



RADIOLOGIC TECHNOLOGY

Program Handbook

2026

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West Georgia Technical College Radiologic Technology

STUDENT SIGNATURE PAGE

My signature verifies I have read the WGTC Radiologic Technology Handbook (Revised January 2024) in its entirety and agree to abide by the policies and procedures listed within the handbook. I am aware that these policies are subject to change, and any changes will be announced to all students via writing prior to implementation. I agree to keep a copy of my handbook and any addendums to the handbook for future reference.

I am aware and understand that my failure to uphold the procedures listed in the handbook can result in disciplinary action, including my dismissal from the WGTC Radiologic Technology Radiography Program.

Printed Student Name

Student Signature

Student ID #

Date



West Georgia Technical College Radiologic Technology

I. INTRODUCTORY INFORMATION

West Georgia Technical College and its faculty reserve the right to make changes to this handbook as procedure calls.

A. FORWARD

West Georgia Technical College's Program of Radiologic Technology offers its students high academic and clinical instruction. Through such instruction, our graduates are assured of an exceptional magnitude of education and expertise which prepares them for an exciting career in the healthcare profession.

All students who graduate will receive an Associate of Applied Science degree and be eligible to take the National Registry in Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT).

We are confident that you will recognize opportunities in the field of Radiology as you complete your study, which will assist you in achieving your personal and professional goals.

We urge all students entering the Program to carefully read this handbook's contents to fully understand our institution's policies and procedures.

The Program Faculty welcomes you and eagerly awaits all opportunities to help you achieve your goal of becoming a REGISTERED RADIOLOGIC TECHNOLOGIST.

The Program of Radiologic Technology of West Georgia Technical College recognizes the Philosophy, Mission, and Vision stated in the West Georgia Technical College General Catalog.

The Program of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182

WGTC AS in Radiologic Technology is fully accredited by the following:

Joint Review Committee on Education in Radiologic Technology (JRCERT).
20 North Wacker Drive, Suite 2850 Chicago, Illinois 60606-3182
<https://www.jrcert.org/>

Accreditation by the JRCERT is voluntary, and all radiography and medical imaging programs can seek accreditation. The JRCERT promotes excellence in education and enhances the quality and safety of patient care through the accreditation of educational programs in medical imaging. The JRCERT is currently the only agency recognized by the United States Department of Education for the accreditation of educational programs in radiography and medical imaging.



West Georgia Technical College Radiologic Technology

B. PROGRAM DESCRIPTION

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Over a 21-month timeframe, the program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Dr. Suite 2850, Chicago, IL 60606-3182; phone 312.704.5300; www.jrcert.org).

Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), evaluated our program according to the Standards for an Accredited Educational Program in Radiography, and we were awarded accreditation for a period of eight years - the maximum duration that may be awarded. This information can also be found directly here: <https://www.jrcert.org>

Students will have the opportunity to learn about all applications of diagnostic imaging, including routine radiography and fluoroscopy, trauma radiography, surgical and mobile radiography, pediatric radiography, as well as sub-specialty modalities such as computed tomography (CT), magnetic resonance imaging (MRI), ultrasound, nuclear medicine, and radiation therapy.

To receive a wide variety of experience, students will receive clinical assignments in several clinical environments where they become a part of healthcare teams and will clinically perform under the direction of a licensed radiologic technologist.

Travel will be required to all clinical sites.



West Georgia Technical College Radiologic Technology

C. PURPOSE, MISSION, AND PROGRAM GOALS

Purpose

The West Georgia Technical College's Program of Radiologic Technology aims to provide educational opportunities for health care professionals in the field of radiologic technology with high professional standards.

Mission

The mission of the West Georgia Technical College Radiologic Technology Program is to prepare competent entry-level radiographers by educating students in patient care skills, radiation safety, image production, and exam procedures by utilizing classroom, laboratory, and clinical instruction experiences. The program prepares students for employment in various medical imaging settings. Upon graduation, students are eligible to sit for the American Registry of Radiologic Technologists (ARRT) national examination.

Revised 5/2017

Program goals

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will develop critical thinking and problem-solving skills.
4. Students will demonstrate professionalism.
5. The program will graduate entry-level technologists



West Georgia Technical College Radiologic Technology

D. STUDENT LEARNING OUTCOMES

Student Learning Outcome 1:

- Students will demonstrate appropriate positioning skills.
- Students will select appropriate technical factors.
- Students will practice radiation safety in accordance with ALARA principle.

Student Learning Outcome 2:

- Students will demonstrate effective oral communication skills.
- Students will demonstrate effective written communication skills.

Student Learning Outcome 3:

- Students will adapt to new situations.
- Students will be able to make necessary corrections for positioning and/or technique factors.

Student Learning Outcome 4:

- Students will develop work habits appropriate for the healthcare community.
- Students will demonstrate a positive attitude within the healthcare community.

Student Learning Outcome 5:

- Graduates will be employed in the field or a related field or they will continue their education within twelve months of graduation. Before 2014, the job placement rate was calculated six months after graduation.
- Employers will rate the technical education of the graduates as effective or very effective. Graduates will be satisfied or very satisfied with their education.
- Graduates will pass the ARRT Certification Examination on the first attempt.
- Students entering the program will complete the program.



West Georgia Technical College Radiologic Technology

E. PROGRAM OFFICIALS

Program Director:	Brandy Caldwell, M.A., R.T. (R) (ARRT) Office: 770.947.7227 Email: brandy.caldwell@westgatech.edu
Clinical Coordinator:	Stephanie Fowler Watkins Office: 770.947.7222 Email: Stephanie.Watkins@westgatech.edu
Adjunct Instructor:	Tolonda Heard, BSRS, R.T. (R) Tolonda.heard@westgatech.edu

F. CLINICAL LOCATIONS AND PRECEPTORS

Advanced Imaging of Alabama – Anniston 1699 Golden Springs Rd Anniston, AL 36207	Tara Fulford, RT (R) (256) 835-0835
Carrollton Orthopedic Clinic, PC 150 Clinic Ave Carrollton, GA 30117	Candice Willis, RT(R) (770) 834-0873
Children’s Healthcare of Atlanta-Scottish Rite 1001 Johnson Ferry Road NE Atlanta, GA 30342	Atif Khan, RT(R); Sydney Patterson, RT(R) (404) 785-4784
Emory Orthopaedics & Spine Center 3903 South Cobb Drive Smyrna, GA 30080	Ronald Christopher Baker, R.T.(R) (404) 251-2114
Emory Midtown Hospital 550 Peachtree Street Atlanta, GA 30308	Darrell Saul, R.T.(R); Melissa Maldonado, R.T.(R); Kaitlyn Rose, R.T.(R) (404) 686-5998
Emory Musculoskeletal Institute (MSK) 21 Ortho Lane Atlanta, GA 30329	Ahmed Fadl, R.T.(R) (404) 543-7536
Emory Saint Joseph’s Hospital 5665 Peachtree Dunwoody Road Atlanta, GA 30342	April I. Smith, R.T.(R); Gavin Parr, R.T.(R) (678) 843-4898
Emory University Hospital-Main 1364 Clifton Rd. NE Atlanta, GA 30322	Ahmed Fadl, R.T.(R) (404) 712-7833
Emory Sports Medicine-HAWKS 1968 Hawks Lane Atlanta, GA 30329	Keire Tucker, R.T.(R); Leslie Sims, R.T.(R)
Georgia Bone & Joint-Newnan 1755 GA-34 Newnan, GA 30265	Heather Benkert, RT (R); Alexis Peoples, RT (R); Lindsey Collins, R.T. (R) (770) 502-2175
Higgins General – Tanner Health System 200 Allen Memorial Drive Bremen, GA 30110	Eric Elder, RT (R); Ashley Willis, RT (R)(CT) (770) 824-2292
Piedmont Newnan 745 Poplar Rd Newnan, GA 30265	Bethany McGuffey, RT (R); JoLynn Whited, RT (R) (770) 400-2170

