

**Jackson State**  
COMMUNITY COLLEGE



# **Radiologic Technology**



## ***Program Handbook***

***This document is effective August 2024-2025***

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### **APPENDIX A**

Radiography Standards are located at the Joint Review Committee on Radiologic Education Standards website ([www.jrcert.org](http://www.jrcert.org))

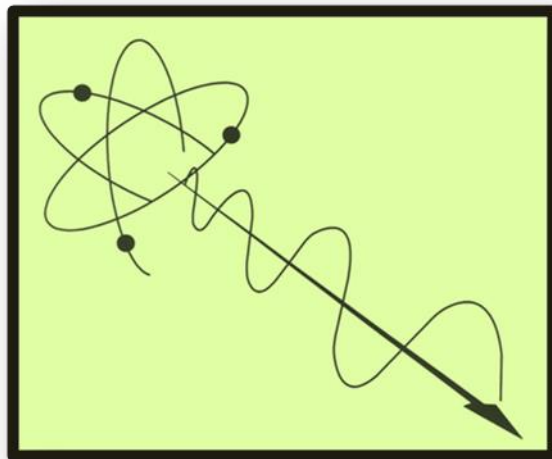
### **APPENDIX B**

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

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**RADIOLOGIC TECHNOLOGY**  
***Program Handbook***



**Section I**  
**Preface**

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

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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 adhered to 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 are 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 typically updated yearly in July/Aug. If substantial changes (other than review dates or slight wording changes) to policies occur, students will be notified and asked to sign they have been informed.

The JSCC Radiologic Technology Program 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  |
| Henry County Medical Center – 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  |

Once assigned to a home base clinical affiliate, 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. 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.*

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

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

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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.

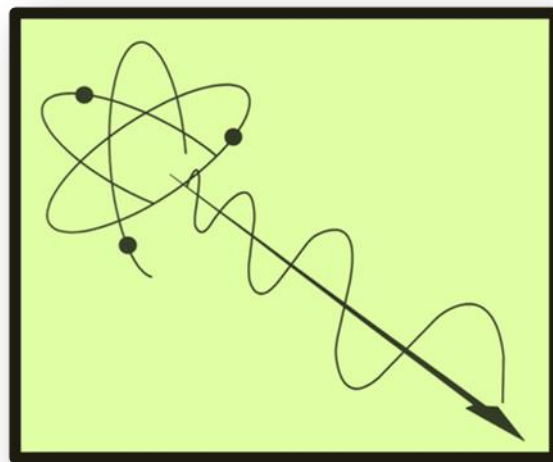
When students have completed the basic requirements to become registered radiologic technologists or radiographers, they have a marketable skill in the ability to produce diagnostic images utilizing conventional x-ray technology, and many avenues for further education and advancement are opened. Although 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 Baptist Memorial Hospital in Union City, Henry County Medical Center in Paris, Magnolia Regional Health Center in Corinth, MS and with WTH, to include JMCGH/North Campus and Dyersburg Regional Hospital. The possible maximum annual enrollment is thirty-three students, however, in order to meet current accreditation standards, typically 20-24 students are accepted. 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 radiographers 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**

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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](http://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](http://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](http://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](http://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. All program affiliate hospitals maintain accreditation with this organization and comply with established standards. Contact information for the Joint Commission is One Renaissance Blvd, Oakbrook Terrace, IL 60181, [www.jointcommission.org](http://www.jointcommission.org) or for general inquiries contact (630) 792-5800.



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

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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](http://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. Students may become members of the ASRT and can ask the Program Director or visit the website for more information, if interested. 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](http://www.asrt.org).

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8/2024

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

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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.

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. Program faculty and Clinical Preceptors meet at least once per year to discuss topics more specific to students and their success, and other times as needed. 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 term 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.

