Dec. 10, 2025

Clinical Education is scheduled Thursdays, Sept. 25, Oct. 2, Oct. 9, Oct. 16, Oct. 23, Oct. 30, and Nov. 6, 2025
(Students are scheduled on Thursdays for 7 weeks; total of 56 hours per semester; labs for RADT 1315)

Second Year Students

College classes begin Mon., Aug. 25, 2025 (first RADT class day will be Tuesday, August 26)
College final exams: Dec. 4 – Dec. 10, 2025

RADT 2360 Radiographic Practicum III – 3 credit hours

Clinical Education begins Monday, Aug. 25, 2025
Clinical Education ends Friday, Dec. 12, 2025
(Students are scheduled Mon.-Wed.-Fri. for 16 weeks or 45 days; total of **330** hrs. per semester; 5-week rotations away from home-base facility – 6-hour shifts); holidays/special rotations are deducted from totals above

Holidays & Closings for Fall

Labor Day: Sept. 1, 2025; college closed, no classes or clinical education scheduled

Fall break: Oct. 13 & 14, 2025; college open, but no college classes or clinical education scheduled

*Thanksgiving: Nov. 27 & 28, 2025; college closed, no classes or clinical education scheduled; Nov. 26- college open, but no college classes scheduled; **Second Years WILL be scheduled for clinical education.***

2026 Spring Term Schedule

***All clinical shifts are 8 hours unless otherwise noted**

First Year Students

College classes begin Tuesday, Jan. 20, 2026 (first RADT class day Wednesday, Jan. 21, 2026)
College final exams: May 1 – May 7, 2026

RADT 1260 Radiographic Practicum I – 2 credit hours

Clinical education begins Tuesday, Jan. 6, 2026
Clinical education ends Tues., April 23, 2026
(Students are scheduled 2 days per week for 15 weeks or 30 days; total of **240** hours per semester); holidays are deducted from totals above

Second Year Students

College classes begin Tuesday, Jan. 20, 2026
College final exams: May 1 – May 7, 2026

JSCC Graduation: May 2, 2026

RADT 2370 Radiographic Practicum IV – 3 credit hours

Clinical education begins Fri., Jan. 2, 2026
Clinical education ends Mon., April 27, 2026
(Students are scheduled Mon.-Wed.-Fri. for 16 weeks or 46 days; total of **344** hours per semester; 4-week rotations away from home-base facility – 6-hour shifts); holidays/special rotations are deducted from totals above

Holidays & Closings for Spring

Dr. Martin Luther King Jr. Day: Jan. 19, 2026; college closed, no clinical education scheduled

Spring Break: March 9-13, 2026; college open, but no college classes or clinical education scheduled

Good Friday Holiday NOT RECOGNIZED BY COLLEGE; schedule classes and clinical education as usual

CLINICAL EDUCATION SCHEDULE CONTINUED

2026 Summer Term Schedule

***All clinical shifts are 8 hours unless otherwise noted**

First Year Students

College classes begin Monday, June 1, 2026 (first RADT class day, Wednesday, June 3, 2026)
College final exams: Aug. 7, 2026 (final exam, Wednesday, August 5, 2026)

RADT 1470 Radiographic Practicum V – 4 credit hours

Clinical education begins Sunday, May 10, 2025

Clinical education ends Sat., August 8, 2026

(Students are scheduled 4 days per week (49 days total) for 13 weeks; total of **392** hours per term); holidays – if applicable – are deducted from totals above

- **Note: Students should NOT be scheduled for clinical on Sat., July 4**

Senior Students

College classes begin Monday, June 1, 2026 (first RADT class day, Tuesday, June 2, 2026)

College final exams: **Thursday, August 6, 2026**

RADT 2380 Radiographic Practicum V – 3 credit hours

Clinical education begins Monday, May 11, 2026

Clinical education ends: **Friday, August 7, 2026**

(Students are scheduled 3 days per week for 13 weeks or 36 days; total of **288** (hours per term); holiday deduction included in totals above

Holidays & Closings for Summer

Memorial Day Holiday: Monday, May 25, 2026; college closed, no classes or clinical education scheduled

Juneteenth Holiday; Friday, June 19, 2026; college closed, no classes or clinical education scheduled

Independence Holiday: Friday, July 3, 2026; college closed, no classes or clinical education scheduled

Revised 6/2013, 4/2014, 9 /2011, 7/2016/ 7/2017, 7/2018, 7/2019, 1/2021, 7/2022, 8/2023, 8/2024, 8/2025

Reviewed 8/2009, 3/2015, 7/2020

Jackson State Community College
Radiologic Technology Program
GRADUATION REQUIREMENTS/TRANSFER CREDIT
Section III #6

Graduation

The A.A.S. degree program in RADT is not designed to transfer to a four-year institution for a Baccalaureate degree. However, graduates may find both public and private institutions of higher education who offer specialized Baccalaureate degrees for health care professionals. The specific graduation requirements such as residence, education, courses, graduation proposal, and exit exams are located in the current version of the **College Catalog/Student Handbook**.

Students may also use Degree Works within the Banner system to monitor their progress towards fulfilling graduation requirements. **It is the student's responsibility to register for necessary classes in a timely manner each semester in order to meet requirements and avoid delays in graduation.**

Transfer

Information concerning students wishing to transfer to Jackson State Community College from other recognized institutions of higher education is provided under the Admissions information in the current edition of the **College Catalog/Handbook**. Official transcripts from colleges/universities are reviewed by JSCC admissions officials and/or the campus Registrar.

In addition to meeting institution admission requirements, for specific transfer into the JSCC Radiologic Technology program from another RADT program, the following criteria, in addition to the above, must also be met:

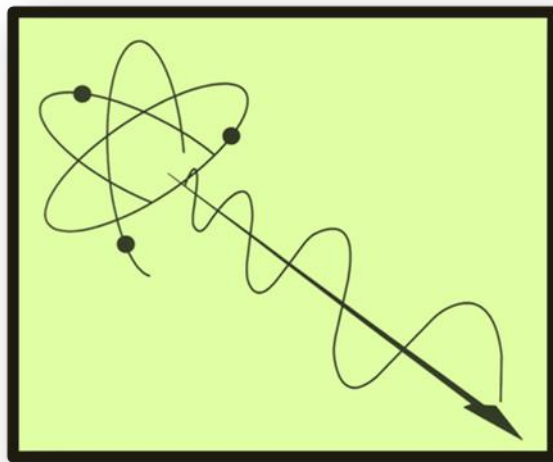
1. Students can only be admitted into the program if there is "clinical space available". The specific numbers of students assigned to the program's recognized clinical education centers are dictated by the JRCERT based upon supervision ratios. These criteria supersede others listed below.
2. Students must submit a signed letter stating their reason for requesting a transfer, a program application, an essay outlining personal and professional goals, and copies of all college/university transcripts as outlined on the program's Admission website. This information should be mailed to the address provided on the website or delivered to the JSCC RADT Program Director.
3. Students must request two letters of recommendation, one from their current or former radiography program director and another from their current or former clinical instructor/clinical preceptor. This information should be mailed directly to the JSCC RADT Program Director from the individuals listed above; no emails or faxes accepted.
4. After receiving all requested documentation, students will be asked to meet with the program's admissions committee for an interview. Students should bring copies of syllabi from all radiography courses completed and also a list of their clinical competencies.

Again, successful admission on a transfer basis can only be met if there is clinical space available and upon the admissions committee's recommendation and supporting documentation.

Revised 4/2014, 1/2021
Reviewed 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020, 7/2022, 8/2023, 8/2024, 8/2025



RADIOLOGIC TECHNOLOGY
Program Handbook



Section IV
Financial Information

Jackson State Community College
Radiologic Technology Program
FEES AND EXPENSES/REFUND POLICIES
Section IV #1

Registration fees and tuition are payable by the student to Jackson State Community College on a per term basis or as required by the college. The student is also responsible for book fees, uniforms, professional liability insurance premiums, immunizations, background checks/drug screens, possible clinical management program, dues to professional/honor societies (if applicable), transportation, personal health insurance premiums, along with room and board.

Deferred payment or payment plans for tuition are available to students during the Fall and Spring terms and are organized by the Business Office on the college campus. If a student fails to confirm their financial aid or to make payment by the assigned deadline, they will be dropped from registered classes. It will be the student's responsibility to become re-registered.

All necessary fees **must** be paid or arrangements for payment made before a student is allowed to perform clinical duties at the assigned affiliate hospital. **Any clinical time missed due to fee non-payment must be made up by the student at a time designated and approved by Clinical Preceptors and Coordinators.**

If a student needs financial assistance, the RADT Program Director will direct students to the college Financial Aid office and/or the HS completion coach where students receive information concerning grants, loans, scholarships, and work-study programs.

The **College Catalog/Student Handbook** contains information pertaining to the institution's tuition and fees. The rules governing refunds are also provided here. The college academic calendar includes dates for dropping courses and/or withdrawing from the institution with associated refund amounts. RADT professors include these dates on at least one course schedule per term.

Also refer to **Estimated Program Cost** and **Program Scholarships** pages in this handbook.

Jackson State Community College
Radiologic Technology Program
ESTIMATED PROGRAM COSTS
2025-2026
Section IV #2

First Semester

In state semester tuition & fees:	\$2,705.00 for 18 credit hours \$2,250.00 for 11 credit hours (RADT classes only)
Liability insurance:	\$15.00 (approximate cost)
*Drug Panel:	\$38.75
*Criminal Background check:	\$29.50
Radiography textbooks:	\$800.00 (approximate cost for all required program texts)
**General education textbooks:	\$350.00 (approximate costs)
Uniforms:	\$250.00 (approximate costs)
Trajecsys	\$150.00 (paid for with HS fees; no cost to student)

Second Semester (Spring)

In state semester tuition & fees:	\$2,576.00 for 15 credit hours \$2,250.00 for 11 credit hours (RADT classes only)
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Third Semester (Summer)

In state semester tuition & fees:	\$1,647.00 for 8 credit hours (RADT classes only)
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Fourth Semester (Fall)

In state semester tuition & fees:	\$2,619.00 for 16 credit hours \$2,049.00 for 10 credit hours (RADT classes only)
Liability insurance:	\$15.00 (approximate cost)
Uniforms:	\$250.00 (approximate costs)
**General education textbooks:	\$250.00 (approximate costs)

Fifth Semester (Spring)

In state semester tuition & fees:	\$2,250.00 for 11 credit hours \$1,647.00 for 8 credit hours (RADT classes only)
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Sixth Semester (Summer)

In state semester tuition & fees:	\$1,446.00 for 7 credit hours (RADT classes only)
ARRT Registry application fee:	\$250.00

Total program costs/fees (for both RADT classes and general education requirements): **\$15,491.25**

Total program costs/fees (for RADT only and no general education requirements): **\$12,937.25**

*Required of every student only in term listed

**If general education classes are completed prior to acceptance, these fees will not apply

An additional \$25.00 per credit hour will be added to Health Sciences students only for all courses within the major. This results in added costs of \$1,375.00 for each of the program total costs above. Several types of financial aid will NOT cover the HS fees; students are responsible for costs.

These fees DO NOT include travel or living expenses. This cost sheet DOES NOT include costs for physician's visit for TB skin test and/or updated health information/vaccinations and titers. Fees do not reflect personal health insurance costs.

NOTE: All fees subject to change without notice

Revised 8/2025

Jackson State Community College
Radiologic Technology Program
PROGRAM SCHOLARSHIPS
Section IV #3

Citizens and groups of our medical community have generously given contributions to fund several endowed scholarships through the JSCC Foundation for students enrolled in the radiologic technology program. The following is a current list of these scholarships and indicates which students will be eligible to apply:

<u>Scholarship</u>	<u>Eligible home-base clinical affiliate</u>
• Brooks Metts Scholarship	All clinical affiliates
• Jesse Jones Scholarship	All clinical affiliates
• Henry County Medical Center Scholarship	WTH Henry County Hospital
• Jim and Freda Brandenburg Scholarship	WTH Henry County Hospital
• McIntosh Scholarship	WTH Henry County Hospital
• Independent Radiology Associates Scholarship	WTH Dyersburg Hospital or Baptist Memorial Hospital, Union City
• Jackson Radiology Associates Scholarship	Jackson-Madison County General Hospital
• Radiography Program Loan Fund	All clinical affiliates
• Neta and Bill McKnight Radiography Scholarship	All clinical affiliates
• Ladies Auxiliary Scholarship	Baptist Memorial Hospital, Union City
• Hospital Volunteers	WTH Dyersburg Hospital

The groups/individuals who originally established the RADT scholarship funds did so to alleviate financial burden on students. Timing of when funds can be awarded, which students are considered, dollar amounts, and other eligibility criteria were established by the original donor(s). For most all accounts, the funds are to be applied towards the tuition and fees during the last term of the program and students are eligible based upon assignment of their home base clinical affiliate (in cases of accounts in which a specific hospital is designated).

RADT scholarships are classified as “last dollar” awards; if a student receives financial assistance from other sources (does not include personal loans), RADT funds can only be applied to a remaining balance. If all tuition and fees for the term are met, no scholarship dollars can be awarded.

Scholarship applications are available to students via the Award Spring online system through the JSCC Foundation. Scholarship awards are decided by the RADT Advisory Committee, typically during the annual spring meeting.

An additional scholarship opportunity is available to RADT students, outside of the JSCC Foundation. The Eric Wollam Memorial Scholarship is awarded to students in fall and spring terms by the Community Foundation of West Tennessee. The Program Director will provide application information to students and the decision will be made by program faculty and members of the Financial Aid office at JSCC.

PROGRAM SCHOLARSHIPS CONTINUED

The Community Foundation of West Tennessee holds the Eric Wollam Memorial Scholarship. This scholarship is classified as a last dollar award and is available to both a first and second year RADT student enrolled in the Fall and Spring terms each year. Each scholarship is awarded in the amount of \$500.