Tanner Medical Center – Carrollton 705 Dixie Street Carrollton, GA 30117	Jessica Albertson, R.T. (R); Tiffany Brown, R.T.(R); (770) 836-9665
Tanner Medical Center – Villa Rica 601 Dallas Highway Villa Rica, GA 30180	Danielle Johnson, R.T.(R)(CT) (770) 456-3245
Wellstar Cobb Hospital 3950 Austell Road Austell, GA 30106	Don Larsen, R.T. (R); Jennifer Marvin, R.T. (R); Shon Blanchard, R.T. (R); Marie Carlsen, R.T. (R) (770) 732-3514
Wellstar Douglas Hospital 8954 Hospital Drive Douglasville, GA 30134	Melissa Cobb, R.T. (R); Brooke Denney, R.T. (R) (678) 715-6507
Wellstar Kennestone Hospital 677 Church Street Marietta, GA 30060	Christy Sinclair, R.T. (R); Ricca Dunklin, R.T.(R) Lindsay Scallan, R.T. (R); Shea Sams, R.T. (R); Heidi Schylenberg, R.T. (R); Angela Barnett, R.T. (R) Kristin Easom, R.T. (R); Nataly Locklear, R.T. (R) (770) 793-5521
Wellstar Paulding Hospital 2518 Jimmy Lee Smith Pkwy Hiram, GA 30141	Robin Sowders, R.T. (R) (CT); Jessica Bell, R.T. (R) ; Laurie Reynolds, R.T. (R); Brandi Jones, R.T. (R) (470) 644-7186 – PIC (470) 644-8115
Wellstar Pediatric Orthopedics and Sports Medicine 6095 Professional Parkway, Suite B 200 Douglasville, GA 30134 148 Bill Carruth Parkway #120 Hiram, GA 30141	Rebecca Davidson, R.T. (R) (404) 321-9900
Wellstar West Georgia Medical Center 1514 Vernon Road LaGrange, GA 30240	Mitchell Turnham, R.T. (R); Cassandra Brown, R.T. (R) (706) 845-3787

G. RADIOLOGY PROGRAM ROLES

1. Program Director

The Program Director is a full-time member of the West Georgia Technical College's Radiologic Technology Program faculty with at least three years of clinical experience and at least two years experience as an instructor in a JRCERT-accredited program. They hold the appropriate credentials with the American Registry of Radiology Technology and must have earned a Master's Degree. Their duties include but are not limited to:

- Teach didactic courses in the Radiologic Program
- Maintain current knowledge of the professional discipline and education methodologies through professional development.
- Organize, administer, and review program effectiveness.
- Evaluate and review clinical education effectiveness.
- Develop, organize, review, and revise the program curriculum in accordance with current ARRT Content Specifications
- Oversee ongoing program accreditation and assessment processes
- Develop and revise course descriptions and course objectives.
- Maintains appropriate JRCERT accreditation for the program; has current knowledge of accreditation policies and procedures.
- Provide oversight and guidance for program faculty and staff.
- Provide guidance and advising for prospective students and students enrolled in medical imaging programs.
- Engage in recruitment efforts for prospective students.
- Demonstrate a positive attitude toward students, faculty, and staff and promote an atmosphere of collaboration and mutual beneficence.
- Organize and conduct faculty meetings with program faculty.
- Oversee the program budget and contribute to the formulation of the budget.
- Serve on department, college, and university committees.
- Engage in community service, service to the profession, and service to the college.
- Oversee fair and just enforcement of all program policies.
- Maintain open lines of communication for faculty and student concerns.

2. Clinical Coordinator

The Clinical Coordinator is a full-time member of the West Georgia Technical College's Radiologic Technology Program faculty with at least two years of clinical experience and at least one year experience as an instructor in a JRCERT-accredited program. They hold the appropriate credential with the American Registry of Radiology Technology and must have earned a Bachelor's Degree. Their duties include but are not limited to:

- Teach didactic courses in the AS in Radiography Program
- Teach on-site clinical labs and conduct clinical skills validations.
- Provide guidance and advising for student radiographers.
- Maintain current knowledge of the professional discipline and education methodologies through professional development.
- Support the program director to assure effective program operations
- Evaluate the effectiveness of clinical education.
- Serve as a liaison between the university and affiliated clinical agencies.
- Coordinate clinical and didactic education.
- Contribute to developing, implementing, and evaluating program goals and objectives.

- Evaluate, revise, and maintain program policies.
- Evaluate and ensure the effectiveness of clinical education via regular clinical site visits.
- Establish methods of evaluation to ensure student progress in the program.
- Conduct regular meetings with clinical and program faculty to document students' clinical progress.
- Act as a student advocate and representative of WGTC to ensure compliance with program and college policies.
- Coordinate and maintain student records confidentially.
- Serve on department, college, and university committees.
- Engage in community service, service to the profession, and service to the college.
- Facilitate the assignment of clinical course grades.
- Evaluate, revise, and assure adherence to the clinical lab schedule.
- Maintains a positive attitude toward students, faculty, and staff and supports the program's mission.
- Maintain open lines of communication for clinical faculty, staff technologists, and student concerns.
- Monitor student radiation badge exposure reports monthly

3. Clinical Preceptor

The Clinical Preceptor is a full-time employee of the affiliated clinical agency and is a liaison between the students assigned to that site and the faculty at WGTC. The Clinical Preceptor provides oversight for student radiographers at the designated clinical site with assistance from the Clinical Coordinator. They must hold the appropriate credentials with the American Registry of Radiology Technology and have at least two years clinical experience. Their duties include but are not limited to:

- Maintain current knowledge of the professional discipline and education methodologies through professional development.
- Understand and adhere to program policies and procedures.
- Provide oversight and guidance for assigned student radiographers.
- Evaluates students for clinical competency and assurance of clinical progress.
- Conducts student conferences to discuss student progress at mid-term and at the end of each semester.
- Routinely shares formative feedback to ensure clinical progression.
- Maintain open lines of communication for on-site staff technologists and student concerns.
- Participate in program faculty meetings.
- Supports the program and promotes its ideals and mission.
- Maintain current knowledge of program policies, procedures, and student progress and monitoring and enforcing program policies and procedures.

4. Staff Technologist

The affiliated clinical agency employs staff technologists. Staff technologists oversee student radiographers in assigned clinical rotations and perform student clinical competency evaluations. Staff technologists must hold the appropriate credentials with the American Registry of Radiologic Technology. To evaluate students for a competency or rotation evaluation, the technologist must be 1-year post registry or at the discretion of the Clinical Preceptor. Their duties include but are not limited to:

- Maintain current knowledge of professional discipline.
- Understand and adhere to program policies and procedures.
- Support the program and promote its ideals and mission.
- Participate in the evaluation of students in clinical rotations.
- Evaluate students' clinical competency.
- Maintain direct & open communication with the Clinical Preceptor to ensure students' clinical progress.

5. Adjunct Instructor

Adjunct faculty consists of appropriately qualified members of the medical imaging community who the university employees to teach a specific clinical or didactic course. They must hold the appropriate credentials with the American Registry of Radiology Technology. Their duties include but are not limited to:

- Teach didactic/clinical courses in the AS in Radiography Program
- Provide guidance and advising for student radiographers assigned to the course.
- Understand and adhere to program policies and procedures.
- Support the program and promote its ideals and mission.
- Understand and adhere to program policies and procedures.
- Maintain current knowledge of the professional discipline and education methodologies through professional development.
- Establish methods of evaluation to ensure student progress in the course.
- Maintains a positive attitude toward students, faculty, and staff and supports the program's mission.
- Prepare and maintain course outlines and objectives, instructing and evaluating students, and reporting progress.
- Participate in the assessment process, as appropriate, and participate in periodic review and revision of course material.

II. GENERAL PROCEDURES

A. ACADEMIC DISHONESTY and NON-ACADEMIC CODE OF CONDUCT

Students enrolled in West Georgia Technical College Health Sciences programs are expected to agree to and abide by the WGTC Student Policies and Procedures located at:

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/>

Academic Dishonesty

Academic Integrity is an essential component of professional behavior in Health Science programs. Academic dishonesty has many forms and may result in the dismissal of a student. WGTC health Sciences programs follow the college's general policies on academic integrity as set forth in the WGTC catalog and student handbook.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/academic-affairs/academic-integrity/>

Non-Academic Code of Conduct

The faculty of West Georgia Technical College and the Health Science programs have an academic, legal, and ethical responsibility to protect members of the public and the healthcare community from unsafe or unprofessional practices. Health Science students, while representing WGTC at any clinical agency, must conduct themselves ethically, professionally, and safely. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by WGTC and clinical agency policies during each clinical experience.

All WGTC Health Science programs will adhere to the Non-Academic Misconduct policies outlined in the student handbook.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-information/student-code-of-conduct/non-academic-misconduct/>

2023-2024 Student Catalog <https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/>

2023-2024 Student Handbook <https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/>

B. CAMPUS SAFETY AND EMERGENCY EVACUATION PROCEDURES

Security personnel are located at all campuses. Damage to school property, whether willful or otherwise, will be reported upon detection to the Campus Police Department. The name(s) of the person(s) responsible will be submitted if known. Any break-ins will be reported immediately whether damage is noted or not. Care will be taken to avoid disturbing prints and other evidence.

If there is a severe accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, the administrative office will first contact the local police. A written report will be notated, giving a brief statement of the circumstances of the incident, and listing equipment and supplies damaged or stolen.

Security plans are listed for the following: fire and tornado evacuations, bomb threat procedures, health services emergencies, and traffic and parking regulations.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-information/campus-safety-and-emergency-evacuation-procedures/>

C. DRUGS, NARCOTICS, ALCOHOL, AND TOBACCO POLICY

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs not prescribed by a physician is prohibited on the college's property or at college-sponsored events.