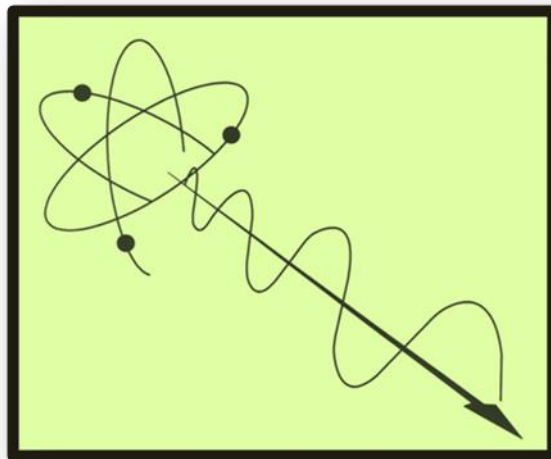
Supervising Technologists/Employers

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

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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**

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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**

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Listed below are the required courses for graduation from the JSCC RADT program. Radiologic Technology graduates receive an Associate of Applied Science degree. See the **College Catalog/Student Handbook** for additional graduation requirements. Radiologic Technology courses (RADT course numbers) are taken in sequence after students are formally admitted into the program. 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                   |
|                      | <b>Total Hours</b>  | <b>18</b>           |

**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                   |
|                      | <b>Total Hours</b>                    | <b>15</b>           |

**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                   |
|                      | <b>Total Hours</b>          | <b>8</b>            |

## CURRICULUM CONTINUED

### Fourth Semester (Fall)

| <u>Course<br/>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                   |
|                          | <b>Total Hours</b>                      | <b>16</b>           |

### Fifth Semester (Spring)

| <u>Course<br/>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                   |
|                          | <b>Total Hours</b>           | <b>11</b>           |

### Sixth Semester (Summer)

| <u>Course<br/>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                   |
|                          | <b>Total Hours</b>       | <b>7</b>            |

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

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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 offences 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 version 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/he 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**

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

## EDUCATION SEQUENCE MASTER PLAN CONTINUED

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

## EDUCATION SEQUENCE MASTER PLAN CONTINUED

| FOURTH TERM (FALL)   |   |   |
|--|---|---|
| <p><b>RADT 2335 Radiographic Procedures IV</b><br/>3 credit hours<br/>Didactic</p> | <p>Radiographic Exams focused on:<br/><u>Contrast Studies/Gastrointestinal</u></p> <ul style="list-style-type: none"> <li>- Esophagram</li> <li>- UGI</li> <li>- SB/SBFT/ERCP</li> <li>- BE/ACBE</li> </ul> <p><u>Contrast Studies/Biliary System</u></p> <ul style="list-style-type: none"> <li>- OCG</li> <li>- Operative Cholangiogram</li> <li>- ERCP</li> </ul> <p><u>Cranium</u><br/><u>Advanced</u></p> <ul style="list-style-type: none"> <li>- Sella Turcica</li> <li>- Mastoid processes</li> </ul> |   |
| <p><b>RADT 2360 Radiographic Practicum III</b><br/>3 credit hours<br/>Clinical</p> | <p>Emphasis placed on content from RADT 2330 of Third Term</p>  | <p>Radiographic Categories:</p> <ul style="list-style-type: none"> <li>- Spine</li> <li>- Bony Thorax</li> <li>- Gastrointestinal System</li> <li>- Biliary System</li> <li>- Urinary System</li> <li>- Cranium</li> <li>- Skills Sheets as necessary</li> </ul> <p>Exact Comps</p> <ul style="list-style-type: none"> <li>- GI/Fluoro; espophagus/UGI</li> <li>- C-spine</li> <li>- T-spine</li> <li>- Bony Thorax</li> <li>- 1 Unannounced comps for any category listed above or those from fifth semester categories that have been tested on this term.</li> </ul> <p><b>5 required Comps for semester grade</b></p> |

## EDUCATION SEQUENCE MASTER PLAN CONTINUED

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

## EDUCATION SEQUENCE MASTER PLAN CONTINUED

|   |   |   |
|---|---|---|
| <b>SIXTH TERM (SUMMER)</b>  |   |   |
| <b>RADT 2385 Radiographic Capstone &amp; RADT 2195 Radiographic Seminar</b><br>3, 1 credit hours respectively<br>Didactic |   |   |
| <b>RADT 2380 Radiographic Practicum V</b><br>3 credit hours<br>Clinical   | Emphasis placed on content from RADT 2340 of Fifth Term | Radiographic Categories:<br><ul style="list-style-type: none"> <li>- Surgical</li> <li>- Trauma/Mobile</li> <li>- Pediatric</li> <li>- Final Competencies</li> <li>- Skills Sheets as necessary</li> <li>- <b>3 required Comps for semester grade + 6 final competencies</b></li> </ul> |