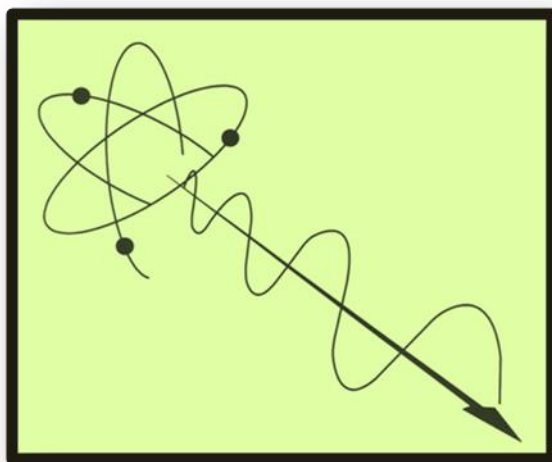
The application and criteria are made available to students by email from the program director in the terms the scholarship is available.

Revised 9/2011, 4/2014, 1/2021, 8/2024, 8/2025
Reviewed 6/2013, 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020, 7/2022, 8/2023

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Program Handbook



Section V
Student Safety & Services

Jackson State Community College
Radiologic Technology Program
STUDENT HEALTH AND COMMUNICABLE DISEASE POLICY
Section V #1

Student Health

It is the responsibility of the student to maintain their health and wellness while enrolled in the program. The student must be willing to work with sick and disabled patients. Before being allowed to perform duties in the clinical affiliate hospital, the student must complete/perform the following as required:

- **Professional liability insurance:** This insurance is available at a group rate and currently costs approximately \$15.00 per year. The amount has been calculated into the fees required of a required RADT course during the fall terms.
- **Mantoux inoculation (Tuberculosis skin test):** This test is required by clinical affiliates to be performed **before** students begin clinical observation/rotation. Based on clinical affiliation requirements, an annual screening form may be completed by students or another skin test obtained. The initial, required test may be attained at a local state Health Department, urgent care, or primary care physician's office. Please remember the test must be checked in a specific time frame in order for results to be valid.
- **Hepatitis B vaccine:** The following statement was issued by TBR as a result of a decision made by the TN Dept. of Health, "Effective July 1, 2011, unless exempted by law, any student enrolled in a higher education institution who is a health science student expected to have patient contact shall present proof of protection against hepatitis B before patient contact begins". This series is also required by clinical affiliates. For purposes of this paragraph adequate immunization is defined as:

(a) A complete hepatitis B vaccine series: **OR**

(b) Laboratory evidence of immunity or infection

The student is responsible for demonstrating compliance by documentation of 3 doses of hepatitis B vaccine or blood test (serology) showing immunity to hepatitis B virus (or infection).

- **MMR and Varicella (chickenpox) vaccines:** As required by the TN Dept. of Health and clinical affiliates, all fulltime students must provide evidence of the immunity as follows:
 - MMR: Compliance may be demonstrated by:
 - Date of birth before 1957 **OR**
 - Documentation of 2 doses vaccine against measles, mumps, rubella **OR**
 - Documentation of blood test (serology) showing immunity to measles, mumps, rubella
 - Varicella (chickenpox): Compliance may be demonstrated by:
 - Date of birth before 1980 **OR**
 - History of chickenpox illness documented by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described **OR**
 - Documentation of 2 doses of varicella vaccine **OR**
 - Documentation of blood test (serology) showing immunity to varicella
- **DTaP (tetanus vaccine):** Must provide evidence of vaccine within the last 10 years.
- **Influenza (Flu) vaccine:** Influenza season is generally defined as Oct.1-March 31. Students may complete exemption forms for this vaccination. However, if an exemption is granted, students will be required to wear masks at all times in the clinical setting (except during lunch and breaks) throughout the dates listed above.
- **COVID vaccine:** To date, clinical sites do not require COVID vaccinations. Even if the vaccination is not required, if a student has received a COVID vaccination or boosters, proof must be submitted as other vaccinations mentioned above.

STUDENT HEALTH AND COMMUNICABLE DISEASE POLICY CON'T

Students are responsible for their medical treatment and resulting expenses if injury or illness occurs during clinical or classroom time. Therefore, it is highly suggested that students be enrolled in a medical insurance plan (student responsible for premium payment). The Student Service office on the JSCC campus may have information regarding health insurance policies available through the institution/state at lower rates.

Communicable Disease or Other Disorders

Communicable diseases vary in their virulence, duration, mode of infection and effects. This policy is designed to protect patients, students, professors, and clinical staff from potentially avoidable illness. Students with communicable diseases, fevers, or other disorders that are hazardous to the wellbeing of others, should not attend clinical or classroom/laboratory courses. Examples of these illnesses include testing positive for COVID or a variant, pink eye, strep throat, influenza, etc. **The student must inform the Clinical Preceptor, or their designee, and the program Clinical Coordinator prior to an absence from the clinical course.** Students must inform professors of absences from classroom or laboratory sessions. Make-up and completion of a particular clinical rotation or class are handled according to the policy (please refer to the **Attendance Policy** in this handbook) and specifics of how to contact appropriate staff, etc. are also outlined in this handbook and/or course syllabi.

It is in the students' best interest to provide a physician's statement of illness.

Students with communicable diseases or other disorders that have a relatively long duration, must provide the clinical and college faculty with a written diagnosis. Dependent upon the diagnosis, the student may be able to continue clinical education/classroom work with direction regarding contact, or may be withdrawn from the course until the illness is resolved. All information is confidential and is not released unless mandated by law (please refer to the **Short-Term Medical Condition/Emergency Policy** in this handbook).

Jackson State Community College
Radiologic Technology Program
INFECTIOUS DISEASE /BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN
Section V #2

Purpose and Scope of Plan

Section I

The Occupational Safety and Health Administration (OSHA), has enacted the Bloodborne Pathogens Standard, codified as 29 CFR 1910.1030. The purpose of the Bloodborne Pathogens Standard is to reduce occupational exposure to the Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens in the workplace.

In response, Jackson State Community College has developed an Exposure Control Plan (ECP) to meet the letter and intent of the OSHA Bloodborne Pathogens Standard.

The Radiologic Technology program at JSCC has adopted this standard as its guideline for the provision of safety and wellbeing of our students who may reasonably anticipate risk for potential exposure to blood and body fluids during their clinical experiences throughout the RADT program. Based on the Bloodborne Pathogens Standard and the JSCC Exposure Control Plan, the RADT program has identified certain areas of the current plan specific to our students, and with the following addendum, addresses these areas. The objective of this addendum is to protect our students from health hazards associated with bloodborne pathogens and to provide appropriate treatment, referral, and counseling should a student be exposed to blood or body fluids during their clinical experience.

The ECP applies to all exposure to human blood, body fluids, and other potentially infectious materials regardless of how small or seemingly insignificant. Body fluids include semen, vaginal secretions, cerebrospinal fluids, synovial, pleural, pericardial, peritoneal, and amniotic fluids, or any fluids visibly contaminated with blood. All unidentified body fluids should be considered contaminated.

The Radiologic Technology program accepts that there are a number of “good general principles” that should be followed when participating in a clinical practicum. These include:

- It is prudent to minimize all exposure to bloodborne pathogens.
- Risk of exposure to bloodborne pathogens should never be underestimated.
- JSCC should institute as many engineering and work practice controls as possible to eliminate or minimize student exposure to bloodborne pathogens.

Bloodborne Pathogens Exposure Radiologic Technology Program Statement

Jackson State Community College is concerned about providing a place of learning that is free of recognized hazards that are causing or likely to cause death or serious physical harm to its students. This policy/program applies to any exposure to bloodborne pathogens present in the human blood that can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). The most significant difference between the two viruses being that a vaccine to prevent HBV infection is available.

It should be noted that in general, JSCC students have no risk for infection by HBV or HIV during casual contact in the classroom or lab experiences. It is understood that there is **always** potential for exposure to bloodborne pathogens during clinical experiences.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN CONTINUED

Methods of Compliance

Section IV

Engineering Controls:

One key aspect of the ECP is to use Engineering Controls to eliminate or minimize student exposure to bloodborne pathogens. Such equipment will include, but not be limited to, the following:

1. Handwashing facilities (or antiseptic hand cleansers and towels or antiseptic towelettes) which are readily accessible to all students.
2. Containers for contaminated sharps having the following characteristics:
 - Puncture resistant
 - Color coded or labeled with a biohazard warning label
 - Leak proof on the sides and bottom
3. Specimen containers which are:
 - Leak proof
 - Color coded or labeled with a biohazard warning label
 - Puncture resistant when necessary
4. Secondary containers which are:
 - Leak proof
 - Color coded or labeled with a biohazard warning label
 - Puncture resistant when necessary
5. Commercially manufactured Bloodborne Pathogen Protection and Clean-up Kit

Work Practice Controls:

In addition to Engineering Controls, JSCC's RADT program has adopted the following Work Practice Controls to help eliminate or minimize student exposure to bloodborne pathogens.

- a. All students shall routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when a potential contact with blood or body fluids is anticipated.
- b. Gloves shall be worn for touching blood, other potentially infectious materials, mucous membranes, or non-intact skin of all persons, and for handling items or surfaces soiled with blood or potentially infectious materials.
- c. Gloves shall be changed immediately after each exposure incident and properly disposed of.
- d. Protective eyewear or face shields shall be worn during those tasks or procedures that are likely to generate droplets of blood or other potentially infectious materials to prevent exposure of mucous membranes of the mouth, nose, and eyes.
- e. Aprons, gowns, or appropriate coverings shall be worn during tasks or procedures likely to generate splashed of blood or other potentially infectious materials.
- f. Hands and other skin surfaces shall be washed immediately and thoroughly following contact with blood or other potentially infectious materials.
- g. Eyes and mucous membranes shall be flushed with water immediately and thoroughly following contact with blood or other potentially infectious materials.
- h. Hands shall be washed immediately and thoroughly after gloves are removed.
- i. When provision of handwashing facilities is not feasible, the RADT program will provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels or antiseptic towelettes.
- j. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and water as soon as feasible.
- k. All students shall take necessary precautions to prevent injuries caused by sharp instruments or devices.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN CONTINUED

- l. Students will be required to provide their own personal protective equipment, such as mouthpieces or ventilation devices, to use when resuscitation is necessary to minimize the need for mouth-to-mouth ventilation.
- m. Students with exudative lesions of weeping dermatitis shall refrain from direct personal contact and handling personal care items and equipment until the condition resolves.
- n. Pregnant students should be especially familiar with and strictly adhere to precautions to minimize or eliminate any potential HIV or HBV exposure to the fetus.
- o. Eating, drinking, smoking, or applying cosmetics or lip balm, and handling contact lenses are prohibited in the clinical area where there is potential for exposure to blood or potentially infectious materials.
- p. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.
- q. Mouth pipetting/suctioning of blood or other potentially infectious materials is strictly prohibited.

Personal Protective Equipment:

Refer to the JSCC Exposure Control Plan for description of Personal Protective Equipment.

Students will be provided appropriate personal protective equipment during clinical practicums and in the college lab (if necessary) as listed below:

- Gloves
- Gowns
- Masks
- Face shields
- Eye protection

Post-Exposure Evaluation and Follow-Up

Refer to the JSCC Exposure Control Plan for procedure management of possible bloodborne pathogen exposures.

Students will be oriented to the clinical facility policies regarding bloodborne pathogen exposure. Students are expected to strictly adhere to all policies and procedures related to the Bloodborne Pathogen Standard.

Communication of Hazards to Students

Section VI.

As a part of the program's Advanced Patient Care course, students will be advised of the Exposure Control Plan, specific hazards they may encounter, recognition of warning signs and labels, personal protective equipment, body substance isolation, and engineering/work practice controls.

Revised 9/2011, 1/2021

Reviewed 6/2013, 4/2014, 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020, 7/2022, 8/2023, 8/2024, 8/2025

Jackson State Community College
Radiologic Technology Program
RADIATION PROTECTION POLICY & MR SAFETY
Section V #3

The following policies are designed to fully protect students, to convey awareness of the presence of ionizing radiation, and to encourage safe practices in the clinical environment and college energized lab setting. The philosophy of the radiologic technology program is to teach students to consistently keep all radiation doses “as low as reasonably achievable” (ALARA principle).

Most students will have access to two radiation monitors throughout the program; one provided by the home base clinical affiliate (worn for rotations there) and the other by the program (worn in the college lab setting and during rotations to clinical sites outside of the home base). In the very first semester of the program, all students will wear their college radiation monitor for their 7 days of clinical observation and college lab activities. During all clinical rotations and classroom laboratory classes, radiation monitors shall be worn on the student’s collar. During fluoroscopy procedures, the monitoring device will be positioned on the outside of the apron, near the collar. **It is the students’ responsibility to store monitoring devices in designated locations that will not permit additional exposures. A student will not be allowed to participate in radiographic procedures if the proper radiation monitoring device is not worn (classroom labs or clinical); students will be required to make up any missed time or assignments as a result.** Forgetting radiation monitors may result in a deduction of points from the overall clinical grade or loss of lab points.

Clinical preceptors and program officials will make radiation dosimetry reports available to students within 30 days after receipt of data during each reporting period. Students may be asked to initial their report during review. However, no student radiation reports are posted publically displaying either social security numbers or date of birth. Reports are kept in clinical files and also program files. In accordance with the ALARA principle, the program has selected a dose of .6 mSv per reporting period of deep, whole-body radiation as a reasonable upper limit to student radiation exposure. Students should consistently follow radiation protection procedures in order to keep their radiation exposure below this limit. Students will be informed of any exposure above .6 mSv per reporting period indicated by the monitoring device. The Program Director, along with clinical affiliate radiation safety officers, will investigate any radiation exposure in excess of .6 mSv per reporting period to determine the cause of exposure and appropriate corrective action. Documentation of the exposure, investigation and corrective action will be completed, signed by the student and placed in the student’s file, both in the clinical and college setting.