The students of the Radiologic Technology Program at West Georgia Technical College will follow the Drug and Narcotic procedure as written in the WGTC General Catalog as well as any policy and/or procedure at any and all clinical sites.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-information/campus-safety-and-emergency-evacuation-procedures/drugs-and-narcotics/>

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-information/student-code-of-conduct/non-academic-misconduct/>

D. EQUAL OPPORTUNITY INSTITUTION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, a veteran of the Vietnam Era, spouse of a military member or citizenship status (except in those special circumstances permitted or mandated by law).

This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, and student life. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/general-information/>

E. GRIEVANCE PROCEDURES

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances and the resolution of these grievances and is subject to clear guidelines. This procedure does not address grievances related to unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. The Unlawful Harassment and Discrimination of Students Procedure handles those complaints.

Definitions

A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures, and poor treatment of students; this is a representative list and is not meant to be exhaustive.

B. Non-grievable issues: Issues that have a separate process for resolution (i.e., disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment, etc.) are not grievable, and a student must take advantage of the process in place.

C. Business days: Weekdays when the college administrative offices are open.

D. Vice President for Student Affairs (VPSA): The staff member in charge of the student affairs division at the College.

E. Retaliation: Unfavorable action taken, a condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

Student Grievances Procedures:

A. For all timelines established herein, an extension may be granted at the Vice President for Student Affairs' discretion if a student needs additional time.

B. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without filing a formal grievance.

1. A student has ten business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair, or any other staff or faculty member directly involved in the grieved incident.

2. Where this process does not resolve the grievable issue, the student may proceed to the formal grievance procedure.

C. Formal Grievance Procedure: where a student cannot resolve their grievance informally, they may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the technical college president's designee with the following information:

1. Name
2. Date
3. Brief description of the incident being grieved
4. Remedy requested
5. Signed, and;
6. Informal remedy attempted by the student; and outcome

2. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.

3. The VPSA, or the technical college president's designee, will investigate the matter and supply a written response to the student within ten business days.

4. If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled according to the Procedure: Unlawful Harassment and Discrimination of Students.

5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedure, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

6. The VPSA, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

D. Appeal: The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.

1. A student shall file a written appeal to the technical college president within five business days of receiving the above response.

2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that they have provided all relevant documents with their appeal.

3. At the sole discretion of the technical college president, grievance appeals at the institution may be held in one of the following two ways:

- a. The technical college president may review the information provided by the student and administration and make the final decision; or

- b. The technical college president may appoint a cross-functional committee to make the final decision.

- c. The decision of either the technical college president or the cross-functional committee shall be made within ten business days of receipt of the appeal.

4. Whichever process is chosen by the technical college president, the decision of the grievance appeal is final.

E. Retaliation - against a student for filing a grievance is strictly prohibited.

F. INCLEMENT WEATHER AND EMERGENCY CLOSING

Should inclement weather require the school to be closed, such decisions will be made by the college president and will affect all campuses. Any such notices will be announced on local radio and television stations and the college web site.

Students, faculty, and staff should tune in to local radio and Atlanta area television stations for the most prompt, accurate closings/class cancellations (these include but are not limited to Channels 2, 5, and 11, WCKS 102.7, WBTR B92.1, WGMI 1330, The Bull 94.9, The Bear 92.5, Eagle 102.2, Magic 98.1, South 106, WCIM 100.9, TV 33 (LaGrange) and TV 3 (Columbus).

Students of the Radiology program at WGTC will follow the inclement weather policy written in the WGTC General Catalog. This process pertains to class as well as clinical days.

<https://www.westgatech.edu/contact-us/weather-alerts/>

G. REVISING PROCEDURES AND/OR STANDARDS

The Administration and/or Program Faculty reserves the right to make any changes in educational procedures and/or standards that would contribute to the progress of the Program of Radiologic Technology. Students will be notified of any and all changes regarding the Radiologic Technology Program procedures and/or standards.

H. TOBACCO USAGE

The technical college prohibits smoking or using other forms of electronic, alternative smoking devices and other tobacco products in buildings, classrooms, shops, labs, or other unauthorized areas on West Georgia Technical College Premises.

The students of the Radiologic Technology Program at WGTC will follow the Tobacco policy as written in the WGTC General Catalog as well as any policy and/or procedure at any and all clinical sites.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-information/student-code-of-conduct/non-academic-misconduct/>

I. UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

It is the policy of the West Georgia Technical College (WGTC) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual misconduct - please refer to section Sexual Harassment and Misconduct), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct (other than sexual harassment and sexual misconduct) occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Students of the Program of Radiologic Technology at WGTC will follow the harassment and discrimination policy as written in the WGTC General Catalog and any policy and/or procedure at any and all clinical sites.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-information/student-code-of-conduct/unlawful-harassment-and-discrimination-of-students/>

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-information/student-code-of-conduct/non-academic-misconduct/>

J. STUDENT CATALOG AND HANDBOOK

Students enrolled in West Georgia Technical College Health Sciences Programs are expected to agree to and abide by the WGTC students' policies and procedures located at:

2023-2024 Student Catalog <https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/>

2023-2024 Student Handbook <https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/>

K. STUDENT RIGHT TO KNOW

Campus Security Act - (Public Law 101-542) is a consumer protection measure that requires the disclosure of certain campus statistics to students and employees.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-information/campus-safety-and-emergency-evacuation-procedures/the-student-right-to-know/>

L. WORK ETHICS

The Technical College System of Georgia and WGTC believe identifying, evaluating, and encouraging good work habits is extremely important as an integral part of the instructional program. Therefore, a system to evaluate “work ethics” has been developed and will be assessed in selected courses within a student's program. Work ethics characteristics are taught and assessed in each selected course, with the grade provided as a component of each academic grade.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/academic-affairs/work-ethics-procedures/>

M. CHILDREN ON CAMPUS

Children of currently-enrolled students are allowed on campus only with direct supervision of that parent. Children will not be allowed to roam the campus or be left unattended by their parent(s) at any time at any location. Students who are parents of unattended children found on campus will be removed from their class to attend to their children and may be asked to take the children home if other arrangements cannot be made. Children may be present for some recreation events (such as certain Student Activities functions and events open to the community) but must be approved by the Student Life Manager prior to the event. Children are **NOT** allowed in the classroom.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-information/student-code-of-conduct/disciplinary-policy-and-procedure/>

N. STUDENT FINANCIAL AID

The purpose of the Office of Student Financial Aid is to offer grants, scholarships, and work-study employment to assist students with the cost of their education. All students are encouraged to apply for financial aid. The College has financial aid personnel located in Student Affairs areas of each campus. Students are encouraged to take advantage of WGTC's web page, which hosts a collection of information and forms pertinent to financial assistance. Contact the financial aid staff by telephone toll free at 1.855.286.3462 or email at financialaid@westgatech.edu.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-financial-aid/>

O. ACCESSIBILITY SERVICES

West Georgia Technical College provides equal educational opportunities to qualified students with disabilities. Assistance is available for students with a temporary or permanent physical or psychological disability or with a learning disorder, including attention deficit disorder, acquired brain injury and specific learning disability. To receive special accommodations, a student must provide recent documentation from a qualified professional (evaluations or reports

which clearly indicate the presence of a physical, psychological or learning impairment) compliant with the WGTC Criteria for Services.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/student-affairs-support-services/accessibility-services/>

P. STUDENT COUNSELING CONNECTION

Student Counseling Connection is WGTC's solution to provide confidential counseling and referral services to students with personal issues which could affect their academic performance, their personal lives or their general well-being. We also aim to provide students with access to community resources to meet their needs and wellness programming to aid in leading healthy lifestyles.

<https://www.westgatech.edu/student-life/student-counseling-connection/>

III. HEALTH AND SAFETY STANDARDS

1. RADIATION MONITORING OF STUDENT RADIOGRAPHERS

PURPOSE:

To explain the importance of wearing the radiation monitoring device.

STANDARD:

To ensure proper precautions against radiation accidents, all radiology students will be provided with a radiation monitoring device to monitor radiation exposure amounts. Students will wear the radiation monitoring device while in clinical assignments or in the energized laboratory on the school campus. The radiation monitoring device should be worn on the front of the body on the clothing at the collar level. While participating in fluoroscopy exams, the student should wear the monitor outside of the lead apron at collar level. The radiation monitoring device is changed every three (3) months. Reports are issued every quarter, and a copy will be available in the Radiology Program Faculty's office for review. The report is initialed by the student within 30 days following the receipt of the data.