Revised 3/2014, 9/2011, 7/2016. 7/2018, 7/2022  
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**

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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 (\*232)**  
(\*May be necessary to subtract 8 hours for MLK)  
Spring Break 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 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 = 304 hours (\*288)**  
(\*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 = 320 hours (\*296)**  
(\*May be necessary to subtract 8 hours for Memorial Day, Juneteenth, a & Independence Day)

**Total Clinical Education Hours = 1,538 (this considers all holiday and special rotations)**

## CLINICAL EDUCATION SCHEDULE CONTINUED

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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.

### **2023 Fall Term Schedule**

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

#### **First Year Students**

College classes begin Mon., Aug. 21, 2023  
College final exams: Nov. 30 – Dec. 6, 2023

Clinical Education is scheduled Thursdays, Sept. 21, Sept. 28, Oct. 5, Oct. 12, Oct. 19, Oct. 26, and Nov. 2, 2023  
(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. 21, 2023 (first RADT class day will be Tuesday, August 22)  
College final exams: Nov. 30 – Dec. 6, 2023

#### **RADT 2360 Radiographic Practicum III – 3 credit hours**

Clinical Education begins Monday, Aug. 21, 2023  
Clinical Education ends Friday, Dec. 8, 2023

(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. 4, 2023; college closed, no classes or clinical education scheduled*

*Fall break: Oct. 9 & 10, 2023; college open, but no college classes or clinical education scheduled*

*Thanksgiving: Nov. 23 & 24; college closed, no classes or clinical education scheduled; Nov. 22; college open, but no college classes scheduled; **Second Years WILL be scheduled for clinical education.***

### **2024 Spring Term Schedule**

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

#### **First Year Students**

College classes begin Tuesday, Jan. 16, 2024 (first RADT class day Wednesday, Jan. 17, 2024)  
College final exams: April 27 – May 2, 2024

#### **RADT 1260 Radiographic Practicum I – 2 credit hours**

Clinical education begins Tues., Jan. 2, 2024  
Clinical education ends Thurs., April 18, 2024

(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. 16, 2024  
College final exams: April 27 - May 2, 2024  
**JSCC Graduation: May 4, 2024**

#### **RADT 2370 Radiographic Practicum IV – 3 credit hours**

Clinical education begins Wed., Jan. 3, 2024  
Clinical education ends Fri., April 26, 2024

(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. 15, 2024; college closed, no clinical education scheduled*

*Spring Break: March 4-10, 2024; 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

### 2024 Summer Term Schedule

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

#### First Year Students

College classes begin Tuesday, May 28, 2024 (first class RADT class day, Wednesday, May 29, 2024)  
College final exams: Aug. 2, 2024 (*final exam, Wednesday, July 31, 2024*)

#### RADT 1470 Radiographic Practicum V – 4 credit hours

Clinical education begins Sunday, May 12, 2024

Clinical education ends Sat., August 10, 2024

(Students are scheduled 4 days per week for 13 weeks; total of **400** hours per term); holidays – if applicable - are deducted from totals above

#### Senior Students

College classes begin Tuesday, May 28, 2024

College final exams: **Thursday, August 1, 2024**

#### RADT 2380 Radiographic Practicum V – 3 credit hours

Clinical education begins Monday, May 6, 2024

Clinical education ends: **Friday, August 2, 2024**

(Students are scheduled 3 days per week for 13 weeks or 37 days; total of **296** (hours per term); holiday deduction included in totals above

#### Holidays & Closings for Summer

*Memorial Day Holiday: Monday, May 27, 2024; college closed, no classes or clinical education scheduled*

*Juneteenth Holiday; Wednesday, June 19, 2024; college closed, no classes or clinical education scheduled*

*Independence Holiday: Thursday, July 4, 2024; 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

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



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

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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 classes in a timely manner each semester in order to meet requirements to 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.