In the clinical setting:

- Students will NOT hold **patients or image receptors during exposure**. This includes ALL radiographic and fluoroscopic procedures.
- Students will not stand near the unshielded portion of the image intensifier while the fluoroscopic x-ray tube is emitting radiation.
- Students will not remain in remote-controlled fluoroscopy rooms while the fluoroscopic x-ray tube is emitting radiation.
- Students will wear protective lead aprons and thyroid shields (as necessary) during observation, assistance, or performance of fluoroscopic procedures and mobile radiographic procedures.

RADIATION PROTECTION POLICY CONTINUED

- Students will minimize their radiation exposure by being in the room during fluoroscopic or mobile radiographic exposures only when necessary, remaining as far from the x-ray sources as practical (continuing to provide quality patient care/assistance), and utilizing all available shielding from the radiation source.

If students are found in violation of any radiation protection rules, the clinical preceptor or professor will follow the **Program Disciplinary Procedure** outlined in this handbook as necessary, or, depending on the degree of violation, immediate dismissal from the program may occur.

In the classroom laboratory(s):

- Students must have permission of the professor before performing laboratory exercises and making x-ray exposures.
- Students must have direct supervision of an ARRT professor before any x-ray exposure is made.
- Students will make sure that everyone is out of the x-ray enclosure and the doors are completely closed before making an x-ray exposure.
- Students will not expose any person to the x-ray beam in the classroom laboratory for any reason.
- Students will not allow any person to be in the room when the x-ray exposure is made.
- Students will wear protective lead aprons and thyroid shields (as necessary) during observation, assistance, or performance of fluoroscopic procedures and mobile radiographic procedures.
- Students should not direct the beam toward the classroom, control booth, or computer room. (Horizontal beam exposures are made with the beam directed toward the wall stand walls only.)

At completion or termination of radiologic technology education, a student's final radiation dosimetry reports will be sent to the student upon request. The final radiation dosimetry reports will also be made available to future employers (if requested) and filed either in the Program Director's or Clinical Preceptor's office.

RADIATION PROTECTION POLICY CONTINUED

MR SAFETY

There may be times during clinical education in which students are asked to assist patients and/or technologists in the MR area. MR systems have very strong magnetic fields that may be hazardous to individuals entering these specified areas and caution must be applied.

MR equipment is always “on”, including nights and weekends. Magnets cannot be turned off quickly, therefore a thorough understanding of safety protocols are necessary for employees and patients alike.

All ferromagnetic or metallic objects should be removed before entering the MR environment. Ferromagnetic materials that are attracted by the MRI system’s magnet include iron and many forms of steel, including some stainless-steel alloys. Some examples of these objects include: hearing aids, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clippers, steel-toed boots/shoes, name tags, etc.

Certain medical/dental implants, devices or objects may also be hazardous in the MR environment.

MR safety and screening protocols are discussed and completed during the RADT 1315 course, prior to the beginning of the first official clinical course or clinical rotations. In addition, clinical affiliate locations may provide additional education of MR areas to students and ask them to complete facility specific individual screening forms. Signed forms are kept at the college and affiliate specific forms are also kept at the hospital (those forms being made available to the program if necessary). In addition, MR areas post signs in appropriate locations to warn patients, visitors, and employees about the system’s magnetic field; their location and wording shall be determined by each affiliate department.

If a student’s screening status changes at any point during the program, it is mandatory the student makes the Clinical Coordinator and Clinical Preceptor aware and new screening forms are completed and placed in their file.

Students must ask MR technologists BEFORE entering a potentially dangerous area!

Jackson State Community College
Radiologic Technology Program
PREGNANCY POLICY AND FORMS
Section V #4

It is known the unborn child is very sensitive to the effects of ionizing radiation. This is true in part because the cells are rapidly dividing and growing into specialized cells and tissues. If radiation were to cause changes in these cells, there could be a slightly increased chance of birth defects or certain illnesses, such as leukemia later in life.

Understanding the information above related to possible radiation risks to the unborn child, it is the pregnant student's choice on whether or not to officially declare the pregnancy. If a student does not voluntarily disclose this information by completing the **Declaration of Pregnancy Form** (following the guidelines below), then she is not considered pregnant by any program or clinical officials and no radiation monitoring device can be assigned to the fetus.

Those students who wish to voluntarily disclose their pregnancy must *complete* a **Declaration of Pregnancy Form** found in the *Program Handbook* provided on the program's website. This form serves as written disclosure and will allow the student to select the option they prefer as related to their continuance in the program. The form also requires additional information as related to the pregnancy. The form should be returned to the Program Director within two weeks after declaration. When received, the Program Director will contact the clinical education site and a radiation monitoring device will be requested for the fetus and likewise for the monitors used in the classroom labs/other affiliate rotations.

An **Undeclaration of Pregnancy Form** can be found in the *Program Handbook* provided on the program's website in which a student may officially undeclare, in writing, a pregnancy at any time. Once the form has been submitted to the Program Director, the student will no longer be considered pregnant, any option for continuance in the program will be forfeited, and educational requirements will return as in pre-declaration.

When voluntarily completing the **Declaration of Pregnancy Form**, the student should select one of the two options related to their radiography education:

Option 1: Continuance in both the academic and clinical portions of the program without modification of clinical rotations. Option 1 allows the student to make-up anticipated absence related to pregnancy ahead and also after delivery, to be completed at a time decided upon by the Clinical Preceptor and Clinical Coordinator. The student will be afforded a maximum of 8 weeks leave from clinical rotations throughout the entire pregnancy, including post-partum time. However, this option expects students to return to the academic portion of the program as soon as released by her attending physician after delivery (generally much shorter time frame than with clinical education). Prior to returning to in person classes, students may participate in coursework via online technologies (Zoom). An attending physician's statement must be included upon return of the **Declaration of Pregnancy Form** indicating the student may safely participate in the academic and clinical portions of the program and again after delivery stating it is acceptable for the student to return to program duties.

*Based upon circumstances related to the health of the mother and/or fetus, the student may change to Option 2 if necessary at some later point during the pregnancy. *

Option 2: Withdrawal from the program with readmission the following year. This option includes, but is not limited to, those students who may have complications during pregnancy that would cause more than a

PREGNANCY POLICY CONTINUED

8-week absence and affords them the opportunity to complete their radiologic technology degree. Students would be readmitted to the program a year from their withdrawal date and space for that readmission would be made available. The student would not graduate with their original cohort, but would join the next group, completing the program a year later. Depending on the semester of withdrawal and the GPA of the student during that time, remediation for both academic and clinical work will be expected and may be based upon the program's readmission policy. This could include repeating the program from the beginning in some circumstances (radiography academic average less than 2.5 during withdrawal).

Occupational Exposure of Fertile Women

During the entire gestational period, the maximum permissible dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed a total of .5 mSv. The dose to the embryo/fetus should be no greater than .5 mSv for any one-month period.

Therefore, pregnant students should be clinically assigned only in situations where the monthly embryo/fetus dose is unlikely to exceed .3 mSv. In such cases, the probability of the dose to a fetus is recognized as negligible. Once a pregnancy is known, the actual approximate dose can be reviewed to see if work can be continued within the framework of the limit above.

For conceptual purposes, the chosen dose limit essentially functions to treat the unborn child similar to a member of the public involuntarily brought into controlled areas.

**Jackson State Community College
Radiologic Technology Program
DECLARATION OF PREGNANCY FORM**

I, _____, am enrolled in the radiologic technology program at Jackson State Community College. By completing and submitting this form, I am **VOLUNTARILY** disclosing my pregnancy to program and clinical officials. With this written disclosure, I expect to receive an additional radiation monitoring device to be worn in the clinical and classroom laboratory setting for the fetus.

I have read the program's PREGNANCY POLICY and been afforded opportunities to ask questions as related to the requirements and options.

I wish to continue my radiologic technology education by selecting the following option:

_____ **Option 1:** Continuance in both the academic and clinical portions of the program without modification of clinical rotations. This option expects students to return to the academic portion of the program as soon as released by her attending physician after delivery. A total of 8 weeks from clinical rotations may be taken during and after pregnancy with options to make up time ahead or following.

_____ **Option 2:** Withdrawal from the program with readmission the following year. Depending on the semester of withdrawal and the GPA of the student during that time, remediation for both academic and clinical work will be expected and may be based upon the program's readmission policy.

_____ I would like to change from Option 1 to Option 2
Date: _____

As part of this voluntary disclosure, I am including a statement from my attending physician indicating it is safe and acceptable for me to continue my radiography education based upon the option I have selected on this form and also, at the appropriate time, to return to normal duties after delivery.

_____ Initial statement from attending physician

_____ Statement from attending physician to return to duties after delivery
Date: _____

I understand that at any point in my pregnancy, I have the option to undeclare by completing the **Undeclaration of Pregnancy Form** and submitting to the Program Director.

Student Signature: _____

Date: _____

**Jackson State Community College
Radiologic Technology Program
UNDECLARATION OF PREGNANCY FORM**

I, _____, am enrolled in the radiologic technology program at Jackson State Community College. By completing and submitting this form, I am **VOLUNTARILY undisclosed** my pregnancy to program and clinical officials. With this written statement, I expect to forfeit my options related to the continuance of my radiologic technology education and return to pre-declaration status immediately.

I have read the program's PREGNANCY POLICY and been afforded opportunities to ask questions as related to the requirements and options.

Student Signature: _____

Date: _____

Jackson State Community College
Radiologic Technology Program
SHORT TERM MEDICAL CONDITION/EMERGENCY POLICY & TECHNICAL STANDARDS
Section V #5

It is possible that during the program students could be involved in accidents or have other medical conditions that would prevent them from being able to adhere to the program's Technical Standards and academic rigor as expected. If this is the case for short term medical or emergent situations, the following two options are available to the student:

Option 1: Continuance in both the academic and clinical portions of the program. Option 1 allows the student to make-up anticipated absence related to planned procedures ahead and also after, to be completed at a time decided upon by the Clinical Preceptor and Clinical Coordinator. This could also apply to the medical condition of a student's child or spouse. The student will be afforded a maximum of 8-weeks leave from clinical rotations throughout the entire medical situation. However, if the medical condition pertains to the student, this option expects student to return to the academic portion of the program as soon as released by an attending physician (within 2-3 weeks of injury/procedure, etc. preferably). Participating in class using an online platform (Zoom) would be expected if student condition permits. An attending physician's statement must be included upon a students' return to clinical duties and/or academic participation, indicating it is safe to return to normal duties (no light duty clinical assignments are available). In addition, all required background checks, drug screens, etc. may be required to be completed again prior to return to the clinical environment (at student expense, if necessary).

*Based upon circumstances related to the condition, the student may change to Option 2 if necessary at some later point during the medical situation. *

Option 2: Withdrawal from the program with readmission the following year or a postponement of program completion by one semester (an option based upon timing of incident). This option includes, but is not limited to, those students who may have complications during a medical situation or a medical condition or emergent situation of a spouse or child that would cause more than an 8-week absence and affords them the opportunity to complete his/her RADT degree. Students would be readmitted to the program a year from their withdrawal date and space for that readmission would be made available. An attending physician's statement must be included upon a students' return to clinical duties and/or academic participation (unless reason is for family member), indicating it is safe to return to normal duties (no light duty clinical assignments available). In addition, all required background checks, drug screens, etc. must be completed prior to return to the clinical environment (at student expense).

The student would not graduate with his/her original cohort, but would join the next group, completing the program a year later or a semester later. Depending on the semester of withdrawal and the GPA/overall standing of the student during that time, remediation for both academic and clinical work will be expected and may be based upon the program's readmission policy. This could include repeating the program from the beginning in some circumstances (RADT academic average less than 2.5 during withdrawal).

Students with medical conditions/emergencies (or those of immediate family as designated) will be given consideration on a case-by-case basis by program, college, and clinical officials and in adherence to TBR policy/financial aid restrictions.

SHORT TERM MEDICAL CONDITION/EMERGENCY POLICY & TECHNICAL STANDARDS

TECHNICAL STANDARDS

In order to successfully complete the clinical component of the radiologic technology program and to be employed as an entry-level diagnostic radiographer, students must be able to perform certain physical tasks and to model appropriate types of behavior (at clinical and in the classroom) necessary for proper patient care and safety.

Students must be able to:

Communication

- Communicate clearly and effectively (verbal and written) with patients, family members, and all others of the health care team using the English language.
- Communicate and interact professionally with all members of the health care team, patients, and their families to accomplish tasks.
- Understand and comprehend written English in order to properly determine patient needs.
- Accept feedback concerning performance without becoming angry or defensive and use feedback to strengthen future work.

Social Skills

- Demonstrate effective emotional behaviors to ensure safety while caring for patients and working with others.
- Take responsibility for his/her work without blaming others or making excuses.
- Remain mentally and physically alert while performing clinical duties and be able to concentrate for long periods of time (cannot be altered by illegal drugs/alcohol; excessive medication, sleep deprivation, etc.).
- Exhibit maturity and self-control, even in situations involving conflict or stress; does not verbally or otherwise abuse others.
- Demonstrate respectful behaviors in the presence of patients, health care members, family members, faculty and fellow students.

Hearing Ability

- Possess sufficient auditory perception to be aware of warning techniques such as low-sounding equipment buzzers, fire alarms, overhead pages, patient monitoring devices, phones ringing, etc.
- Communicate with patients when background noise may be high; be able to hear faint or muffled sounds from a distance.

Visual Acuity

- Possess sufficient visual acuity to read departmental protocols, exam orders in patient records, evaluate patient monitoring devices in areas of low and high light, and to properly evaluate the differences in shades of gray on radiographs.