The Program Director and Clinical Coordinator monitor all dosimetry reports for student dosage. The dose limit is 180 mrem (.180 rem) every three months and not to exceed 500 mrem (.5 rem) per year. If a student exceeds the recommended dose limit, the student is asked to provide in writing their activity for the defined period of time when the dose limit was exceeded. The student will be counseled using the information they provided. We will make recommendations about how to lower the dose. The student is then assigned for a defined period of time to an area containing no ionizing radiation until the student's dose is within acceptable limits.

Radiation monitoring devices are provided at the students' expense. A student must have a radiation badge to obtain clinical training. Students without a radiation monitoring device will not be allowed in the clinical assignment areas.

Badges are due during the 1st class period following the arrival of new badges. Failure to produce a badge within the allotted time period will result in a **five (5)** point deduction from the Final Clinical Grade, as it is an essential part of the dress code.

If the student should lose their badge, they must notify the Program faculty as soon as possible so that a replacement badge may be ordered. This badge will also be at the student's expense.

Exposure Recommendations:

The National Council on Radiation Protection (NCRP #116) recommends an annual effective dose equivalent limit of 5 rem. The following table may be referred to when questions about dose limits arise:

Occupational exposures

1. Effective dose limits
 - a. Annual - 50 mSv (5 rem)
 - b. Cumulative - 10 mSv x age (1 rem x age in years)
2. Equivalent dose annual limits for tissues and organs
 - a. Lens of eye - 150 mSv (15 rem)
 - b. Skin, hands, and feet - 500 mSv (50 rem)

Public exposures (annual)

1. Effective dose limit, continuous or frequent exposure - 1 mSv (0.1 rem)
2. Effective dose limit, infrequent Exposure - 5 mSv (0.5 rem)
3. Equivalent dose limits for tissues and organs
 - a. Lens of eye - 15 mSv
 - b. Skin, hand, and feet - 50 mSv
4. Remedial action for natural sources:
 - a. Effective dose (excluding radon) >5 mSv

Education and training exposures (annual)

1. Effective dose limit - 1 mSv (0.1 rem)
2. Equivalent dose limit for tissues and organs
 - a. Lens of eye - 15 mSv
 - b. Skin, hands, and feet - 50 mSv

Embryo-fetus exposures

1. Equivalent dose limit
 - a. Monthly - 0.5 mSv
 - b. Entire gestation - 5.0 mSv

Negligible individual dose (annual)

- a. 0.01 mSv

Revised 10/2015

B. STUDENT RADIOGRAPHERS EXCEEDING DOSE LIMITS

PURPOSE:

To notify students who are within 90% of established dose limits.

STANDARD:

To ensure proper precautions against radiation accidents, all radiology students will be provided with a radiation monitoring device for radiation monitoring and control. The radiation monitoring device is changed quarterly. Reports are issued, and a copy will be available in the Radiology Program Faculty's office.

The Program Director and Clinical Coordinator monitor all dosimetry reports for student dosage. If a student comes within 90% of the established dose limits, 162 mrem (0.162 rem) every three (3) months and/or 450 mrem (0.45 rem) per year, they will be notified by the Clinical Coordinator. The student will be counseled. We will make recommendations about how to lower the dose. The dose limit is 180 mrem (.180 rem) every three (3) months and not to exceed 500 mrem (.5 rem) per year.

Revised 06/2026

C. STUDENT PREGNANCY

PURPOSE:

The standard describes the procedure for voluntary declaration of pregnancy or undeclaration of pregnancy. It promotes the health and safety of students. It also includes the embryo/fetus dose limits for both the term of pregnancy and monthly dose limits.

STANDARD:

Students are taught proper radiation safety practices during the program's first semester before beginning clinical assignments. Students are taught how to keep doses low through the concept of "as low as reasonably achievable" (ALARA). The National Council on Radiation Protection and Measurements (NCRP) recommends that the monthly effective dose equivalent (EDE) to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.05 rem (50 mrem) in any month and not to exceed 0.5 rem (500 mrem) for the term of the pregnancy.

Due to the very great danger to an unborn fetus, especially in the first three (3) months, a student that becomes pregnant during the 21 months of training is encouraged to voluntarily advise the Program Director or Clinical Coordinator of that fact at the earliest pregnancy test in writing by completing the Written Declaration/Undeclaration of Pregnancy Form found at the end of this standard and provided in the Student Handbook. The written form provides several options for the student. Some of the options stated below may extend the length of the program for the student and delay the completion of the program. All clinical objectives must be met to sit for the National American Registry of Radiologic Technologists Examination.

Options:

1. I choose to withdraw from the program.
2. I choose a leave of absence from the program, returning immediately after the pregnancy terminates at the appropriate semester. This may delay the completion of the program.
3. I choose to continue with academic courses and withdraw from clinical courses. I understand that clinical courses must be completed immediately after termination of pregnancy at the appropriate semester. This may delay the completion of the program.
4. I choose to continue with academic and clinical components with no modification until termination of pregnancy.
5. I choose to continue with academic and clinical components with modifications as recommended by my physician, understanding that these modifications may delay my clinical progress and extend the length of the program and delay completion of the program.

The written form must indicate the estimated date of conception and an estimated date of delivery. In the absence of this voluntary, written form disclosure, said student cannot be considered pregnant. In addition, any student can undeclare her pregnancy at any time by filling out the Written Declaration/Undeclaration of Pregnancy Form, which follows this standard.

Upon receiving the written form, the student will be directed to the Nuclear Regulatory Commission regulations website regarding a declared pregnancy and counseled. At this time, the Clinical Coordinator will order a fetal monitor device for the student to wear in addition to their personal radiation monitor device. During fluoroscopy, the personal monitoring device should be worn at the collar facing forward outside of the lead apron. During fluoroscopy, the fetal monitoring device should be worn at the waist level under the lead apron.

Fetal dose limits are 50 mrem (.05rem) for each month of gestation following written declaration and 500 mrem (.5rem) for the entire gestation following written declaration. If the fetal dose exceeds 50 mrem (0.05 rem) in any month after written declaration or 500 mrem (.5 rem) for the entire pregnancy after written declaration, the student is asked to provide in writing her activity for the defined period of time when the dose limit was exceeded. The student is then assigned for a specified period of time to an area containing no ionizing radiation until the fetal dose is within acceptable limits.

Although it is both procedure and practice of this program to offer the utmost in radiation protection to the students, West Georgia Technical College and all Clinical Sites associated with the Program of Radiology will not assume liability for the mother or child in case of pregnancy.

Information regarding a student's leaving due to pregnancy will be held in strictest confidence.

More information may be obtained at the following U.S.NRC website:

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html>

The Code of Federal Regulations in 10 CFR Part 19, "Notices, Instructions and Reports to Workers: Inspection and Investigations," in Section 19.12, "Instructions to workers," requires instructions in "the health protection problems associated with exposure to radiation and/or radioactive material, in precautions or procedures to minimize exposure, and in the purposes and functions of protective devices employed." The instructions must be "commensurate with potential radiological health protection problems present in the workplace."

The Nuclear Regulatory Commission's (NRC's) regulations on radiation protection are specified in 10 CFR Part 20, "Standards for Protection Against Radiation,"; and Section 20.1208, "Dose to an Embryo/Fetus," requires licensees to "ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv). "Section 20.1208 also requires licensees to "make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman." A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

This regulatory guide is intended to provide information to pregnant women and other personnel to help them make decisions regarding radiation exposure during pregnancy. This Regulatory Guide 8.13 supplements Regulatory Guide 8.29, "Instructions Concerning Risks from Occupation Radiation Exposure" (Ref. 1), which discusses the risks of exposure to ionizing radiation.

Other sections of the NRC's regulations also specify requirements for monitoring external and internal occupational doses to a declared pregnant woman. In 10 CFR 20.1502, "Conditions Requiring Individual Monitoring of External and Internal Occupation Dose," "Licensees are required to monitor the occupational dose of a declared pregnant woman, using an individual monitoring device, if it is likely that the declared pregnant woman will receive, from external sources, a deep dose equivalent in excess of 0.1 rem (1 mSv). According to Paragraph (e) of 10 CFR 20.2106, "Records of Individual Monitoring Results, "the licensee must maintain records of dose to an embryo/fetus if monitoring was required, and the records of dose to the embryo/fetus must be kept with the records of dose to the declared pregnant woman. The declaration of pregnancy must be kept on file but may be maintained separately from the dose records. The licensee must retain the required form or record until the Commission terminates each pertinent license requiring the record."

The information collections in this regulatory guide are covered by 10 CFR Parts 19 or 20 requirements, which the Office of Management and Budget approved, approval numbers 3150-0044, and 3150-0014, respectively. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Revised 10/2015

D. PROPER RADIATION SAFETY PRACTICES STANDARD

PURPOSE:

The standard describes the process in which students are instructed regarding proper radiation safety practices.