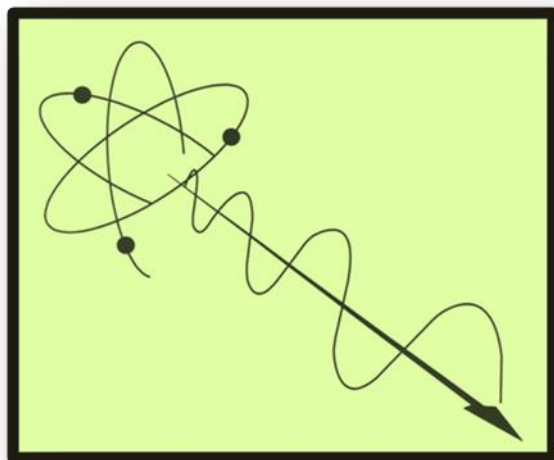
Again, successful admission on a transfer basis can only be met if there is clinical space available and upon the admissions committee's recommendation and supporting documentation.

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

**Jackson State**  
COMMUNITY COLLEGE



**RADIOLOGIC TECHNOLOGY**  
***Program Handbook***



**Section IV**  
**Financial Information**

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

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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**  
**2024-2025**  
**Section IV #2**

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**First Semester (Fall)**

|                                   |  |
|-----------------------------------|--|
| In state semester tuition & fees: | \$2,610.00 for 18 credit hours<br>\$2,179.00 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: | \$2,490.00 for 15 credit hours<br>\$2,179.00 for 11 credit hours (RADT classes only) |
|-----------------------------------|--|

**Third Semester (Summer)**

|                                   |   |
|-----------------------------------|---|
| In state semester tuition & fees: | \$1,594.00 for 8 credit hours (RADT classes only) |
|-----------------------------------|---|

**Fourth Semester (Fall)**

|                                   |  |
|-----------------------------------|--|
| In state semester tuition & fees: | \$2,530.00 for 16 credit hours<br>\$1,984.00 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: | \$2,179.00 for 11 credit hours<br>\$1,594.00 for 8 credit hours (RADT classes only) |
|-----------------------------------|---|

**Sixth Semester (Summer)**

|                                   |   |
|-----------------------------------|---|
| In state semester tuition & fees: | \$1,399.00 for 7 credit hours (RADT classes only) |
| ARRT Registry application fee:    | \$250.00  |

Total program costs (for both RADT classes and general education requirements): **\$15,050.25**

Total program costs (for RADT only and no general education requirements): **\$12,577.25**

\*May or may not be required of every student or completed in term listed

\*\*May be paid for from other sources; not direct cost to student

**An additional \$25.00 per credit hour will be added to Health Sciences students only for all courses within the major. This equals added costs of \$1,375.00 for each of the program total costs above.**

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

NOTE: All fees subject to change without notice

Revised 8/2024

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

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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           | Henry County Medical Center   |
| • Jim and Freda Brandenburg Scholarship             | Henry County Medical Center   |
| • McIntosh Scholarship                              | Henry County Medical Center   |
| • Independent Radiology Associates Scholarship      | WTH Dyersburg Regional<br>or<br>Baptist Memorial Hospital, Union City |
| • Jackson Radiology Associates Scholarship          | Jackson-Madison County General<br>Hospital                            |
| • Radiography Program Loan Fund                     | All clinical affiliates   |
| • Neta and Bill McKnight Radiography<br>Scholarship | All clinical affiliates   |
| • Ladies Auxiliary Scholarship                      | Baptist Memorial Hospital, Union<br>City                              |
| • Hospital Volunteers                               | WTH Dyersburg Regional  |

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.

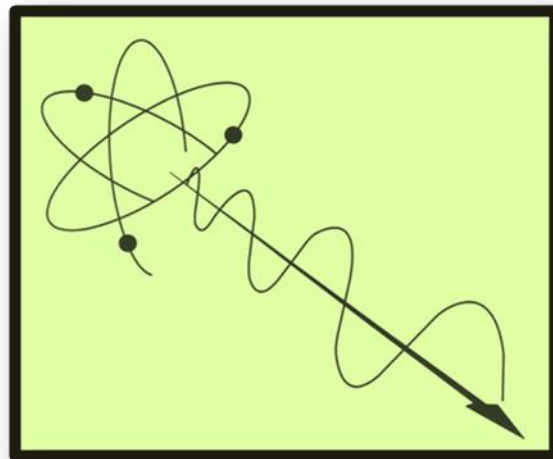
Scholarship applications are available to students via the Award Spring online system through the JSCC Foundation. Scholarship awards are decided by the RADT Advisory Committee, typically during the annual spring meeting.