Motor Skills, Strength, and Mobility

- Use sufficient fine motor skills to grasp small objects required to perform imaging and patient care procedures such as properly filling syringes and manipulating locks on radiographic equipment.
- Possess adequate sensory perception in at least one upper limb to properly determine the location of topographical landmarks for accurate patient positioning.
- Must be able to lift heavy objects from the ground (more than 25 lbs).
- Move patients from a wheelchair or stretcher to an exam table and back; requires being able to push and pull heavy objects and have proper use of all four limbs.
- Raise arms above the head and in all directions in order to properly manipulate various types of equipment used in patient care and imaging procedures.
- Stand, unassisted for long periods of time; at least 90% of clinical shift.
- Walk, unassisted for long periods of time; at least 90% of clinical shift.
- Perform physical tasks such as lifting, reaching, walking, etc. in a rapid fashion due to emergency conditions.

Included 7/2016

Reviewed 7/2017, 7/2018, 7/2019, 7/2020, 1/2021, 7/2022, 8/2023, 8/2024, 8/2025

Jackson State Community College
Radiologic Technology Program
DECLARATION OF SHORT-TERM MEDICAL CONDITION/EMERGENCY FORM

I, _____, am enrolled in the radiologic technology program at Jackson State Community College. By completing and submitting this form, I am disclosing my short-term medical condition or emergent condition, or that of an immediate family member, to program and clinical officials. I recognize college officials will need to be aware of this information if an administrative withdrawal from courses is necessary.

I have read the program's SHORT-TERM MEDICAL CONDITION/EMERGENCY POLICY and been afforded opportunities to ask questions as related to the requirements and options.

I wish to continue my radiologic technology education by selecting the following option:

_____ **Option 1:** Continuance in both the academic and clinical portions of the program.
This option expects students to return to the academic portion of the program as soon as released by the attending physician. Where possible, participating in class via online technologies (Zoom) is expected. A total of 8 weeks from clinical rotations may be taken during and after condition with options to make up time ahead or following.

_____ **Option 2:** Withdrawal from the program with readmission the following year.
Depending on the semester of withdrawal and the GPA of the student during that time, remediation for both academic and clinical work will be expected and may be based upon the program's readmission policy.

_____ I would like to change from Option 1 to Option 2
Date: _____

As part of this disclosure, I am including a statement from my attending physician indicating it is safe and acceptable for me to continue my radiography education based upon the option I have selected on this form and also, at the appropriate time, to return to normal duties after injury/illness. If condition is related to a designated family member, documentation may be required to document the condition.

_____ Initial statement from attending physician

_____ Statement from attending physician to return to duties after healing.
Date: _____

Student Signature: _____

Date: _____

**Jackson State Community College
Radiologic Technology Program
DRUG/ALCOHOL TESTING POLICY
Section V #6**

Prior to participation in the clinical experience, students will be required to undergo drug/alcohol testing as required by the clinical affiliates. Prospective students will be informed of the possibility of drug/alcohol testing during the admissions procedure. Students will be responsible for the cost of drug/alcohol testing. Students are also subject to testing based on reasonable suspicion that they are under the influence of drugs and/or alcohol while present at the college or the clinical education centers. Testing for reasonable cause when the student is present at the college campus will follow the college procedure and involve campus police, if need be. Testing for reasonable cause when the student is present at the clinical affiliate will follow the affiliate's procedure for employees (HR department protocol). A student's refusal to submit to testing or a positive result of the test may affect their eligibility to participate in a classroom or clinical experience, resulting in their inability to complete a course and/or the program and may also result in disciplinary action up to, and including dismissal from Jackson State Community College.

Testing Upon Program Admission:

Procedure: If required by the clinical affiliate, program officials may facilitate the drug/alcohol testing process by:

1. Informing the student of the requirement
2. Providing the student with information on obtaining the required testing
3. Receiving the laboratory report of the results of the testing
4. Informing clinical affiliate officials of the results of the testing. In the event of a positive result, the college will, without identifying the student, provide all available information related to the positive finding.
5. Receiving the clinical affiliate's decision regarding the student's eligibility to participate in clinical education activities at that affiliate.
6. Informing the student of the affiliate's decision.

Appeal and retesting: If the student believes the results of the test to be erroneous, he/she may request to be retested within 48 hours from the time they are informed of the positive result. If the result of the retest is negative, that result will be taken into consideration in the affiliate's decision regarding the student's eligibility. If the retest is positive, the affiliate's decision regarding the student's eligibility will be enforced.

In addition, if a student has a legal prescription for a substance indicated as positive in their initial screen, a retest will be performed for verification (cost to be paid by the student).

Testing for Cause in Clinical Setting:

Procedure: Based upon reasonable cause (as outlined in the affiliate employee handbooks), students may be screened in the clinical setting.

1. Student is immediately removed from patient contact areas; radiology department director notifies program director of request/need to test student.
2. Program director will ask for hospital HR to be contacted and follow the protocol as outlined in the affiliate handbook.
3. Program director will be notified of the result of screen; if student denies screening, continue to follow policies as outlined for employees in affiliate handbook. A denial is usually classified as a failed screen.
4. Based on result of screening, student may be asked to leave hospital and/or return to normal duties.

Readmission: Students dismissed from the program for disciplinary reasons may reapply for admission the following year. The decision to readmit a student will be made according to the program's readmission policy.

**Jackson State Community College
Radiologic Technology Program
CONSENT TO DRUG/ALCOHOL TESTING
STATEMENT OF ACKNOWLEDGEMENT AND UNDERSTANDING
RELEASE OF LIABILITY**

I, _____, am enrolled in the radiologic technology program at Jackson State Community College. I acknowledge receipt and understanding of the institutional policy with regard to drug and alcohol testing, and the potential disciplinary sanctions which may be imposed for violation of such policy as stated in the JSCC College Catalog/Student Handbook, the RADT *Program Handbook*, and the hospital affiliate handbook.

I understand the purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and institutional staff, and property. Accordingly, I understand that prior to participation in the clinical experience I may be required to undergo drug/alcohol testing of my blood or urine. I further understand that I am also subject to testing based on reasonable suspicion that I am using or am under the influence of drugs or alcohol.

I acknowledge and understand the intention to test for drugs and/or alcohol and agree to be bound by this policy. I hereby consent to such testing and understand that refusal to submit to testing or a positive result of the testing may affect my ability to participate in a clinical experience, and may also result in disciplinary action up to, and including, dismissal from Jackson State Community College's Radiologic Technology program and/or the institution itself.

My signature below indicates that:

1. I consent to drug/alcohol testing as required by clinical agencies or as directed by program/college officials.
2. I authorize the release of all information and records, including test results relating to the screening or testing of my blood/urine specimen to the Director of the JSCC RADT program and others deemed to have a need to know.
3. I understand that I am subject to the terms of the general regulations on student conduct and disciplinary sanctions of Jackson State Community College, as well as federal, state, and local laws regarding drugs and alcohol.
4. I hereby release and agree to hold harmless Jackson State Community College and the Tennessee Board of Regents, their officers, employees, and agents from any and all action, claim, demand, damages, or costs arising from such test(s), in connection with, but not limited to, the testing procedure, analysis, the accuracy of the analysis, and the disclosure of the results.

My signature indicates that I have read and understand this consent and release, and that I have signed it voluntarily in consideration for enrollment in the Jackson State Community College radiologic technology program.

Student's Signature

Date

Jackson State Community College
Radiologic Technology Program
CRIMINAL BACKGROUND CHECK POLICY
Section V #7

Students enrolled in the RADT program will be required to submit to a criminal background check in order to satisfy the guidelines of the clinical affiliate hospitals. Prospective students will be informed of the possibility of criminal background checks during the admissions procedure. Students will be responsible for the cost of this required background check. Based on the results of the background check, clinical affiliates have the right to not allow a student to participate in educational activities at that facility. This could result in the student's inability to complete a course and the program.

Procedure: If requested by the clinical affiliate, the college will facilitate the background check process by:

1. Informing the student of the requirement in a timely manner.
2. Providing the student with information of required vendors of background check services.
3. Receiving the report of the background check.
4. Informing clinical affiliate officials of the results of the background check. In the event of a positive result, the college will, without identifying the student, provide all available information related to the positive finding.
5. Receiving the clinical affiliate's decision regarding the student's eligibility to participate in clinical education activities at that affiliate.
6. Informing the student of the affiliate's decision.

Appeal process: If the student believes the background check results to be erroneous, the student must:

1. Initiate the correction process with the vendor of the background check within one week of being informed of the initial result.
2. Prior to the beginning of the first term of the program, provide documentation from the vendor of the background check to fully resolve the error to the satisfaction of the clinical affiliate officials or provide documentation from the vendor of the background check that more time is needed for investigation of the background check findings.

Readmission: Students dismissed from the program may reapply for admission. However, based on the reason for dismissal, the decision to readmit a student will be made according to the program's readmission policy and clinical affiliate requirements/employee handbook.

Jackson State Community College
Radiologic Technology Program
CRIMINAL BACKGROUND CHECK POLICY AND ARRT REQUIREMENTS CONSENT

Students enrolled in the RADT program may be required to submit to a criminal background check to satisfy the guidelines of the clinical affiliate. Students will be responsible for the cost of this required background check. Based on the results of the background check, clinical affiliates have the right to not allow a student to participate in educational activities at that facility. This would result in the student's inability to complete required competencies for program completion.

The American Registry of Radiologic Technologists (ARRT) has strict policies concerning the eligibility of individuals who may take the national certification exam. Convictions of felonies and/or certain misdemeanors may delay or prohibit an individual from being considered registry eligible.

In order to verify eligibility, a student may complete the pre-application review process offered by the ARRT prior to enrollment in the Radiologic Technology Program. For additional information, please visit the ARRT website at www.arrt.org or call 651-687-0048.

I, _____ have read, understood, and agree to abide by the above policy and requirements.

Student signature: _____

Date: _____

Jackson State Community College
Radiologic Technology Program
HARASSMENT POLICY
Section V #8

All RADT students and employees will adhere to the harassment policy as defined in the current **College Catalog/Student Handbook**. In addition, students must also abide by the affiliate hospital's harassment policies while performing clinical education duties.

The JSCC harassment policy is based on the Tennessee Board of Regents Guideline P-080 and defines any behavior considered harassing. If a student is charged with harassment, a proper investigation will occur and, if warranted, disciplinary procedure will be enacted according to college policy. Any complaint of harassment on the college campus shall be directed to the Director of Human Resources, Administration Building, (731) 425-2621.

Similarly, if a student feels compelled to file a complaint of harassment or one is brought against a student while performing clinical education duties at the affiliate hospital, the policies outlined in the hospital's Employee Handbook will be followed.

Jackson State Community College
Radiologic Technology Program
PROGRAM DISCIPLINARY PROCEDURE
Section V #9

Students enrolled in the Radiologic Technology program are expected to develop professional character and display ethics as required of their profession. Students must strive to maintain the identified level of competence in both clinical and didactic courses. In order to meet those benchmarks, it is imperative students adhere to and uphold all policies of the college, the program, and those of the clinical affiliate locations. Failure to do so may result in students being placed on clinical probation, or in extreme circumstances, being dismissed from the program.

Causes for a student being placed on program probation at any time include, but are not limited to, the following:

- Failure to complete assignments, activities, competencies, or rotations within a required time schedule.
- Habitual tardiness or absenteeism.
- Failure to contact the proper officials (as outlined in course syllabi or program policy) when absent from classroom, laboratory time, or clinical assignment is unavoidable.
- Inability to comply with established policies, including those outlined in course syllabi or clinical affiliate handbooks.
- Classroom, laboratory, and/or clinical misconduct which may include insubordination (defiance, rebelliousness, etc.), unprofessional/unethical behaviors, disruption of the learning environment, violation of academic honesty policy, etc.
- Failure to progress in terms of quality clinical performance.
- Not adhering to clinical or lab supervision policies/requirements.

Guidelines for Program/Clinical Probation

1. A minimum of two documented incidences will be included in the student's file before they are advised in writing they are being placed on program/clinical probation. At that time, a meeting must occur between the student, Program Director, Clinical Coordinator(s), and Clinical Preceptor (if necessary).
2. After being placed on program/clinical probation, if a student repeats the initial offense, they will be dismissed from the program/clinical affiliate (refer to Guidelines for Program Dismissal listed below). If dismissed from a clinical affiliate location, there may not be options for another clinical placement, therefore a student would not be able to complete the program.
3. Program/clinical probation extends from the time of the initial offense until the completion of the program or as deemed necessary by program officials.

Program/Clinical Dismissal

Causes for a student's dismissal at any time during the program include, but are not limited to the following:

- Inability to maintain passing grades didactically or clinically (less than an 80% competence level at the end of any term).
- Misconduct may include insubordination (defiance, rebelliousness, etc.), unprofessional/unethical behaviors*, disruption of the learning environment, violation of academic honesty policy, unsatisfactory clinical performance, failure to adhere to clinical site policies, etc.
*The college or clinical site may immediately remove any student from the premises who pose a serious threat or danger or for just cause.
- Unsafe radiation practices in the laboratory or clinical setting.

PROGRAM DISCIPLINARY PROCEDURE CONTINUED

- Not adhering to clinical or lab supervision policies/requirements.
- Known use of, possession of, or distribution of alcohol, illegal drugs, or controlled substances while on college property or sponsored events; refusal to submit to drug testing for reasonable cause.
- Leaving the clinical education site without permission from the Clinical Preceptor (or designee) or Clinical Coordinator for non-emergent reasons during a scheduled rotation.
- Cheating or any other acts of academic dishonesty in courses, including clinical that may include falsification of time records, procurement and/or improper use of testing materials (whether paper or computerized), violation of patient privacy, etc.
- Violating probation status.