STANDARD:

The students in the radiography program begin their first semester by taking courses that give them a basic understanding of proper radiation safety practices. They begin their first clinical assignment in the second semester only if they have successfully completed their first semester courses.

During the first semester of the program, students take RADT 1010, Introduction to Radiography, and RADT 1030, Procedures I. Students are instructed on various topics and participate in laboratory checkoffs in the RADT 1010 course. The topics included in these courses include but are not limited to the utilization of imaging equipment, use of lead apparel, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others.

As students develop a stronger understanding of the topics in our profession, they become increasingly proficient in the application of radiation safety practices.

It is also stressed to students that they should understand and follow this JRCERT (Standards, 5.3) statement:

“Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.”

Revised 08/2016

E. MAGNETIC RESONANCE HEALTH AND SAFETY STANDARD

PURPOSE:

The standard describes MRI safety precautions to maintain a safe MRI environment to protect patients, students, and staff from injury. It also provides an MRI protocol and screening protocol form concerning the potential dangers of implants or foreign bodies in students.

STANDARD:

The student will always respect the strength of the magnets used in MRI by not carrying metallic objects on their person as such items can become projectiles within the scanning room, causing severe injury or death and/or equipment failure. This would include but not be limited to oxygen tanks, wheelchairs, carts, monitors, IV poles, laundry hampers, tools, furniture, personal ferromagnetic items (i.e., cellphones), etc. Students should not bring any of the above items into the MRI suite. MRI scanning equipment is always on, even when not scanning a patient. The student will comply with each clinical site's policies and procedures pertaining to MRI safety precautions.

All students will be asked to watch an updated video produced by an MRSO (Magnetic Resonance Safety Officer) during the clinical orientations at the college before beginning their clinical rotations. They will also be provided with a screening protocol form to assess the potential dangers of implants or foreign bodies. All students will be asked to complete the screening protocol form and turn it into the Program Director during the course RADT 1010 Introduction to Radiology. The screening protocol form will be kept in the student file at the college. If an implant or foreign body concern exists about a student, the student will be instructed not to enter the MRI departments within the facilities. The MRI Technologists at the facilities students are scheduled at will also be notified by the Clinical Coordinator that the student cannot enter the MRI department. Additional information about MRI safety can also be found at the link below.

https://youtu.be/l_axmgZI22c?si=eueoECSJn2DczqyR

Updated 07/2026

F. DIRECT, INDIRECT SUPERVISION

PURPOSE:

To ensure compliance with JRCERT Standard 5.4 which assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer (JRCERT Standard 5.4).

STANDARD:

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

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

Students must be **directly** supervised until competency is achieved. Once students have achieved competency, they may work under **indirect supervision**. The JRCERT defines **indirect supervision** as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

Repeat Images must be completed under **direct** supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. WGTC students will document repeated exams on their daily patient logs and have a qualified radiographer initial the exam to verify direct supervision of this standard.

Students must be **directly** supervised during surgical and all mobile, including mobile fluoroscopy, procedures, regardless of the level of competency.

Source: JRCERT Standards

IV. PROGRAM ADMISSION

The WGTC Radiologic Technology program is a competitive selection program. All information regarding the competitive selection process and general admission are located on the WGTC site in the *Admission* section. In addition to the requirements set forth in by WGTC, there are program specific requirements that must be met before a student is officially admitted into the program, those specifications are:

- **Orientation:** Orientation normally takes place during the mid to the end of July and attendance is mandatory. You must stay for the entire duration of orientation. If you do not attend orientation, you forfeit your position in the program – **no exceptions.**
- **Physical and Updated Immunizations:** While West Georgia Technical College does not require vaccinations as a condition of admission or enrollment in Health Sciences programs, students should be aware that individual clinical affiliates may establish their own health, immunization, screening, and medical clearance requirements for participation in clinical, practicum, internship, or other clinical applied learning experiences. Failure to complete required documentation by designated deadlines may result in delayed placement, inability to attend clinical experiences, or dismissal from the program due to inability to complete program progression.
- **Background Check and Drug Screen:** *Prior* to the first day of class, a background check and drug screen must be completed. Drug screens and criminal background checks are valid for up to one year from the date of completion. Students who undergo a legal name change during that period may be required to complete a new background check and drug screen. Additional screenings may also be required and requested by clinical affiliates. All costs associated with repeat screenings are the responsibility of the student. Failure to complete required documentation by designated deadlines may result in delayed placement, inability to attend clinical experiences, or dismissal from the program due to inability to complete program progression.

In compliance with Technical College System of Georgia (TCSG) policies, all clinical affiliate sites reserve the right to deny, refuse, or remove a student from clinical placement for reasons including, but not limited to, failure to meet site requirements, unsafe or unprofessional behavior, inability to demonstrate required clinical competencies, unsatisfactory skill performance, or violation of facility or program policies. Students who are denied or removed from a clinical placement will not be reassigned to another clinical affiliate by the program. Because successful completion of required clinical education is a mandatory component of the curriculum, denial or revocation of a clinical placement prevents the student from meeting program completion requirements and may result in course failure and dismissal from the Health Sciences program in accordance with program policies.

Students are responsible for the cost associated with the vaccinations, background check, drug screening, and any additional program related cost, which is given at the mandated orientation. Yearly program costs will occur.

Revised 10/2026

V. GENERAL PROGRAM STANDARDS

A. ACADEMIC PROBATION

PURPOSE:

This standard describes and explains the rules by which all students may be placed on academic probation and what a student placed on academic probation must do to be removed from such a status.

STANDARD:

The students of the Radiologic Technology Program will follow the WGTC policy as outlined in the Academic Regulations section of the college student handbook.

A student must receive a **C** or better in **all** program-specific courses. If a student receives lower than a C in any course, the student will not be able to progress in the program.

B. ACADEMIC RECORDS

PURPOSE:

This standard explains the confidential nature of academic records and the conditions under which they may be viewed.

STANDARD:

All academic records are kept on file in the Student Services office. Please refer to the “Student Records” section of the student handbook for more information.

C. ATTENDANCE

PURPOSE:

This standard describes and explains the rules by which all students must be in attendance during the program.

STANDARD:

Regular and punctual attendance in all classes is the student's responsibility. Attendance is recorded on the first and last day of class during each term. Students must abide by the attendance policies adopted for individual classes by instructors.

Attendance is taken at the beginning of each class. If a student is not able to stay for the entirety of the scheduled class, the student must sign out of the class and notate the time at which they left the class. Early departure from class will be documented on the sign-in sheet as well as Qwickly or other electronic attendance record system per college policy. Please refer to the course syllabi for specific policies regarding make up tests, assignments, and labs if absent or tardy from class.

Attendance is expected at all scheduled classes and as outlined in the WGTC student handbook and catalog:

"Specific participation and hour requirements policies may be mandated and enforced in certain courses as a condition of accreditation or licensure\certification eligibility compliance. These requirements will be detailed in individual course syllabi and program handbooks for such courses."

Refer to the WGTC attendance policy for more information.

<https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/academic-affairs/attendance/>

Revised 05/2026

D. ATTITUDINAL DISCIPLINARY PROBATION

PURPOSE:

To outline the standard concerning attitudinal/disciplinary probation.

STANDARD:

Any student who fails to display professional conduct in any semester, is insubordinate in verbiage or action or fails to develop qualities considered good ethical practices will be counseled by the Clinical Coordinator and Program Director.

Continued poor attitudinal disciplinary actions may lead to suspension or dismissal from the college.

E. CLINICAL PROBATION

PURPOSE:

To outline the standard concerning clinical probation.

STANDARD:

A student who, in any semester, fails to attain a "C" average (70%) in the clinical setting will be dismissed from the program. A student having excessive violations of the Standards of Conduct During Clinical Attendance or displays unethical performance in patient care and/or clinical procedures and relationships **MAY BE** placed on **CLINICAL PROBATION** at the discretion of the Program Director. Clinical probation **SHALL NOT EXCEED TWO SEMESTERS** for the Radiologic Technology Program, or further action may be taken by the Program and could lead to suspension or dismissal.

Any student placed on clinical probation for any of the above-listed offenses will have the **final clinical grade lowered by one (1) letter grade**.

If at any time during the 21-month program, a student should receive a "D" letter grade in any clinical education course, the student **WILL BE UNABLE** to progress in the program. The TCSG Program standard recommends a minimum course grade of "C" for progress from the specified course to more advanced courses (76-05-06).

F. COMMUNICABLE DISEASES

PURPOSE:

This policy outlines the steps a student must follow if a student has been subjected to a communicable disease during the clinical education process.

STANDARD:

Certain infectious diseases are to be reported to the Clinical Preceptor of the Radiology department and the Program Director and/or Clinical Coordinator. The student will follow the clinical site exposure control plan.