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.

**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**

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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 and at various times throughout enrollment in the program as identified by each clinical affiliate location. The 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.
- **Covid vaccine:** IF clinical sites require Covid vaccination, students will be expected to fulfill that requirement in order to perform clinical duties at the site. Exceptions *may* be provided for medical or religious exemptions. Even if the vaccination is not required, if a student has received this vaccination, proof of vaccination must be submitted as others 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 19 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**

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**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

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

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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).

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). 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.

Likewise, 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**

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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**  
**Section V #5**

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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.

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

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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 may 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.
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**

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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.

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Student's Signature

Date

Revised 7/2012

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

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

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Students enrolled in the RADT program may 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 may 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**

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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](http://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**

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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**

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Student enrolled in the Radiologic Technology program are expected to develop professional character and display ethics as required and expected 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 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.

Guidelines for Program/Clinical Probation

1. A minimum of two documented counseling sessions will be included in the student's file before they are advised in writing they are being placed on program/clinical probation.
2. After being placed on program probation, if the 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.

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

- 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 cards, procurement and/or improper use of testing materials (whether paper or computerized), violation of patient privacy, etc.

### 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**.

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

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**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 2022; student must pass the course with a "C" when offered next in spring 2023).
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 3<sup>rd</sup> – 6<sup>th</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> – 6<sup>th</sup> semester and perhaps during the 3<sup>rd</sup> 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.

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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

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

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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 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.

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Reviewed 8/2024



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

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Complaints

Sometimes, students may need 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  
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**Jackson State Community College**  
**Radiologic Technology Program**  
**STUDENT ADVISING**  
**Section V #13**

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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 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.

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Reviewed/revised 5/2013, 7/2019  
Reviewed 4/2014, 3/2015, 7/2016, 7/2017, 7/2018, 7/2020, 7/2022, 8/2023, 8/2024

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

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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](http://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.

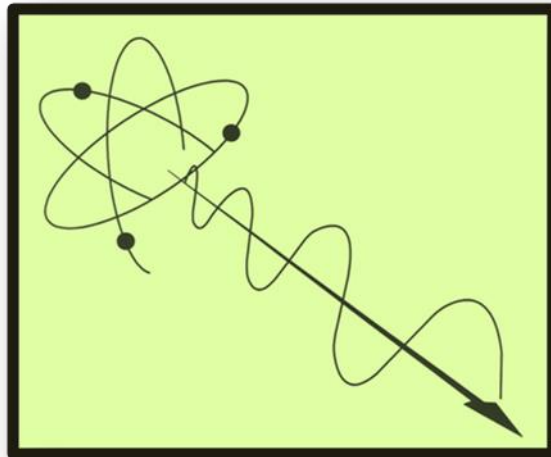
Writing Center

Located in the Library building, the writing center aids with any required writing assignments. Tutors are available by appointment and review rough/final drafts of papers with emphasis on grammar, spelling, format, organization, reference/citations, etc. These services are provided at no cost to the student.

**Jackson State**  
COMMUNITY COLLEGE



**RADIOLOGIC TECHNOLOGY**  
***Program Handbook***



**Section VI**  
**Clinical Education**

**Jackson State Community College**  
**Radiologic Technology Program**  
**ATTENDANCE POLICY**  
**Section VI #1**

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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, 100% attendance and punctuality of all clinical and didactic courses is required.

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 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.
- If a student misses more than 3 absences per term, the student will be dropped a letter grade for the clinical course (mid-point in the next grade range). Personal days cannot be used to avoid the grade deduction. For each absence after 3, the overall clinical grade will be reduced by an additional 4% for each occurrence. If a student is sick, or their child 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 may be used for hours missed. The student should make the Clinical Preceptor and Clinical Coordinator aware if they wish to use make ahead hours for their absences. 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 be require discussion of all parties involved.
- When a 2<sup>nd</sup> absence is recorded, this will necessitate the first counseling session with the Clinical Preceptor and Clinical Coordinator and begin the disciplinary process. Once the student receives the 4<sup>th</sup> absence, this will constitute the 2<sup>nd</sup> counseling session and the disciplinary procedure will continue to be followed.