Guidelines for Program/Clinical Dismissal

1. The student will be notified in writing by the Program Director when they are dismissed from the program/clinical site. According to the student infraction, program officials may elect to follow the institution's disciplinary procedure and will enact letters/notifications as stated in the current version of the College Catalog/Student Handbook.
2. To ensure due process, the student has the right to appeal to the Program Director, in writing, the decision of the Radiologic Technology Admission/Disciplinary Committee within two working days of the date of official notification of the committee's decision. If the institution's disciplinary procedure has been enacted or if a student wishes to appeal a course grade, the process of appeal and accompanying time line, will follow that outlined in the Complaint/Grievance Process, published in the current **College Catalog/Student Handbook**.

Students, please see the following **Performance Documentation** form that will be used to monitor circumstances warranting disciplinary action.

JACKSON STATE COMMUNITY COLLEGE
Radiologic Technology Program
Performance Documentation

AREA OF CONCERN	1st Documentation	2nd Documentation	3rd Probation
1. Failure to complete assigned clinical documentation appropriately (summaries, CCEs, logs, etc.)			
2. Failure to clock in/out appropriately.			
3. Punctuality (shift or lunch; college or clinical)			
4. Attendance.			
5. Failure to contact Preceptor and Coordinator when absence or tardy is unavoidable as outlined in policy/syllabus.			
6. Violates clinical dress code.			
7. Noncompliance with clinical department, program, and/or hospital policies.			
8. Failure to bring radiation monitor to clinical assignment.			
8. Participates in inappropriate conversations or uses language that is unprofessional for discipline.			
9. Failure to complete number of assigned clinical competencies as outlined.			
10. Lack of consistent quality when performing radiographic procedures.			
11. Compromised patient care (ex. left patient unattended in radiographic room).			
12. Participates in unsafe radiation protection policies (including violation of supervision policies).			
13. Issues with remaining in assigned clinical area.			

AREA OF CONCERN	1st Documentation	2nd Documentation	3rd Probation
14. Issues with attitude/behaviors/interpersonal relationships when interacting with patients, students, or other members of healthcare team.			
15. Insubordination (ex. defiance, refusal to comply, rebelliousness, etc.).			
16. Issues with mental alertness or concentration for tasks at hand, ability to properly communicate, etc.			
17. Failure to complete make-up time as agreed.			
18. Other			

COMMENTS/EMAILS (may be attached):

I understand documented reasons for being placed on probation and have been provided with information related to due process based on this decision.

Student Signature

Date

Clinical Preceptor Signature (if required)

Date

Clinical Coordinator Signature/Program Faculty

Date

Jackson State Community College
Radiologic Technology Program
STUDENT RETENTION AND READMISSION POLICY
Section V #10

Student Retention

Once students are accepted into the Radiologic Technology program, program faculty use the following methods to provide them with the best possible chance for success.

Student Progress

To keep the student informed of their progress in RADT courses, faculty present a report to each student with a total of their grades and current averages at mid-term during the semester. If any student falls below the 80% benchmark, they are asked to meet with the professor to discuss various options that may be implemented to improve learning.

Student Review

The Clinical Coordinator and the Clinical Preceptors meet one-on-one with students to assess their technical and affective behavior patterns in both the hospital and classroom environment. This assessment takes place once per semester for all students and may occur at other times when students are performing at either exceptionally high or low levels. The interview offers an opportunity to have an overall summation of student progress and achievement addressed by clinical and didactic faculty simultaneously, which in turn provides a more unified approach to students' overall education. Because students are encouraged to express their ideas on learning, the lines of communication between student and program faculty/clinical preceptors are kept open and any problems that may arise can be addressed quickly and efficiently.

Student Tutoring and Remediation

RADT faculty and Clinical Preceptors provide practical assistance in areas of coursework, competencies, and exams as requested by students. As schedules and workload permits, faculty and Clinical Preceptors will attempt to meet with both individual students and small groups to answer questions. Faculty will provide basic information in areas of study skills and test-taking strategies, in addition to course content. Students are encouraged to seek faculty and/or Clinical Preceptor assistance when they encounter difficulties in their coursework or clinical experience. Faculty may refer students to Counseling Services for additional assistance in terms of learning support and/or behavioral problems that could interfere with academic success. If a student's request for additional assistance becomes excessive, it could be classified as providing reasonable accommodations as related to learning disabilities and would need to follow the specific requirements for claiming any such disability (outlined in each radiologic technology course syllabus).

STUDENT RETENTION AND READMISSION POLICY CON'T.

Readmission Policy

Students enrolled in the JSCC RADT program may apply for readmission only one-time following dismissal or voluntary withdrawal. Readmission to the program is never guaranteed and can be contingent upon one or more of the following:

- Reason(s) for dismissal
- Approval by program's Admissions Committee, clinical affiliate, sponsoring institution
- Space availability at both the initial, home base clinical site and in the JSCC classroom/laboratory

Academic Dismissal

An important goal of the RADT program is to produce graduates who are competent at performing imaging procedures at entry level in accordance to the standards outlined by the JRCERT and the curriculum adopted by the ASRT. In order to meet this goal, the point at which a student is dismissed from the program dictates the program's readmission requirements.

First or Second Semester

1. Dismissal for academic reasons during these two semesters of the program requires the student to *successfully* repeat the course(s) in which they received an unsatisfactory grade during the next available term (example: student receives a "D" in RADT 1380 during spring 2025; student must pass the course with a "C" when offered next in spring 2026).
2. After successful repeat of course(s), the student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will be required to follow a program remediation plan outlined later in this policy when readmitted.
3. Failure to successfully repeat the course(s) during the next available term equates to the student being responsible for a new application to the program, including competition with other students for the chance at admission. If successfully admitted at this point, the student would be required to repeat all major courses (including clinical education).

Third through Sixth Semesters

1. Dismissal for academic reasons during any of these semesters requires the student to re-enroll and complete all program courses beginning with the first semester, including clinical education. The student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will not have to compete in the admissions process the following year, but will be provided the opportunity for readmission.

Voluntary Withdrawal from the Program

Students who voluntarily withdraw from the program in good standing (withdraw passing and not discipline/behavior related), are eligible to reapply according to the following:

1. Withdrawal during the first or second semester, resulting in a grade of "W" assigned for any radiography course(s):
 - The student would repeat any RADT course(s) that received a "W" during the next available term.
 - After successful repeat of course(s), the student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will follow the remediation plan listed in this policy upon readmission.
 - Failure to successfully repeat the course(s) during the next available term equates to the student being responsible for a new application to the program, including competition with

STUDENT RETENTION AND READMISSION POLICY CON'T.

other students for the chance at admission. If successfully admitted at this point, the student would be required to repeat all major courses (including clinical education).

2. Withdrawal from the program at the end of the first or second semester, with grades assigned for any program course:

- The student would have the opportunity to return the following year for readmission.
 - The student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will follow the remediation plan listed in this policy upon readmission.
2. Withdrawal occurring during **or** at the conclusion of the 3rd – 6th semesters; with grades of “W” or assigned grades:
- The student remediation plan will be determined based on the individual student performance if withdrawal occurs during the 3rd semester. If the student was performing at a high level when leaving, it may be possible for them to re-enter the following year and adhere to remediation that would not require starting the program over.
 - The student must re-enroll and complete all program courses beginning with the first semester, including clinical education, if withdrawal occurs during the 4th – 6th semester and perhaps during the 3rd term (dependent upon student performance). The student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will not have to compete in the admissions process the following year, but will be provided the opportunity for readmission.

Process for Students Voluntarily Withdrawing from the Program

When a student decides to withdraw from the program, there are steps to be taken to ensure the student leaves with good standing. The student should make their decision of withdrawal and reasons (if feeling comfortable in doing so) known to the Program Director (an email will be acceptable). At this point, the Director can provide options for possible return to the program in the future, as outlined in this policy and to direct students to officially withdraw from any RADT classes. Students should also meet with college Financial Aid representatives to determine how withdrawal may affect any awards. In addition, students are expected to return to the program any clinical ID badges, radiation monitors, keys or other items belonging to the program or clinical affiliate within two weeks of notification of withdrawal. Failure to meet these requirements results in the removal of good standing status and will prohibit a student from reapplying to the program at a future date.

Program Remediation Plan

Upon successful readmission into the program to begin during the second or third semesters, the student must document proficiency related to all prior imaging procedure coursework to ensure patient safety and in order to progress successfully throughout the remainder of the curriculum.

- Proficiency will be demonstrated by retesting on all positioning categories completed during initial program enrollment.
- Remediation of this material will be the responsibility of the student.
- An 80% on each exam must be achieved before the student will be allowed to repeat all prior clinical competency evaluations in the hospital setting. The exam scores and clinical competencies will NOT be calculated as part of any semester grade, but must be completed in order for the student to progress.
- The timeline for completion of re-testing coursework and repeating clinical competencies will be decided between the Program Director/Clinical Coordinator(s), the Clinical Preceptor(s), and the

STUDENT RETENTION AND READMISSION POLICY CON'T.

student. Once the deadline is identified, failure to repeat exams/competencies in a timely manner will result in a student being placed on probation and a new deadline established. If the second deadline for reassessing exams/competencies is not met, the student will be dismissed from the program.

Repeating Admissions Requirements

Students may be required to complete criminal background checks, drug screens, TB skin tests, and/or other associated medical requirements before being allowed to re-enter the clinical setting. Due to possible scheduling conflicts, completion of these requirements could possibly lead to students having to make-up clinical time missed as a result. As with the initial requirements, the student incurs the cost of required procedures.

Revised 2/2005, 9/2011, 1/2021
Reviewed/revised 5/2013, 7/2022
Reviewed 8/2009, 4/2014, 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020, 8/2023, 8/2024, 8/2025

Jackson State Community College
Radiologic Technology Program
CHAIN OF COMMAND FOR COMMUNICATION
Section V #11

Program officials want Radiologic Technology students to have a rewarding educational experience while enrolled in the program. However, there may be times when difficulties arise in either the classroom or clinical setting as a result of failed communication. In order to resolve any situations related to poor communication fairly and expeditiously, students should follow the proper chain of command when seeking solutions. Students are encouraged to speak to the person identified first in the chain of command before addressing those higher in order. If issues are larger than communications-based, a formal complaint or grievance procedure may need to be followed (see COMPLAINT/GRIEVANCE PROCESS Section V #12 in Program Handbook).

College Campus

Students are encouraged to talk with the course professor about any issues related to didactic courses (lecture and/or lab). If a resolution cannot be offered, the student is encouraged to speak with the Program Director. If the problem is not addressed adequately, then the student may contact the Dean of the School of Healthcare Professions, or file a formal grievance as suggested above.

Clinical Setting

Students are encouraged to talk with the Clinical Preceptor and Clinical Coordinator concerning any issue related to clinical education. If a resolution cannot be offered, the student is encouraged to speak with the Program Director and/or the Medical Imaging Director of the clinical facility. If the problem is not addressed adequately, then the student may contact the Dean of the School of Healthcare Professions, or file a formal grievance as suggested above.

Included 7/2023
Reviewed 8/2024, 8/2025

Jackson State Community College
Radiologic Technology Program
COMPLAINT/GRIEVANCE PROCESS
Section V #12

Complaints

Sometimes a student may find it necessary to file a complaint while enrolled in the program. These complaints are apart from those that require invoking a formal grievance procedure and are not as serious in nature. An example of a complaint could be the cleanliness of the college restroom facilities, etc.

Program officials keep records and track patterns of complaints that could negatively impact the quality of the students' RADT education.

If a student has a complaint, the following process should be followed:

- A written complaint should be submitted to the Program Director within 15 working days of the incident. It should include the nature of the incident and the name and contact information of the person filing the complaint.
- Upon receipt, the Program Director and Dean, in conjunction with clinical officials (if necessary), will investigate the validity and circumstances surrounding the complaint and issue to the complainant a written determination, within 30 working days, of the complaint's validity and resolution or progress towards resolution.
- If the resolution is not satisfactory, the complainant may take the matter to the college Vice President of Academic Affairs (VPAA) within 15 working days after receiving a written determination from the Program Director; explaining in writing why the determination or resolution is inadequate.
- Upon receipt, the VPAA will investigate the circumstances surrounding the original complaint and the offered determination and/or resolution, and provide a final decision to the complainant in writing, within 15 working days, if possible.
- Complaints will be recorded and filed in the RADT Program Director's office and also follow the college's Complaint Log Procedure, as applicable.

If questions are explicitly concerning the program's adherence to JRCERT Standards, students are encouraged to speak with the Program Director first. Students may contact the Dean of the School of Healthcare Professions if no resolution is offered. If the issue remains unresolved, students can contact the JRCERT directly (website provided process and reporting forms located at: <https://www.jrcert.org/accreditation-for-students/allegations/>).

Grievances

Best efforts are made to support students throughout their RADT education. However, there may be occasions where students feel the program (or others associated with the program) have violated, misinterpreted, or inequitably applied existing policies, procedures, or regulations. These occurrences could involve either college or program policies. In each situation, timely resolutions are promoted in procedure guidelines, with the final decision being made at the Vice President of Academic Affairs or Vice President of Student Services level or higher.

While not exhaustive, below is a list/description of situations in which a formal grievance can be filed and where those step-by-step guidelines are located:

Grade Appeal – Students have a right to appeal a course grade they feel has been incorrectly assigned. The institutional process is published in the latest edition of the [JSCC College Catalog/Student Handbook](#), pg. 24.

COMPLAINT/GRIEVANCE PROCESS, CON'T.

Discrimination/Harassment due to Disability – The college does not uphold discrimination based on disability in admissions or access to academic programs, procedures, or activities. An internal grievance procedure that provides prompt and equitable resolutions is published in the latest edition of the [JSCC College Catalog/Student Handbook](#), pages 233-234.