Contact with the following infections is usually considered reportable:

- Chickenpox
- Conjunctivitis (Pink Eye)
- COVID
- Draining wounds or lesions
- Fever (above 100.4 orally)
- Hepatitis
- HIV
- Influenza
- Measles
- Mononucleosis
- Mumps
- Strep Throat
- Tonsillitis
- Tuberculosis

The student must present a doctor's excuse to return to class and/or clinical.

A student cannot attend clinicals if they are placed on "light duty" due to injury or illness. Students must also present a doctor's medical release clearing them medically to fully participate in all clinical activities before the student is allowed to return to clinical duty if they are placed on "light duty."

**Any clinical affiliate of the program has the right, based on the clinical affiliation agreement, to send a student home if the clinical affiliate has reason to believe the student is jeopardizing the health of patients due to a communicable illness. The student will have to utilize personal leave time (PLT) or make the missed time up during semester break if the student is out of PLT. **

Revised 05/2026

**G. CONFIDENTIAL INFORMATION
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)**

PURPOSE:

To outline the policy concerning confidential information gained during clinical rotations.

STANDARD:

Confidential information learned about a patient in the course of clinical duty **must be regarded as private and may never be divulged**. Many times, patients will discuss their illnesses, treatment, or their personal lives with the Technologist. This information should **NEVER** be discussed with anyone inside or outside the Clinical Site.

Accessing medical information outside the realm of duty is grounds for disciplinary action.

All verbal, electronic, and written information relating to patients (Personal Health Information or PHI) and contracted agencies is considered confidential and is not to be copied or discussed with anyone.

Information may be disclosed only as defined in the HIPPA guidelines for educational purposes, and a breach of confidentiality will result in disciplinary action, up to and including termination from the course and/or program, furthermore, legal actions may apply.

Aside from the information above and for educational purposes only inside of the classroom and/or lab setting:

- The student is not to talk about any patient outside the hospital. This includes ministers, family members, friends, or other students.
- The student is not to talk with other radiologic technologist and/or hospital personnel about patients except in a clinical situation.
- The student is not to discuss clinical experiences in the hall, cafeteria, parking lot, elevator, or any area where one might be overheard.
- No hospital business, patient affairs or conditions are to be discussed. Information should not be given to anyone outside the hospital. Do not take hard copies of computerized patient chart material that includes a patient's name or hospital number out of the clinical area. Ex., active orders, patient summary, etc.
- Respect the clinical facilities, observe all rules, be respectful of hospital property, treat those in authority with respect, be courteous to all; and always consider the reputation and welfare of the clinical facility and West Georgia Technical College.
- Students are not allowed to witness the signing of any hospital document.
- Students should vacate the clinical facility immediately following working hours; visitations are not allowed.
- Students are not allowed to take any photos of any patient exam for any reason.

Failure to adhere to this policy is considered a severe offense, and disciplinary action will be taken, including, but not limited to the possibility of dismissal from the program.

Revised 12/2023

H. DISCIPLINARY ACTION FOR EXCESSIVE TARDINESS

PURPOSE:

To inform the student of the consequences of excessive tardiness.

STANDARD:

TARDINESS shall be defined as reporting **seven (7) or more minutes** late for the beginning of the student's assigned day or leaving clinical duty early.

Note: Clinical shifts are scheduled to begin promptly at either the hour (:00) or half-hour (:30). These times define the threshold for tardiness and should not be interpreted as acceptable arrival times. Students are expected to be present and ready to begin their shift at the scheduled start time. Repeated instances of late arrival, even if not meeting the official tardy threshold, may result in programmatic or disciplinary counseling, particularly if concerns are raised by the clinical site

Tardiness will be subject to the following disciplinary action:

- Ten points deducted from the Employability Grade after the first occurrence.

EXCESSIVE TARDINESS shall be defined as being recorded as tardy more than **three (3) times** in one semester.

Occurrences of tardiness more than the three (3) allowed will be subject to the following:

- A counseling session with program faculty and student developed Action Plan.
- Additional tardiness in the same semester will result in a written warning and will follow the prescribed disciplinary plan including point deductions.
 - Disciplinary actions are cumulative and stay in the students file for the entirety of the program.

Tardiness that exceeds 15 minutes will require the student to use available PLT time to cover the missed time in clinic. If the student does not have PLT time available, the student is required to make up time missed during the semester break. Failure to make up any owed time during the semester break may result in the failure to progress in the WGTC Radiologic Technology program.

If a student is going to be tardy, the student must call the Clinical Site, and call and email the Clinical Coordinator and Program Director. Failure to do so may result in clinical probation.

Revised 05/2026

I. DISCIPLINARY ACTION FOR ABSENCES IN THE CLINICAL SETTING

PURPOSE:

To inform the student of the consequences of excessive absences.

STANDARD:

An **ABSENCE** shall be defined as any failure to report to a scheduled clinical duty. Students should notify program faculty and clinical staff of absences a minimum of one hour before the scheduled shift via phone call to the department (clinical staff) and via email (program faculty) in order for the absence to be excused. An absence that occurs without notifying program faculty or clinical staff **in advance of the scheduled shift** will be documented as an ***unexcused absence***.

Students are allowed a set number of PLT (Personal Leave Time) day per semester. This time is for scheduled and unscheduled events. Students will not lose points from the employability grade for using PLT. The program faculty must approve all absences using PLT days. Approval of PLT days is at the discretion of the program faculty.

- For any absence outside of the set PLT days, students will lose fifteen employability points for each absence, and students will have to make up that time during the semester break. This includes absences due to illness or unforeseen circumstances. The clinical coordinator will schedule the makeup time with the student, and the student will confirm the time with the clinical site. The student must complete his or her makeup time at the clinical site where the time was missed.
 - The maximum number of allowable absences, beyond the allotted PLT days, for any semester is two.
 - For example, if you are allotted two PLT days for a semester, the maximum number of absences you can have for that semester is four (4). If you reach four absences, you will lose 30 employability points.
 - Any ***unexcused absences***, absences where the student does not notify faculty/clinical site of the absence, will result in the final clinical grade being lowered by one letter grade.
 - If a student reaches the maximum number of absences and misses one more day, the student may be dismissed from the course. If there are extenuating circumstances, the student must submit an explanation for consideration for any exceptions in writing to the clinical coordinator and program director.
 - Students who do not use their PLT days may not carry over those days to the next semester. Students may have a maximum of one PLT day. Even if students have one PLT day, the maximum number of days a student can miss any semester is still one.

If the student is going to be absent, they must notify the Clinical Coordinator and/or Program Director by email and by calling and leaving a message no later than an hour before their scheduled clinical time. The student MUST also call the Clinical Preceptor of their Clinical Site to notify them of their absence. Failure to do so will result in disciplinary action (Refer to the Clinical Participation Policy). Again, failure to notify program and clinical faculty of an absence in *advance* of a scheduled shift is what will define an unexcused absence and will warrant disciplinary actions.

When a student gives notification of an absence at clinical, they will provide the following information to BOTH areas called:

1. Full name
2. Amount of time anticipated absent (i.e., one day, etc.)
3. Reason for absence
4. Phone number where you can be reached

The student must make a grade of “C” (70%) or higher to progress in the Radiologic Technology program.

Failure to make up any owed time, including any days out due to suspension due to disciplinary actions, during the semester break may result in the inability to progress in the Radiologic Technology program.

Excessive time owed due to extenuating circumstances may be excused at the discretion of the Program Director. Examples of such would be emergency surgery or illness that requires hospitalization of yourself, your spouse, or your child.

J. EARLY RELEASE OF STUDENT RADIOGRAPHERS

PURPOSE:

To outline the policy concerning the early release of students from the program.

STANDARD:

It is the policy of West Georgia Technical College's Program of Radiologic Technology not to provide early release of student radiographers.

K. ELIGIBILITY FOR ARRT CERTIFICATION

PURPOSE:

To outline the criteria for eligibility to sit for the American Registry of Radiologic Technologists (ARRT) examination.

STANDARD:

Candidates must meet all graduation requirements. Candidates must be of good moral character. Generally, the conviction of either (1) a felony, or (2) any offense, misdemeanor, or felony involving moral turpitude, indicates a lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for registration if they have served their entire sentence, including parole and probation, and have had their legal rights restored, as stated by the American Registry of Radiologic Technologists. **A student must petition the ARRT before taking the Registry, and the ARRT will decide whether the student will be allowed to sit for the examination.** West Georgia Technical College or its faculty are **not** allowed to make such a determination.

The ARRT can be contacted at:

1255 Northland Drive
St. Paul, Minnesota 55120-1155
(651) 687-0048

www.arrt.org

L. STUDENT HEALTH COVERAGE

PURPOSE:

To explain the availability of student health coverage provided by the West Georgia Technical College Program of Radiologic Technology.

STANDARD:

West Georgia Technical College's Program of Radiologic Technology **does not** provide its students individual health or accident insurance policies.