## ATTENDANCE POLICY, CON'T.

### 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.
- Students are allowed 4 punctuality incidences each semester (includes all items referenced in the first bulleted item). Upon the 5<sup>th</sup> incidence, the overall clinical grade will be reduced 4%. Additional punctuality issues will result in a 2% reduction to the overall clinical grade for each incidence.
- When a 3<sup>rd</sup> punctuality incidence is recorded, this will necessitate the first counseling session with the Clinical Preceptor and Clinical Coordinator and begin the disciplinary process. Once the student receives the 5<sup>th</sup> punctuality incidence, this will constitute the 2<sup>nd</sup> counseling session and the disciplinary procedure will continue to be followed.

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Reviewed 9/2011, 6/2013, 3/2015, 7/2018 7/2016, 7/2017, 7/2019, 7/2020, 8/2023

**Jackson State Community College**  
**Radiologic Technology Program**  
**CLINICAL HOURS, PERSONAL DAYS, MAKE-AHEAD HOURS, HOLIDAYS, INCLEMENT WEATHER**  
**Section VI #2**

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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 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 Trajecsys; 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 and with permission of the Clinical Preceptor and Clinical Coordinator.
- **Make ahead hours cannot be used as personal days!** If the hours are not used to cover absences or days missed for extenuating circumstances, then all are lost at the end of the program. **Make ahead hours cannot be used for absences related to vacations, etc.**

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, Independence Day, Labor Day, college recognized Fall Break, 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.
- A student may request approval from the Clinical Preceptor and Clinical Coordinator to make-up clinical hours or to acquire hours ahead during times that are not recognized as college holidays (contingent upon the supervision of an ARRT technologist and performed during 5:30am – 9:30pm).
- Students may not perform clinical hours during any holiday or time when the college is officially scheduled to be closed. Students may not perform clinical hours between semesters.



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

- Sudden closures of the college, such as due to inclement weather, are not classified as recognized holidays or scheduled college closings.
- 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.
- Program faculty are always 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.
- If inclement weather occurs during a day scheduled for clinical education, the student must contact the Clinical Preceptor and Clinical Coordinator if there are concerns of safe travel.
- **If the college is closed specifically for winter inclement weather, the student does not have to report to the clinical site and that time does not have to be made up (unless the total time exceeds 3 such days per term).** Clinical education time missed for other inclement weather must be made up.

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Reviewed/revised 9/2011, 12/2014, 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**  
**UNIFORM POLICY/PERSONAL HYGIENE**  
**Section VI #3**

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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.

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

**Jackson State Community College**  
**Radiologic Technology Program**  
**CLINICAL SUPERVISION POLICY**  
**Section VI #4**

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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 Trajecsys system and should be completed on a minimum of a **daily** basis. Failure to complete log sheets timely and thoroughly will 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

**Jackson State Community College**  
**Radiologic Technology Program**  
**CLINICAL EDUCATION ROTATIONS**  
**Section VI #5**

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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.

Throughout the program, clinical education sites, time and/or room assignments will rotate to allow the student to obtain maximum and equitable experience in a variety of radiographic examinations. Beginning in the third semester, students will be scheduled for clinical education during weekend hours (4 Saturday and 4 Sunday rotations). In addition to the limited weekend evening rotations, evening shifts may be scheduled. Clinical education will not be scheduled past 9:30 p.m.

During the 4<sup>th</sup> and 5<sup>th</sup> semesters, students will rotate away from their home base clinical facility. The goal will be for students at the larger bed facilities to rotate to smaller bed facilities and vice versa. The shift hours will change from 8 to 6 hours when rotating away from the home base facility and the number of weeks will be determined by feedback from students and other communities of interest.

Students are to remain at their assigned clinical location unless permission to change is given by the Clinical 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.