Sexual Discrimination/Harassment, Racial Discrimination/Harassment and General Harassment – JSCC and the RADT program take accusations of sexual misconduct and racial discrimination/harassment or other types of discrimination/harassment very seriously. Students are directed to contact the appropriate Title IX/VI or Affirmative Action campus office to obtain detailed information to file the grievance, obtain counseling and receive immediate interim accommodations. Information directing students to these campus resources is published in the latest edition of the [JSCC College Catalog/Student Handbook](#), page 234.

Grievance: Complaints Relating to College Employees or Other Students – This encompasses more severe situations than those referenced for filing complaints within our RADT program. The institutional process to follow is published in the latest edition of the [JSCC College Catalog/Student Handbook](#), pages 236-237.

Grievance: RADT Program Disciplinary Procedure – If a student believes this policy has been unjustly applied, they may follow the same process outlined in the complaint section of this policy.

Revised 7/2023
Reviewed 8/2024, 8/2025

Jackson State Community College
Radiologic Technology Program
STUDENT ADVISING
Section V #13

Program faculty at the college and Clinical Preceptors at the affiliate site participate in student advising.

Academic Advising

Students who are currently enrolled in the RADT program and/or those who have declared RADT as their major interest are assigned to a program faculty member as their academic advisor. Each term during the priority registration period, prospective radiologic technology students may meet with the professor/advisor to register for classes. During this appointment, the advisor and student discuss which courses would be most beneficial along with admissions procedures and other program information, providing PIN, etc. The student is responsible for entering the institution's registration system and enrolling for required courses. All currently enrolled students are registered in a group setting with individual requests addressed by the professor/advisor when needed.

Behavioral/Clinical Advising

Faculty members and/or Clinical Preceptors address student behavioral problems/changes when necessary and as quickly as possible. If situations occur with the student clinically or didactically, the disciplinary procedure can be enacted. A form is used for documentation purposes which includes written counseling of the student (please refer to the **Program Disciplinary Procedure** in this handbook). In addition, didactic faculty and Clinical Preceptors provide the student with a performance review session each semester to discuss student progress both academically and behaviorally to hopefully address any situations before they become problematic.

Students who exhibit behaviors of serious emotional issues or behaviors will meet with necessary program officials for such behaviors to be addressed and documented. Students will be strongly encouraged to use the free, confidential counseling services available through the JSCC Student Services office and program officials will adhere to the college's suicide prevention plan (if necessary). Although students do not have to take recommendations by program officials to seek use of these services, if they do not use these or other services, and negative or damaging behaviors continue, program disciplinary procedures will be enacted. Consequences may range from immediate program/clinical dismissal (based on seriousness or nature of behaviors) to probation.

If a student shares with any program representative (faculty or CPs) they are contemplating self-harm or suicide, the program representative should immediately contact the suicide crisis hotline, 1-800-273-TALK (8255) or text TN to 741741, or dial 911 in the case of immediate danger.

Jackson State Community College
Radiologic Technology Program
STUDENT SERVICES
Section V #14

Students enrolled in the Radiologic Technology Program are encouraged to visit and utilize services provided through the Student Services division, along with others available on the college's campus. Complete listing and contact information for the following are located on our website (www.jsc.edu) and in the **College Catalog/Student Handbook**.

STUDENT SERVICES

Business Services

Records Office

Counseling and Career Services to include Veteran's Support Services - The counseling office provides student assistance with regards to vocational, personal, and educational needs. Students may also seek professional mental health counseling that is confidential and free during fall and spring terms (community resources also listed).

Placement Services

Disability Resource Center – The disability resource center aids students who are seeking to identify or officially claim disabilities and to support the student and faculty member with understanding, requesting and implementing special accommodations as needed.

Student Clubs

Student Government Association (SGA)

Financial Aid Services – The financial aid office provides students with resources, forms, and assistance with completing FAFSA requirements and application to various other types of aid. Representatives notify students of deadlines, requirements, aid status, etc. via their official JSCC email account.

CAMPUS RESOURCES

Library

The JSCC library provides a large collection of electronic resources, books, periodicals, microforms, audiotapes, videotapes, etc. to support the academic mission of the college and its programs. The Radiologic Technology program maintains a selection of course-related books and subscriptions to several journals to assist students with the research component of the program. An online Library Guide is available specifically for RADT students to assist in consolidating several

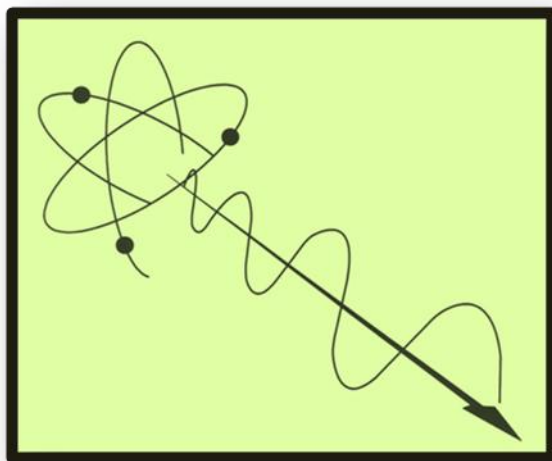
Academic Assistance Center (AAC)

Located on the second floor of the library, the AAC has a selection of self-study materials and serves as an open computer lab for the college. A free tutoring service for many courses is also provided through this center.

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Program Handbook



Section VI
Clinical Education

Jackson State Community College
Radiologic Technology Program
UNIFORM POLICY/PERSONAL HYGIENE
Section VI #1

The student's appearance during clinical hours must conform to each individual affiliate hospital policy and procedure on dress and grooming. However, universal rules for Jackson State RADT students performing clinical duties are as follows:

- Uniforms for both male and female students may be of the scrub variety and **hunter green** in color. Footwear, color and type, will also be determined by clinical sites. Uniforms and shoes must be clean and neat in appearance. Waterproof shoes and/or leather shoes are required by most clinical sites.
- Students should maintain personal hygiene standards appropriate for those working in health care and in compliance with hospital policies.
- Hair styles for both male and female students should be neat and clean. Long hair should be styled or kept pulled back so as not to contaminate sterile procedures and/or cause harm to self or patients.
- Ornate and/or excessive jewelry such as multiple rings, necklaces, and/or earrings should not be worn.
- Student identification tags and radiation monitoring devices are to be worn appropriately at all times during clinical education hours in order to participate in rotations (please refer to the **Radiation Protection Policy** in this handbook for further information). Radiation monitoring devices should be stored at locations and/or as identified by each home base clinical affiliate and/or program faculty. Students will not be allowed to participate in clinical rotations without a radiation monitor. Time missed as a result will be counted towards absences or punctuality issues.

Students are notified of specific uniform/shoe details during New Program Orientation after acceptance and before the program begins in fall.

Failure to abide by these policies may result in the students' dismissal from the clinical education site by the Clinical Preceptor and/or administrative technologist until corrections are made. Any time missed must be made up and will count in the total number of absences per term.

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7/2018, 7/2019, 7/2020, 8/2023, 8/2024, 8/2025

Jackson State Community College
Radiologic Technology Program
TRAJECSYS
Section VI #2

Students enrolled in the JSCC RADT program will make use of the Trajecsyst system to complete and file all clinical related evaluations, forms, and time sheets. Students will register for access during December of the first semester of the program. Health Sciences fees are used to cover the cost of this service.

The Clinical Coordinators are responsible for orienting students, Clinical Preceptors, and all staff technologists on how to use the Trajecsyst system. All users have unique IDs and passwords that should not be shared with others, nor should any user submit or record work under another user's ID, etc. Any student violation of this standard would follow the **Program Disciplinary Process** and any staff technologist or preceptor violation would be reported to the department Administrative Director.

In addition, please refer to the **Clinical Education Activities/Assignments and Trajecsyst** policy in this handbook for more details on expectations of students and Trajecsyst use.

Jackson State Community College
Radiologic Technology Program
ATTENDANCE POLICY
Section VI #3

The Jackson State Community College Radiologic Technology Program requires students to successfully meet pre-determined clinical and didactic performance objectives to be considered competent and eligible to sit for the national certification examination. Likewise, experiences within the program are designed to build and reinforce characteristics of professionalism. Therefore, to ensure students attain the aforementioned standards, all should strive for consistent attendance and punctuality of all clinical and didactic courses.

Clinical Absences

- Students are required and expected to attend 100% of all scheduled clinical hours, not to exceed 10 hours scheduled per day. Students may volunteer to perform more than the scheduled hours of clinical if they wish to make up time or to bank the allowed number of clinical hours ahead. These volunteer clinical hours can only be performed between the hours of 5:30am and 9:30pm, with approval of the Clinical Preceptor and availability of the Clinical Coordinator, and only if supervision of an ARRT technologist is available. During these volunteer hours, obtainable procedures must be of the type and variety necessary for graded competencies.
- If a student finds clinical absence unavoidable, he/she must follow the guidelines defined by the Clinical Preceptor at his/her affiliate hospital and their college Clinical Coordinator, which includes contacting the Clinical Preceptor (or their designee) AND the Clinical Coordinator **directly** at the earliest possible opportunity (but not prior to 6:00am or after 10:00pm if calling). Students will be informed which means of communication are acceptable (phone call, voice mail, email, text, etc.), in the course syllabus.
- Once a student has acquired 4 absences in a term, the student's overall clinical grade will be reduced by 4%. Personal days cannot be used to avoid the grade deduction. On the 5th absence, the clinical grade will be reduced by another 2% and the student will be placed on probation. If a student is sick, or their child or immediate family is sick, physician statements are necessary and must be provided to the Clinical Coordinator.
- The student is responsible for making up **all** clinical hours missed before the term ends or either a grade of "F" or an Incomplete ("I") will be assigned for the course (depending upon circumstance). If a student has hours made ahead, those will be used for hours missed. Make ahead hours will be applied automatically to an absence by the Clinical Preceptor or Clinical Coordinator. The student must have the approval of the Clinical Preceptor and Clinical Coordinator prior to performing any make up hours/schedules. Make-up hours must be performed according to the guidelines listed in the first bulleted item.
- During the third term students are scheduled to work limited weekend shifts and if an absence is unavoidable, the Clinical Preceptor and Clinical Coordinator will arrange for the student to perform the missed hours on the same day/time missed (example: missed a Saturday, 7:00am-3:30pm shift; will make it up on a Saturday, 7:00am – 3:30pm shift; attention given to proper supervision ratios, etc.). If students miss a scheduled clinical day when rotating away from their home base facility, those days may or may not be available for makeup at that institution; this will be addressed on a case-by-case basis (could mean make-up at home base facility). Unless there is a sound reason, more than one missed day when rotating to other facilities than home-base will require discussion of all parties involved.
- When a 2nd absence is recorded, an email warning and reminder of this policy will be sent to the student from the Clinical Coordinator (copied to the Clinical Preceptor) and it will serve as the first documentation in the disciplinary process. When a 4th absence is recorded, another email will be sent to the student from the Clinical Coordinator (copied to the Clinical Preceptor) and the student's clinical grade will be dropped 4%. This will serve as the second documentation in the disciplinary process.

ATTENDANCE POLICY CON'T.

Once the 5th absence is recorded, the student's clinical grade will be dropped an additional 2% and the student will be informed, in writing, they have been placed on probation. The student will meet with the Program Director, Clinical Coordinator and Preceptor to discuss. At each point in the process, students will be encouraged to discuss any issues that are contributing to the circumstance.

Clinical Punctuality

- Punctuality includes tardies, but also leaving early on a shift, and/or leaving and returning on a clinical shift.
- Students are expected to clock in and out for clinical assignments, including lunch breaks, in the Trajecsys system using cell phones (location services initialized) and/or department computers (must use whatever process is allowed at each clinical location).
- If a student finds a punctuality incidence unavoidable, he/she must follow the guidelines defined by the Clinical Preceptor at his/her affiliate hospital and the college Clinical Coordinator, which includes contacting the Clinical Preceptor (or their designee) AND the Clinical Coordinator **directly** at the earliest possible convenience (but not prior to 6:00am or after 10:00pm if calling). Students will be informed which means of communication are acceptable (phone call, voice mail, email, text, etc.), in the clinical course syllabus.
- When a 3rd punctuality incidence is recorded, an email warning and reminder of this policy, will be sent to the student from the Clinical Coordinator (copied to the Clinical Preceptor) and it will serve as the first documentation in the disciplinary process. When a 5th punctuality incidence is recorded, another email will be sent to the student from the Clinical Coordinator (copied to the Clinical Preceptor) and the student's clinical grade will be dropped 4%. This will serve as the second documentation in the disciplinary process. Once the 6th punctuality incidence is recorded, the student's clinical grade will be dropped an additional 2% and the student will be informed, in writing, they have been placed on probation. The student will meet with the Program Director, Clinical Coordinator and Preceptor to discuss. At each point in the process, students will be encouraged to discuss any issues that are contributing to the circumstance.

Jackson State Community College
Radiologic Technology Program
CLINICAL HOURS, PERSONAL DAYS, MAKE-AHEAD HOURS, HOLIDAYS, INCLEMENT
WEATHER
Section VI #4

Clinical Hours

The clinical schedule may deviate from the college catalog. While rotational shifts may vary among clinical sites and their workflow, all students will complete the same number of hours each term, regardless of clinical location. Please refer to the **Clinical Education Schedule** in this handbook for sample weeks required for clinical education per term.

Clinical Personal Days

- The student will be allowed a total of 4 personal clinical days for use throughout the program. Students may elect to take multiple personal days together in one semester, but only with prior approval of the Clinical Preceptor and Clinical Coordinator. Students **CANNOT** use a personal day on scheduled weekend rotations during the first summer term and on the last scheduled clinical day of the program. Personal days cannot be used to avoid the grade deduction penalty for clinical absences.
- Students must notify and receive the approval of the Clinical Preceptor AND Clinical Coordinator to use personal days.
- Students are responsible for entering personal days in Trajecs; 0800-1600 (8:00am-4:00pm).
- **There are no personal days available for use during the first fall term** (clinical days during this term are considered lab times for RADT 1315 and not a stand-alone clinical course). Any days missed during the first fall term **MUST** be made-up or a grade of “F” or “I” (Incomplete) will be assigned for RADT 1315.