M. PROFESSIONAL LIABILITY INSURANCE

PURPOSE:

To ensure that students are adequately insured when attending clinical training.

STANDARD:

West Georgia Technical College provides professional liability insurance to students in clinical training at the students' expense. This insurance is purchased annually as long as the student remains enrolled with West Georgia Technical College.

N. STUDENT SCHOOL ISSUED LEAD MARKERS

PURPOSE:

To ensure that students are supplied with the proper lead markers to legally identify (mark) radiographs.

POLICY:

Students will be issued one (1) set of R & L lead markers and an assigned number before participating in the clinical setting.

All students must have and use proper **school-issued** lead markers in their clinical site rotation(s). If a student loses their marker(s), the following applies:

- A. The student must immediately notify the Clinical Coordinator to order new school-issued lead marker(s). The student is responsible for the cost of the new lead marker(s).
- B. A clinical competency (check-off) can be achieved **ONLY** with radiographs demonstrating the appropriate school-issued lead marker with the assigned student number on **all** required images.

Revised 12/2023

O. CLINICAL EDUCATION MAKE-UP TIME

PURPOSE:

To inform students of the appropriate method for making up missed clinical time.

STANDARD:

All make-up time in excess of Personal Leave Time (PLT) **must** be scheduled during **semester break** on the same shift and at the same Clinical Site where time was missed. Failure to make up all time owed may result in the inability to progress in the Radiologic Technology program.

Program faculty will schedule the make-up time with the clinical site and notify the student of the make-up time schedule. The student is not allowed to schedule the make-up time.

P. MAMMOGRAPHY ROTATION

PURPOSE:

To explain the process through which students are assigned to mammography.

STANDARD:

The radiography program sponsored by West Georgia Technical College has revised its policy, effective 10/14/2021, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Program Faculty, Program Resources.

Revised 06/2021

Q. PROGRAM RELATIONSHIPS

PURPOSE:

To outline the standard concerning relationships at the various Clinical Sites and with the Program.

STANDARD:

The following relationships should be demonstrated at all times.

1. Administration: The student is expected to demonstrate generous cooperation so that the School and all Clinical Sites may fulfill the obligation of adequate patient care.
2. Physicians: Physicians deserve respect, courtesy, and prompt service just as any other member of the medical profession.
3. Faculty and Staff: Students should readily attend to their assignments and directions to see that conformity prevails in class and clinical.
4. Patients: The students should attempt to instill within themselves the highest ideals of empathy toward the sick. They should:
 - a. Call a patient by his/her last name, using "Mr." or "Ms." as appropriate.
 - b. Treat all patients with a friendly approach but with reserve.
 - c. Explain the procedure and answer the patient's questions or find someone who can.
 - d. Carefully watch the aged, unconscious, severely traumatized, and children.
 - e. Anticipate the patient's needs and handle them with due regard regardless of their conditions.

R. STUDENT DISCIPLINARY STANDARD

PURPOSE:

To outline the standard concerning student disciplinary procedure.

STANDARD:

The student shall follow the conduct code in the West Georgia Technical College Student Handbook. In addition to those rules, the Program of Radiologic Technology has devised a set of rules pertaining to the program, encompassing the classroom and all clinical sites. If any program rules conflict with a West Georgia Technical College rule(s), the WGTC rule(s) will apply.

We must have a clearly defined set of rules that both faculty and students can understand. This protects against discrimination against everyone.

The consequences for violating any of these Standards of Conduct will depend on the severity of the offense. Certain types of misconduct may ordinarily result in **TERMINATION**, even though the student may not have been disciplined previously. Other types of misconduct require less severe penalties. The Vice President of Academic Affairs will decide all disciplinary action per WGTC policy.

Offenses that violate accepted standards of conduct for students in West Georgia Technical College's Program of Radiologic Technology can be found in the WGTC General Catalog and within this handbook in the Program Code of Conduct section. Such standards are not intended to restrict the rights of individuals but to protect and maintain the rights of everyone.

Discipline for these offenses may include a written reprimand, suspension, or termination depending upon the type of violation and the circumstances surrounding it. The Discipline Course of Action can be found within this handbook in the *Discipline Course of Action* section. The Vice President of Academic Affairs will make the final determination of severe disciplinary actions as listed within WGTC's Student Code of Conduct.

Depending on the severity of the situation, at minimum, a student will receive a warning for violating any of the codes of conduct and will be subject to appropriate disciplinary action, including but not limited to dismissal from a class session by the instructor and/or suspension or expulsion.

S. PROGRAM CODE OF CONDUCT STANDARD

PURPOSE:

To provide clear guidelines for expected behavior in the classroom and clinical sites.

STANDARD:

High standards of integrity and ethical conduct are expected, and students are to make a personal commitment to a standard of behavior that will establish a solid foundation in the classroom and clinical settings. This is demonstrated by respecting the rights, privacy, and well-being of fellow students, faculty, staff, clinical preceptors, technologists, patients, and all other healthcare community members.

Incidences that go against the program code of conduct include but are not limited to:

- Insubordination towards instructors, faculty, and college and clinical staff
- Sleeping in class or at a clinical site
- Violation of radiation safety protection
- Violation of HIPAA and PHI (protected health information)
- Any form of harassment
- Theft
- Drug use on campus or at the clinical site
- Possession of firearms in the classroom or at clinical sites
- Not in uniform while at clinical sites
- Profane language or language deemed inappropriate in the classroom or at clinical sites.
- Plagiarism
- Cheating on exams
- Falsifying clinical timesheets, Platinum Planner electronic entries, patients log, etc.
- Failing to pass a course with a minimum of a C
- Taking and sending images of an exam
- Sharing exam images and/or details on social media platforms and with friends and family members
- Solicitation at clinical sites
- Dismissal from a clinical site

Violations are reviewed by appropriate faculty and will be handled on a case-by-case basis, depending on the severity of the offense.

Revised 05/2026

T. DISCIPLINARY COURSE OF ACTION

PURPOSE:

To inform the student of the program's disciplinary course of action in the classroom and at the clinical site.

STANDARD:

Should a student violate the Codes of Conduct listed in West Georgia Technical Colleges Student Handbook or within the Program Code of Conduct listed within the Radiology Technology Program Handbook, depending on the severity of the violation(s), the following disciplinary course of action **may** occur:

- Counseling session with student in which student will develop Action Plan and steps to improve actions and set timeline to show documented pattern(s) of success.
- Documented verbal warning with the possibility of points deducted from either the student's participation or employability grade.
- Written Warning with the possibility of having the student's final grade lowered by one letter grade.
- The student's case is handed over to the Program Director for recommended disciplinary action or dismissal.
- Dismissal from the program

NOTE: Certain offenses may not be considered for counseling sessions due to severity of offense and circumstances and may progress automatically to a documented verbal or a written warning.

All offenses are comprehensive and carry over from one semester to the next.

Failure to meet overall conduct and performance expectations, especially those outlined in this handbook, may lead to further disciplinary action, including program dismissal.

The appropriate faculty will review the severity of the offense, and a determination on which disciplinary course of action may be taken will be decided once a full investigation is complete.

Clinical disciplinary action may differ due to the offense level at the scheduled clinical site.

Revised 05/2026

U. STUDENT EMPLOYMENT

PURPOSE:

To delineate the standard concerning student radiographers working during enrollment in the Radiologic Technology Program.

STANDARD:

Student radiographers may work as an employee of any Clinical Site only during hours that **do not conflict** with their clinical assignment and/or class schedule.

If the student's employment conflicts with the educational process at any time during the student's enrollment, the student will be allowed to choose between employment and education. Modifications will not be made by the program to accommodate the student's employment schedule.

Students are not allowed to rotate through clinical sites where they or immediate family members are currently employed, and students may not receive wages while participating in West Georgia Technical College assigned clinical assignments.

Students are required to inform faculty if they become employed by a site where clinical rotations are conducted. Additionally, students may not complete tasks as a student tech that are required under the WGTC Radiology Technology Program.

Revised 12/2023

V. PHYSICAL AND TECHNICAL STANDARDS

PURPOSE:

To inform the student of the physical and technical requirements needed to complete the Program in Radiologic Technology.

STANDARD:

The student must have sufficient strength, motor coordination, and manual dexterity to:

1. Transport, move, lift, and transfer patients from a wheelchair or stretcher to an examination table or the patient's bed.
2. Move, adjust, and manipulate various imaging equipment, including the physical transportation of mobile imaging machines, to arrange and align the equipment with respect to the patient and the image receptor according to established procedures and standards of speed and accuracy.

The student must be capable of the following:

1. Handling stressful situations related to technical and procedural standards and patient care situations.
2. Providing physical and emotional support to the patient during procedures, being able to respond to situations requiring first aid or CPR, and providing emergency care to the patient in the absence of or until the physician arrives.
3. Communicating verbally in an effective manner to direct patients during examinations.
4. Reading and interpreting patient charts and requisitions for examinations.