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  
Reviewed 9/2011, 6/2013, 4/2014, 7/2018,  
7/2019, 7/2022, 8/2024

**Jackson State Community College**  
**Radiologic Technology Program**  
**CLINICAL EDUCATION ASSIGNMENTS**  
**Section VI #6**

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

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

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

Time

- Select the correct clinical location in Trajecsys and 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.
- Must clock in/out when arriving in the clinical area (not before).
- Verify all clocks are registered in Trajecsys before the end of the shift.
- Any errors (time exceptions) to be corrected must be done at the end of each clinical shift; contact Clinical Preceptor if assistance is needed.
- When taking personal days, the students must enter these days, using the correct clinical site, recording the hours of 0800 to 1600 (8:00am-4:00pm).
- Must 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, include but are not limited to: failure to clock in at the appropriate site, failure to clock in using the appropriate methods identified (cell phones or computers), failure to clock in or out, not verifying all clocks are accurate at the end of each clinical shift, failure to report time exemptions appropriately, failure to record personal days.

Weekly Summaries

- Must submit a Weekly Summary on the final day of your 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 on the appropriate day, failure to enter comments in all sections and listing the improper date, failure to send to appropriate Preceptor.

CAPEs

- Request a CAPE to be completed by a technologist at the end of your last weekday shift each rotation.
- Make sure to list the technologist, clinical area, and the clinical week.

## CLINICAL EDUCATION ASSIGNMENTS, CON'T.

- Follow the Clinical Preceptor instructions for the way to request CAPEs of technologists at each facility.
- Errors that will result in docked points, include but are not limited to: failure to request a CAPE by the appropriate technologist at the identified time, not labeling the CAPE appropriately.

### CCEs & ARRT Logs and Tech Comps

- With any CCE, Unannounced CCE, or Final Comp, the student must review and sign each 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.
- Errors that will result in docked points, include but are not limited to: failure to sign completed CCE or Final Comp on the day of completion

### Daily Supervision Logs

- Enter each day’s Logs by the end of the clinical shift they were performed.
- If unable to enter Logs by the deadline above, please inform the Preceptor.
- 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 a student observes, assists, or performs.
- 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 if unable to enter logs timely as identified, failure to correctly identify repeats, failure to enter Logs correctly (time/date).  
\*\*\*\*\*reminder that a falsifying any Daily Log could result in immediate program dismissal.

Students are allowed a total of 6 errors from those categories listed above before the overall clinical grade is reduced by 4%. Each additional error after will result in a 2% grade deduction.

When a 5<sup>th</sup> error is recorded, this will necessitate the first counseling session with the Clinical Preceptor and Clinical Coordinator and begin the disciplinary process. Once the student receives the 7<sup>th</sup> documented error, this will constitute the 2<sup>nd</sup> counseling session and the disciplinary procedure will continue to be followed.

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

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Beginning in the 4<sup>th</sup> semester of the program, students are eligible to perform 4 elective rotations; 2 of those are required to be performed in CT, while the other two may be performed in the categories above. One CT rotation and one elective must be performed at a facility other than the student's home-base facility. Students can elect to perform all 4 rotations in CT. These same guidelines apply to the 5<sup>th</sup> and 6<sup>th</sup> terms.

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

- Cardiac Catheterization
- Nuclear Medicine
- Radiation Therapy
- Sonography
- Interventional Radiology
- MRI
- Inter-clinical rotation
- 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 same evaluation as a first-year student CAPE form will be used due to the fact this is a new area for the student). The Clinical Preceptor will provide the modality supervisor with the evaluation form.

Revised 1/2006, 2/2015, 6/2015, 1/2021, 7/2022, 8/2024

Reviewed 9/2011

Reviewed 6/2013, 4/2014, 7/2016, 7/2017, 12/2017, 7/2018, 7/2019, 8/2023

**Jackson State Community College**  
**Radiologic Technology Program**  
**TRAJECSYS**  
**Section VI #8**

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Students enrolled in the JSCC RADT program will make use of the Trajecsys 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 Trajecsys 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.

Included 1/2021  
Reviewed 7/2022, 8/2023, 8/2024



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

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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 assigning a grade for the CCE. 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 also 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.
- **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.
- **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.

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

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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 request the supervising technologist to complete a CAPE form, via the online Trajecsys program. There are different evaluations 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. There is also a CAPE for elective rotations and CT. 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 technologists 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.

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

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Students will meet with the Clinical Preceptor and Clinical Coordinator once each semester for the 2<sup>nd</sup>-5<sup>th</sup> 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. Currently these meetings occur via Zoom, but hope to resume to in person soon.