Make-Ahead Time

- With the approval of the Clinical Preceptor and Clinical Coordinator, students are allowed to accumulate and transfer a maximum of 8 hours of clinical education into the next term. More than 8 hours of clinical time may be allowed due to known extenuating circumstances (such as pregnancy or scheduled surgery).
- All hours banked must be accrued during the hours of 5:30am – 9:30pm and when competencies can be acquired under proper supervision of an ARRT technologist and with permission of the Clinical Preceptor and Clinical Coordinator.
- **Make ahead hours cannot be used as personal days or for absences related to vacations, etc.** If a student has more than 8 hours made ahead during the semester and those hours are not used to cover an absence due to illness, those hours will be forfeited. At the end of the program, if there are any banked hours left, if not used for the specific reasons above, those hours are forfeited.

Holiday

- Students are not scheduled for clinical education on the following holidays/breaks: Dr. Martin Luther King Jr. holiday, college recognized Spring Break, Memorial Day, Juneteenth holiday, Independence Day, Labor Day, college recognized Fall Break,

CLINICAL HOURS, PERSONAL DAYS, MAKE-AHEAD HOURS, HOLIDAYS, INCLEMENT WEATHER CON'T.

- Thanksgiving Day and the Friday immediately following. Christmas Day and New Year's Day are not listed because they are between terms, therefore students will never perform clinical rotations during these days.
- Students are allowed to participate in volunteer clinical hours outside the normal clinical schedule as long as it is approved and the college is officially open and program officials are available. However, students may not perform clinical hours during any holiday or time when the college is officially closed or between scheduled clinical semesters.
- Based upon the information above, a student must request approval from the Clinical Preceptor and Clinical Coordinator to make-up clinical hours or to acquire hours ahead during times listed above and contingent upon the supervision of an ARRT technologist and performed during hours of 5:30am – 9:30pm.
- Program official(s) must always be available by cell phone when students are performing clinical rotations outside of normal working hours or on weekends.

Inclement Weather

- In situations of inclement weather, information concerning closings or delayed schedules will be posted to the college website and also on the main switchboard by 6:00 am for day classes and by 4:00 pm for night classes; notification available by text if a student opts into the system. Local TV and radio stations will also post college closings.
- RADT students will adhere to the college's policy for inclement weather as it relates to clinical education.
 - **JSCC Policy Number: 2.13.00.05 states: Student Clinical Site Assignments:** Students will not attend clinical assignments when the campus is closed due to inclement weather. During a closure due to inclement weather after campus has opened, faculty and students should use discretion upon leaving clinical placement sites and prioritize the timing of safely returning home.
- While the inclement weather policy will be in effect throughout all semesters, students will be issued 24 hours of inclement weather time for each **spring term**. These hours are to be used for absences occurring as a result of college closures related to inclement weather only. If there are no college closings related to inclement weather in the term, or if less than 24 hours are used, any remaining balance of hours cease to exist for use.
- If the college announces closing of the campus the day before or the morning of the closure, students will not report to scheduled clinical education rotations. Those hours will be automatically withdrawn from the inclement weather time allotted. Students are not responsible for contacting Preceptors or Coordinators if the college is closed.
- If the campus closes **AFTER** a student has arrived to the clinical setting, it is the students' discretion of whether to remain at the clinical site or to leave. If a student opts to leave the clinical location, they must inform the Clinical Preceptor and the Clinical Coordinator prior to leaving and document as requested. Those hours will be automatically withdrawn from the inclement weather time allotted.
- If the number of hours the college closes for inclement weather exceeds the allotted 24 hours of time, students are responsible for making up those hours.

**CLINICAL HOURS, PERSONAL DAYS, MAKE-AHEAD HOURS, HOLIDAYS, INCLEMENT
WEATHER CON'T.**

- Students must have approval of the Clinical Preceptor and Clinical Coordinator for making up missed hours due to inclement weather closings and those hours/circumstances should fall within the parameters outlined prior in this policy. Any hours missed for inclement weather must be made-up before the end of the term as designated by the Clinical Coordinator or the student receives a grade of “I” “Incomplete” until the time has been satisfied.

Jackson State Community College
Radiologic Technology Program
CLINICAL SUPERVISION POLICY
Section VI #5

During clinical education at each affiliate hospital, students will be provided with supervision according to the following standards set forth by the Joint Review Committee on Education in Radiologic Technology (JRCERT):

5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

The JRCERT explains appropriate supervision as the process that “assures patient safety and proper educational practices.”

JRCERT defines the following:

Qualified practitioner: A radiation therapist or radiographer possessing ARRT certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

Direct supervision: Student supervision by a qualified practitioner, who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during the conduct of the procedure, and reviews and approves the procedure and/or image. A qualified practitioner is present during student performance of a repeat of any unsatisfactory radiograph.

Indirect supervision: For radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is used.

The JRCERT states, “Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy procedures regardless of the level of competency.”

In order to document adequate supervision, students are required to maintain Daily Supervision Log sheets for each rotational shift. These log sheets are located in the Trajecsyst system and should be completed on a minimum of a **daily** basis. Failure to complete log sheets timely and thoroughly can result in deduction of points for clinical education course grade (see **Clinical Education Grading Policy** in this handbook). Students must have a supervising technologist to approve procedures that were either observed, assisted or performed. In addition, students will identify the reason for repeated procedures on the log sheet. Students will be allowed to perform examinations with indirect supervision only after successfully completing (minimum of 80%) a clinical competency evaluation in that category. Students must have direct supervision for repeated procedures throughout the entire program, along with surgical and mobile studies.

The affiliate hospital staff radiographers assume the responsibility of student supervision as part of their departmental job description and this program policy is prominently displayed in each department for the benefit of students and radiographers alike.

Radiation safety and protection are a high priority with program officials. Therefore, it is imperative that students comply with the established Clinical Supervision Policy. Students found in violation of this policy face clinical probation and/or immediate dismissal from the clinical education center as outlined in the **Program Disciplinary Procedure** policy.

Revised

2/2005, 6/2013, 1/2021, 7/2022

Reviewed/revised 9/2011; 12/2017, Reviewed 4/2014; 3/2015, 7/2016, 7/2018, 7/2019, 7/2020, 8/2023, 8/2024, 8/2025

Jackson State Community College
Radiologic Technology Program
CLINICAL EDUCATION ROTATIONS and CLINICAL ROOM ASSIGNMENTS
Section VI #6

Rotations Between Clinical Sites:

During the 4th and 5th semesters, students will rotate away from their home base clinical facility. The purpose of these rotations is to provide large- and small-bed facility access to all students during the program. Regular 8-hour clinical shifts will be reduced to 6-hours (9:00am-3:30pm) to allow consideration for the much longer commute times. The 4th semester students will perform 5 weeks (15 days) of rotations and in the 5th semester, the students will perform 4 weeks (12 days). Students must complete orientation as outlined by the rotating clinical site and do so in a timely manner to avoid delays. Any missed clinical hours for failure to complete orientation and onboarding processes must be made up by students.

Student Rotation Schedule and Room Assignment: The Clinical Coordinator will provide students with a clinical site rotational schedule prior to the beginning of a semester in which there will be rotations away from the home base facility. The Clinical Preceptor will provide students of their room assignments within each clinical education center (if applicable).

Students may not deviate from the clinical rotational schedule or room assignment schedules. Rotational and/or room schedules will not be altered for student preference.

Students are to remain at their assigned clinical location unless permission to change is given by the Clinical Preceptor or Coordinator. Students are not to visit other hospital departments or areas, various rooms within an imaging department, etc., unless directed by hospital staff and/or to perform a job-related task.

Throughout the program, clinical education sites, time and/or room assignments will vary to allow students to obtain maximum and equitable experience in a variety of radiographic examinations. In the third semester only, students will be scheduled for clinical education during weekend hours (4 Saturday and 4 Sunday rotations). In addition to the weekend rotations, limited late shifts will be scheduled beginning with the 3rd semester and continue for the remainder of the program. Clinical education will not be scheduled past 9:30 pm (current late shift is 10:30am-7:00pm).

Problems associated with students maintaining proper room assignments and scheduling will follow the **Program Disciplinary Procedure** if necessary.

Revised 2/2015, 7/2016, 12/2017, 1/2022, 8/2023, 8/2025
Reviewed 9/2011, 6/2013, 4/2014, 7/2018,
7/2019, 7/2022, 8/2024

Jackson State Community College
Radiologic Technology Program
ALTERNATE/ELECTIVE CLINICAL ROTATION POLICY
Section VI #7

Beginning in the 4rd semester of the program, students are eligible to perform 4 alternate rotations; 2 of those are required to be performed in CT, while the other two may be elected to be performed in the categories below. One CT rotation and one elective must be performed while rotating away from a student's home-base facility. Students are allowed to elect to perform all 4 rotations in CT. These same guidelines apply to the 5th and 6th terms.

Outside of CT, students may elect to rotate in the following modalities:

- Cardiac Catheterization
- Nuclear Medicine
- Radiation Therapy
- Sonography
- Interventional Radiology
- MRI
- Mammography

Students are to inform the Clinical Preceptor of the areas in which they wish to rotate so it can be recorded on rotational schedules.

The modality supervisor or staff technologist will complete an Elective Rotation CAPE form documenting student performance during that specific rotation. The Clinical Preceptor will provide the modality supervisor with the evaluation form.

Jackson State Community College
Radiologic Technology Program
CLINICAL EDUCATION ACTIVITIES/ENTRIES & TRAJECSYS
Section VI #8

Trajecsyst

Students enrolled in the JSCC RADT program will make use of the Trajecsyst system to complete and record all clinical related evaluations, forms, and time sheets. Students will register for access during December of the first semester of the program. Health Sciences fees are used to cover the cost of this service.

The Clinical Coordinators are responsible for orienting students, Clinical Preceptors, and all staff technologists on how to use the Trajecsyst system. All users have unique IDs and passwords that should not be shared with others, nor should any user submit or record work under another user's ID, etc. Any student violation of this standard would follow the **Program Disciplinary Process** and any staff technologist or preceptor violation would be reported to the department Administrative Director.

Clinical Education Activities/Entries

Students are responsible for completing activities and tasks at the clinical setting and entering those in the Trajecsyst system. Failure to complete these activities accurately and by the accompanying deadlines will result in deductions to the overall clinical grade as outlined in the **Clinical Education Grading Policy** located in this Program Handbook.

Students must complete the following tasks accurately and timely during the 2nd-6th clinical semesters:

- Clocking in and out for the clinical shift; clocking for lunch breaks
- Weekly Summaries
- CAPEs
- CCEs
- Daily Supervision Logs

Time

Students should:

- Select the correct clinical location in Trajecsyst to clock in (may use your cell phone if allowed; (location services must be selected and enabled) or use the department computers (if allowed). The Clinical Preceptor will provide specific instructions for their clinical location.
- Clock in/out when arriving in the clinical area (not before).
- Verify all clocks are registered in Trajecsyst before the end of the shift.
- Correct any errors (time exceptions) at the end of each clinical shift; contact Clinical Preceptor if assistance is needed.
- Record approved personal days by entering the hours of 0800 to 1600 (8:00am-4:00pm) at the proper clinical site location.
- Inform the Clinical Preceptor and Clinical Coordinator of any clinical absences, tardies, leaving early, etc. **Clinical Coordinator must be contacted by JSCC email**; follow instructions on how to contact the Clinical Preceptors.

Errors that will result in docked points to the clinical grade, include but are not limited to: failure to clock in using the appropriate methods identified (cell phones or computers) and/or at the proper time/location, failure to clock in or out.

CLINICAL EDUCATION ACTIVITIES/ENTRIES and TRAJECSYS, CON'T.

Weekly Summaries

Students should:

- Submit a Weekly Summary on the final day of weekly rotational shift (will be either Thursday or Friday). If absent on the last day of the clinical week, students are still responsible for completing the summary.
- Enter comments in all sections and use the date for the last day of the clinical week (weekdays).
- Send to the correct Clinical Preceptor during rotations.

Errors that will result in docked points, include but are not limited to: failure to complete a weekly summary and/or complete on the appropriate day.

CAPEs

Students are recommended to:

- Request a CAPE to be completed by a technologist at the end of the last weekday shift each rotation.
- Make sure to list the technologist, clinical area, and the clinical week.
- Follow the Clinical Preceptor instructions for the way to request CAPEs of technologists at each facility.

There are no errors that will result in docked points for CAPEs.

CCEs & ARRT Logs and Tech Comps

Students should:

- Review and sign any CCE, Unannounced CCE, or Final Comp, under “student signature” as they are submitted.
- Ask the technologist to complete the Tech Comp when observing during a CCE or complete the ARRT comp during an exam; contact Preceptor at the site if assistance is needed on tech completion.

There are no errors that will result in docked points for CCEs & ARRT logs.

Daily Supervision Logs

Students should:

- Enter each day's logs by the end of the clinical shift they were performed.
- Inform the Preceptor and Clinical Coordinator if unable to enter logs by the deadline above.
- For exams with repeats, enter 1) the number of repeats and 2) the reason for repeats.
- Enter logs correctly and on the correct date.
- Enter a log for every exam observed, assisted, or performed.
- Do NOT enter a log for any patients that you only provide moving assistance to exam tables.

Errors that will result in docked points, include but are not limited to: failure to enter the Daily Supervision Logs at the end of EACH SHIFT, failure to notify the appropriate Preceptor and Coordinator if unable to enter logs timely as identified, failure to enter logs correctly (time/date).