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**

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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 2<sup>nd</sup> 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.

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

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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 | 60% CCE<br>15% Image Critique<br>25% 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.

Image Critique: A project assigned for all students and presented at the clinical locations; may be in person or virtual. The fifth semester will be a group image critique.

|                        |          |                   |
|------------------------|----------|-------------------|
| <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** in this handbook to determine how absences and punctuality may impact overall clinical course grades.

Clinical Education Assignments

Please see the **Clinical Education Assignments** in this handbook for a list of student requirements for each semester and how failure to meet them may impact overall clinical course grades.

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

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**

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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 signed 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 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

**Jackson State Community College  
Radiologic Technology Program  
HOSPITAL EMPLOYMENT STATEMENT  
Section VI #15**

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

Student: \_\_\_\_\_

This statement documents that:

1. 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.
2. Employment agreements may be entered into voluntarily by Jackson State Community College RADT students. The College has no role in employment agreements.
3. Jackson State Community College does not accept responsibility for actions of RADT students while employed in any capacity.
4. 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 statement.

\_\_\_\_\_  
Imaging Department Director/Prospective Employer Signature

\_\_\_\_\_  
\_\_\_\_\_

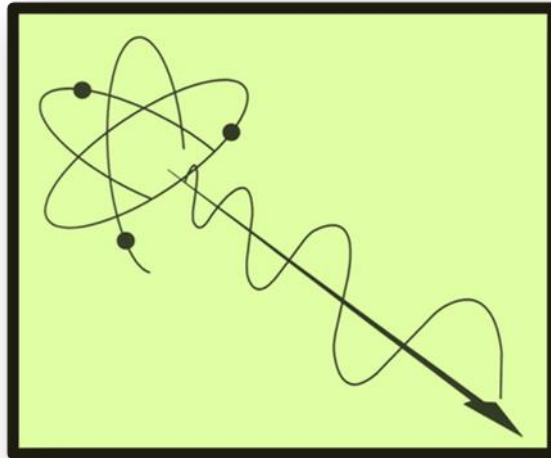
\_\_\_\_\_  
Institution Name and Address

\_\_\_\_\_  
Student Signature

**Jackson State**  
COMMUNITY COLLEGE



**RADIOLOGIC TECHNOLOGY**  
***Program Handbook***



**Section VII**  
**Conclusion**



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

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**Jackson State Community College**

|  |  |
|--|--|
| Kimberly R. Benson, M.S., R.T. (R) .....   | Director/Associate<br>Professor              |
| Karin Wallace, B.S., R.T. (R) .....        | Clinical Coordinator/<br>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/<br>Administrative Director |
| Kristin Chicka Brundige, A.A.S., R.T. (R)..... | Clinical Preceptor                            |
| Medical & Technical Staff .....                | Supporting Faculty                            |

**Henry County Medical Center – Paris**

|  |   |
|--|---|
| Courtney Flowers, BSRS, CRA, R.T. (R) (CT) (MR)..... | Technical Advisor/<br>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/<br>Administrative Director |
| Zach Fowler, A.A.S., R.T. (R) .....            | Acting Clinical Preceptor                     |
| Brittany Purtteman, A.A.S., R.T. (R).....      | Acting Clinical Preceptor                     |
| Medical & Technical Staff .....                | Supporting Faculty                            |

**WTH - Dyersburg Regional**

|                                      |   |
|--------------------------------------|---|
| Martha True, B.S, R.T. (R) (M) ..... | Technical Advisor/<br>Administrative Director |
| Tiffany King, A.A.S., R.T. (R) ..... | Clinical Preceptor                            |
| Medical & Technical Staff .....      | Supporting Faculty                            |

**WTH - Jackson-Madison County General Hospital & North Campus**

|  |   |
|--|---|
| Tamara Hickerson, B.S., R.T. (R) ..... | Technical Advisor/<br>Administrative Director |
| Kelly Berry, A.A.S., R.T. (R) .....    | Assistant. Preceptor.                         |
| Micayla Travis., R.T. (R) .....        | Acting Assistant Clinical<br>Preceptor        |
| Medical & Technical Staff .....        | Supporting Faculty                            |