*****reminder that a falsifying any Daily Log could result in immediate program dismissal.

CLINICAL EDUCATION ACTIVITIES/ENTRIES and TRAJECSYS, CON'T.

Any errors in the above categories are collectively referred to as Trajecsyst occurrences. Students are allowed 6 occurrence errors each semester before clinical grades are impacted. When a 5th occurrence is recorded, an email warning and reminder of this policy will be sent to the student from the Clinical Coordinator (copied to the Clinical Preceptor) and it will serve as the first documentation in the disciplinary process. Students will be asked to respond and to discuss any issues if need be; the email will serve as documentation. When the 7th occurrence is recorded, another email will be sent to the student from the Clinical Coordinator (copied to the Clinical Preceptor) and the student's clinical grade will be dropped 4%. The student will be asked to respond and to discuss any issues if need be; the email will serve as documentation. Once the 8th occurrence is recorded, the student's clinical grade will be dropped an additional 2% and the student will be informed, in writing, they have been placed on probation. The student will meet with the Program Director, Clinical Coordinator and Preceptor (may need to Zoom) to discuss and continue following the Disciplinary Procedure moving forward.

Jackson State Community College
Radiologic Technology Program
CLINICAL COMPETENCY EVALUATION (CCE) GUIDELINES
Section VI #9

Clinical Preceptors complete clinical competency evaluation (CCE) forms to document the students' proficiency in radiographic procedures. These evaluations are completed via the online Trajecsyst system. Designated staff may also assist in the evaluation of student competencies by completing an accessory form (Technologist Comp in Trajecsyst) in the absence of the Clinical Preceptor for observation during the procedure. The Clinical Preceptor will use this accessory form when completing the CCE used for grading. The following guidelines apply to CCE completion:

- Goal Date: The Clinical Coordinator and Clinical Preceptors will communicate to the students the goal date for completing required competencies per semester. This date is included in the clinical course syllabi.
- CCE Procedure: A designated number of CCEs will be required each term and from specific categories. These comps are outlined in this handbook under **Education Sequence Master Plan** and also in each semester's clinical course syllabi. Additional CCEs may be performed and carried over for use in the next term. Individual patients and examinations for CCEs used for grades will be selected by the student or Clinical Preceptor.
- Unannounced CCE: Some terms use one or two unannounced CCEs over any completed categories (or added exam in current category) that are included as required competencies throughout the semesters. The CP (with input from the CC) will select exams for unannounced CCEs to benefit continual refinement of competence as needed for each individual student.
- CCE Grade Sheet: The following information pertains directly to the CCE evaluation form:

Performance Evaluation	A = Sufficient evaluation of requisition	(5 pts)
	B = Adequate physical facilities prepared	(5 pts)
Assigning Point Values	*0 = Unacceptable	
	1 = Requires major improvement	
	2 = Requires minor improvement	
	3 = Acceptable	
* If the role of evaluator must go from evaluation to instruction, the student will receive a 0 or unacceptable in the appropriate categories.		
- Aborted CCE Grade: The student will receive a grade of 50% if a CCE is attempted for a grade and must be aborted for reasons within the student's control (tech or preceptor must intervene to avoid a repeat). The 50% will be averaged with the grade received for the repeat competency. Final average must be 80% or higher to achieve competence.
- Minimum Competence: A minimum of 80% must be obtained on each competency before continuing to other exams. If the student performs below the 80% level, they must perform another competency of the same exam until the minimum competence level is achieved (initial score is used for grading purposes).
- Grading Rubric: Preceptors should use the associated CCE rubric to grade consistently and correctly.

Revised 2/2005, 9/2011, 4/2014, 1/2021, 7/2022, 8/2025

Reviewed 8/2009

Reviewed 6/2013, 3/2015, 7/2016, 7/2017, 12/2017, 7/2018, 7/2019, 7/2020, 8/2023, 8/2024

Jackson State Community College
Radiologic Technology Program
CLINICAL AFFECTIVE and PERFORMANCE EVALUATION (CAPE) GUIDELINES
Section VI #10

RADT faculty and Clinical Preceptors evaluate various types of learning acquired while students are enrolled in the program. One method used to observe affective behavior is the use of the Clinical Affective and Performance Evaluation (CAPE). This document provides insight into areas such as initiative, reliability, meeting patients' needs, radiation safety, adaptability/judgment, and interpersonal communication skills.

After each weekly clinical education rotation, students will be recommended to request the supervising technologist to complete a CAPE form, via the online Trajecsyst program. There are different evaluation tools based on skill level and types of rotations. There are two forms for skill level: one for first year students and another for second year students. It is the student's responsibility to provide the technologist with a request for evaluation. If technologists do not provide a completed CAPE, students should request assistance from the Clinical Preceptor on getting the form completed. After the Clinical Preceptor assists the student one time with seeking technologist feedback, no more attempts will be made.

Due to the subjective nature of the document, the feedback is not used for grading purposes, but comments are important for student improvement.

There is a CAPE utilized for elective rotations and CT that are still required.

Jackson State Community College
Radiologic Technology Program
STUDENT PERFORMANCE EVALUATIONS
Section VI #11

Students will meet with the Clinical Preceptor and Clinical Coordinator once each semester for the 2nd-5th terms to discuss overall clinical and program performance. Students will complete a self-evaluation for each of the areas and compare their evaluation to those of program officials.

This is a great opportunity to share with students their many strengths in the program and perhaps identify areas where improvements could be made. It is individualized and keeps lines of communication open. These sessions occur when Coordinators visit the clinical locations as the program budget allows; Zoom used if necessary.

Due to the subjective nature of the evaluations, the scores are not used as part of clinical or course grades.

Jackson State Community College
Radiologic Technology Program
ARRT COMPETENCY REQUIREMENTS
Section VI #12

The American Registry of Radiologic Technologists defines the didactic and clinical competencies required for a student to be eligible to sit for the national certification examination in radiography. These competencies will be completed and maintained in the online Trajecsyst system.

In addition to successfully completing coursework in a program which uses the ASRT Radiography Curriculum as its guide, the student must also be able to document and demonstrate certain clinical competencies. The ARRT has identified the following areas in which competence must be documented:

- 10 mandatory general patient care activities (which includes BLS certification)
- 36 mandatory imaging procedures; 10 of these may be simulated if necessary.
- 15 elective imaging procedures to be selected from a list of 34 procedures.
 - One elective imaging procedure must be from the head section
 - Two elective imaging procedures must be from the fluoroscopy studies section

The JSCC RADT program addresses the required clinical competencies in the following manner:

- Skills sheets will be completed by the student representing the general patient care activities. These exercises will be performed either at the clinical education setting with patients or may be simulated (according to ARRT guidelines) at the college lab. Skill sheets are completed and recorded via Trajecsyst. Students will submit copies of their BLS certification to the Program Director no later than the end of the 2nd term of the program.
- Mandatory and elective radiographic procedures will be documented at the clinical education site (some may be simulated at the college lab if need be). These procedures will be evaluated by the Clinical Preceptor or staff technologist at each affiliate hospital or by program faculty. Students will be responsible for completing the required ARRT competencies throughout the length of the program.

* This information is updated with changes in Eligibility Requirements as defined by the ARRT. Current information is based on the effective date of January 2022.

Revised 2/2005, 9/2011, 12/2017, 1/2021, 7/2022
Reviewed 8/2009, 6/2013, 4/2014; 3/2015, 7/2016, 7/2018, 7/2019, 7/2020, 8/2023, 8/2024, 8/2025

Jackson State Community College
Radiologic Technology Program
CLINICAL EDUCATION GRADING POLICY
Section VI #13

The following process is used for the calculation of student clinical grades:

First Semester	Lab hours of observation for RADT 1315; no clinical grade
Second – Fifth Semesters	70% CCE 30% Clinical Competency Final Exam
Sixth Semester	100% CCE/Final Competencies

CCE category: An average is taken from the required number of CCEs performed each term.

Clinical Competency Final Exam: A performance related competency exam that is uniform for all students and administered by the Clinical Coordinator.

<u>Grading Scale:</u>	95 – 100	A
	88 – 94	B
	80 – 87	C
	Below 80	D or Unacceptable

Overall Clinical Grade Deductions

Please see the **Attendance Policy and Clinical Education Assignments/Trajecsys Entries Policy** in this handbook to determine how various occurrences may impact overall clinical course grades.

Revised 4/2007, 12/2017, 7/2022, 8/2025

Reviewed 9/2011

Reviewed 6/2013, 4/2014; 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020, 1/2021, 8/2023, 8/2024

Jackson State Community College
Radiologic Technology Program
EMPLOYMENT POLICY AND FORM
Section VI #14

Before a Jackson State Community College RADT student (prior to the completion of his/her education) is considered for employment by either their clinical hospital or other institution, a disclosure statement must be signed. This statement will be completed by the Administrative Director or Assistant Director of the Radiology Department of the employing hospital. A copy of this statement will be placed in the student's master file at the college.

If employed at the same institution where clinical education duties are performed, the student will not be given any clinical credit for paid work, nor shall the student be released from regularly scheduled clinical rotations to compensate for paid work hours.

Revised 2/2005, 6/2013

Reviewed 9/2011

Reviewed 4/2014; 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020, 1/2021, 7/2022, 8/2023, 8/2024, 8/2025

**Jackson State Community College
Radiologic Technology Program
HOSPITAL EMPLOYMENT STATEMENT**

Date: _____

Student: _____

This statement documents that:

- Jackson State Community College does not consider current RADT students to be qualified to perform diagnostic radiography or associated patient care tasks.
- Graduates are considered competent only after completing the educational program and obtaining certification in radiography.
- Employment agreements may be entered into voluntarily by Jackson State Community College RADT students. The College has no role in employment agreements.
- Jackson State Community College does not accept responsibility for actions of RADT students while employed in any capacity.
- Jackson State Community College RADT students will not be given clinical credit for employment hours, nor will they be released from regularly scheduled classes or clinical rotations for employment purposes.

Signatures indicate agreement with the above statements.

Imaging Department Director/Prospective Employer Signature

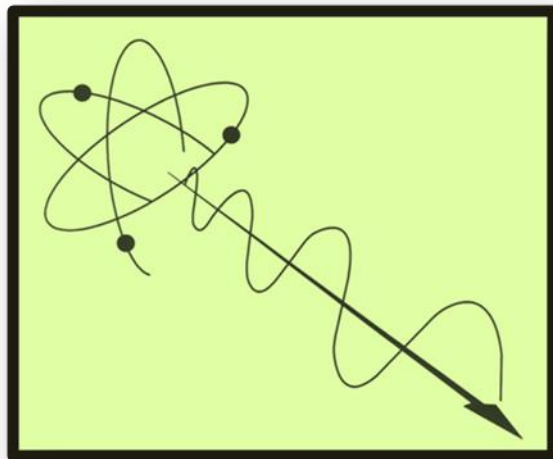
Institution Name and Address

Student Signature

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Program Handbook



Section VII
Conclusion

Jackson State Community College
Radiologic Technology Program
PROGRAM AND CLINICAL FACULTY
Section VII #1

Jackson State Community College

Kimberly R. Benson, M.S., R.T. (R)	Director/Associate Professor
Karin Wallace, B.S., R.T. (R)	Clinical Coordinator/ Associate Professor
Stephanie Mitchell, A.A.S., R.T. (R)	Acting Clinical Coordinator/Instructor

Baptist Memorial Hospital – Union City

Scott Becton, A.A.S., R.T. (R) (MR)	Technical Advisor/ Administrative Director
Kristin Chicka Brundige, A.A.S., R.T. (R).....	Clinical Preceptor
Medical & Technical Staff	Supporting Faculty

Hardin Medical Center - Savannah

Jenna Foote, B.S., R.T. (R)	Technical Advisor/Administrative Director
Lesley Umphrey, A.A.S., R.T. (R)(CT)	Clinical Preceptor
Medical & Technical Staff	Supporting Faculty

Jackson Clinical Baptist Campus – Jackson

Dawn Bennett, A.A.S., R.T. (R)	Technical Advisor/Administrative Director
Kristin W. Devault, A.A.S., R.T. (R)	Clinical Preceptor
Medical & Technical Staff	Supporting Faculty

WTH – Henry County Hospital – Paris

Courtney Flowers, BSRS, CRA, R.T. (R) (CT) (MR).....	Technical Advisor/ Administrative Director
Christie Greer, A.A.S., R.T. (R)	Acting Clinical Preceptor
Billie Morgan, A.A.S., R.T. (R)	Acting Assistant Clinical Preceptor
Medical & Technical Staff	Supporting Faculty

Magnolia Regional Health Center – Corinth, MS

Kelly Flurry, BSRS, R.T. (R)(M)(CT), CNMT.....	Technical Advisor/ Administrative Director
Zack Fowler, A.A.S., R.T. (R).....,,	Acting Clinical Preceptor
Brittany Purttman, A.A.S., R.T. (R).....	Acting Clinical Preceptor
Medical & Technical Staff	Supporting Faculty

WTH – Dyersburg Hospital

Tosha Miller Horner, A.A.S., R.T. (R)	Technical Advisor/ Administrative Director
Tiffany King, A.A.S., R.T. (R)	Clinical Preceptor
Medical & Technical Staff	Supporting Faculty

PROGRAM AND CLINICAL FACULTY CON'T.

WTH – Jackson-Madison County General Hospital & North Campus

Tamara Hickerson, B.S., R.T. (R)	Technical Advisor/ Administrative Director
Tammie Sides Freeze, A.A.S, R.T. (R)(M)	Acting Clinical Preceptor
Micayla Travis, A.A.S., R.T. (R)	Acting Assistant Clinical Preceptor
Joley Swan, A.A.S., R.T. (R)	Acting Assistant Clinical Preceptor
Medical & Technical Staff	Supporting Faculty

Revised 8/2025