The student must have the mental and intellectual capacity to:

1. Calculate and select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy.
2. Review and evaluate the recorded images to identify proper patient positioning, accurate procedural sequencing, proper exposure, and other appropriate and pertinent technical qualities.

Students must be able to meet the physical and technical requirements necessary for the course of study in Radiologic Technology. The program faculty and Student Services office reserves the right to seek verification of compliance of those applicants' seeking admission or students wishing to continue in the program who may be considered unable to meet the physical and technical standards of the program.

W. LABORATORY RULES

WEST GEORGIA TECHNICAL COLLEGE RULES FOR OPERATING IMAGING EQUIPMENT AND CLASSROOM FURNISHINGS IN THE RADIOLOGIC TECHNOLOGY LABORATORY

1. The program faculty must supervise anyone making exposures with imaging equipment. Students are not allowed to energize the lab unless at least one program faculty member is present.
2. Anyone making exposures with this equipment must be either a student enrolled in the Douglasville Campus Program of Radiologic Technology of West Georgia Technical College or a faculty member. Anyone not meeting the previously mentioned criteria must have the written permission of the Program Director of the Program of Radiologic Technology on the Douglasville Campus to make exposures with this equipment.
3. Anyone making exposures with this equipment must have had a demonstration in the proper use of imaging equipment, as well as instruction in ALARA principles.
4. Unless they are an R.T., anyone making exposures with this equipment must have passed an equipment manipulation check-off performed for the school faculty with a score of 85 points out of 100 points or better.
5. Dosimetry badge must be appropriately worn anytime a student is in the lab or classroom portion of the lab.
6. No food or drinks are allowed within six feet of the imaging equipment.
7. No one except program faculty can turn on and off any imaging equipment.
8. No one except program faculty is allowed to turn on and turn off any image processing equipment.
9. No one except the program faculty is allowed to touch any image storage equipment without written permission from the program director.
10. All phantoms, lead shielding, ancillary equipment, mini c-arm, portable, and lab/classroom furnishings must be properly replaced after use.
11. Any non-program use of the classroom portion of the laboratory must be scheduled through the campus administrative assistant and this usage cannot conflict with any scheduled labs or other program use.
12. Students are required to wear close-toed shoes when manipulating the imaging equipment and stretcher.
13. The last group of students is responsible for the cleanliness of the lab and the classroom portion of the lab.

Revised 05/2023

X. READMISSION

PURPOSE:

This standard describes the process for a student seeking readmission to the program.

STANDARD:

In accordance with West Georgia Technical College's School of Health Sciences' readmission policy:

"Readmission is not automatic, and a student may only repeat a course one time. A second failure in this course or another failure in the program will result in complete dismissal from the program, which would permanently make the student ineligible for readmission."

In addition to the policy set forth by WGTC's School of Health Sciences, Radiologic Technology Program-specific policies are as follows:

- Submission of the readmission form to the Radiologic Technology Program Director three months prior to expected readmission date.
- Readmission is not guaranteed as the Radiologic Technology program is cohort-based and has limited openings. As such, readmission will only be considered if there is availability.
- Readmission is only available for the semester the failed or withdrawn course is being taught. For example, if the student failed or withdrew from RADT 2090, which is only available during the summer month, the readmitting student would have to submit reentry prior to RADT 2090.
- Student must have **successfully completed** at least one full semester while in the Radiologic Technology Program.
- Student does not have to retake successfully completed courses.
- Students must complete required clinical checks prior to visiting clinical sites. Specific clinical checkoffs will be determined by the Program Director, which will indicate if the readmitting student is competent enough to complete their clinical training. If the student is deemed clinically incompetent, they will be unable to continue with the readmission process.
- Any new policies and procedures that took effect after the student's withdrawal or expulsion will apply to the student upon reentry.

Readmission is not guaranteed and would only be granted at the approval of the Dean of Health Sciences.

If readmission is not granted, the student would need to repeat the competitive selection process.

Revised 05/2023

Y. CHILDREN IN THE CLASSROOM AND IN THE LAB

PURPOSE:

To inform students about the standard of having children in the classrooms and lab.

STANDARD:

Children are allowed only at certain Student Activities functions, and events open to the community. Children are not permitted in the classroom or the lab.

VI. DRESS CODE

The following are the only approved uniforms allowed for student technologists while attending the clinical site. These uniforms must be purchased through the *Uniform Boutique* as they have been granted permission to use the WGTC logo by the College. Scrub tops will be embroidered with the College logo and program name.

Uniform	Hunter green scrub top and pants (program-specified styles) Hunter green lab coat (optional; program-specified styles) **During the winter months, students may wear an all-white t-shirt or turtleneck under the scrub top*
Shoes	White nursing-type professional shoes or ALL WHITE leather shoes.
Socks	All socks and stockings MUST be white.
Radiation Monitor	Worn at the chest level on the scrub top.
Lead Markers	WGTC School Issued Lead Markers. These school issued markers must be utilized at clinical and on the student daily for each exam the student does.
Clinical Notebook	Must be taken to the clinical site and any simulation labs each day .
Jewelry	Must not be worn in excessive amounts. Dangling earrings are not acceptable. Ear piercings within reason are acceptable; however, other body piercings (i.e., lip, eyebrow, septum, etc.) visible to patients are unacceptable and must be removed in the clinical setting.
Body Art	Tattoos should be covered by the uniform (i.e., scrub top, pants, or lab coat) while in the clinical setting.
Hairstyles	Hair longer than shoulder length must be tied back away from the face while working in the clinical setting. If a hairband or barrettes must be worn, they should be simple. While in the clinical setting, hair should be free of any dyes that are not natural color, such as brown, black, blonde, and red.
Beards	Beards and mustaches may be grown if they are kept trimmed and sanitary. Students must be able to pass N95 mask testing if required by the clinical site. Facial hair may have to be trimmed to accommodate an appropriate seal for this mask and testing.
Cosmetics	Makeup should be used in moderation in a tone that denotes professionalism in a clinical setting. Perfume, cologne, and body sprays should not be worn due to patient allergies and sensitivities. Artificial/fake eyelashes are prohibited, and clinical sites may remove students if this standard is not followed.
Nails	Nails should be short, clean, and neat. SNS, gel, powder, acrylic, dip or any other artificial nail applications are not permitted. If nail polish is worn, it must be of a neutral color and can be removed with regular nail polish remover.
Additional Considerations	Students who require uniform accommodations to observe religious or cultural practices must meet with program faculty prior to ordering uniforms at the start of the program to discuss appropriate options. The program is committed to making reasonable accommodations that support these needs while maintaining safety and professional standards. Outside of approved religious or cultural head coverings, students may wear a scrub cap only when assigned to the operating room (OR). If worn outside of the OR, the scrub cap must: • Match the color of the program-issued scrubs • Fully contain the student's hair No other head or hair coverings are permitted unless they have been approved as a religious or cultural accommodation.

Uniforms should always be clean and pressed, shoes clean, and any hosiery in good shape.

Good personal hygiene must be evident at all times.

This dress code is an attempt to be clear, but the evaluation and/or deviation of the uniform attire is left to the discretion of the Program Director. Proper uniform attire is to be worn at all times in the clinical setting. This includes wearing your radiation monitoring device, having your lead markers, and bringing your clinical notebook.

Failure to do so will result in a **prescribed number of points deducted from the Employability Grade**.

Revised 05/2026

VII. CURRICULUM

A. RELEASE OF INFORMATION, ABSENCE FROM EXAMINATION, AND CLASS RESPONSIBILITY

Release of Information

The student must complete a waiver form before any information and/or references can be released by school officials.

Absence from an Examination

A student who fails to take a required examination at the scheduled time may not make up the exam without permission. Permission will be granted only for illness or other dire reasons. Deferred examinations must be taken at the time specified by the course instructor and may consist of a different format. Failure to take an examination on the scheduled date may result in a penalty levied against the student as determined by the course instructor.

Class Responsibility

Classroom attendance records are maintained daily. The student is responsible to the instructor for all class work missed. Classes begin on time, and you are expected to be there on time. The course instructor may give a ZERO for any coursework not turned in. Students should not miss an assigned test without prior discussion with the instructor.

Revised 12/2023

B. COURSE PROGRESSION

The student should have already completed the following courses with a minimum grade of a C before entering the Radiologic Technology: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L; ENGL 1101, MATH 1101 or MATH 1111, and PSY 1101. If not already done so, ALHS 1090 must be completed within the first semester of the program. Additional courses required by WGTC must be completed prior to graduation.

Upon selection for admission to the Radiologic Technology program, the student will complete the following occupation and clinical program courses as a cohort:

Fall Semester – Junior Year

RADT 1010: Intro to Radiology

RADT 1030: Radiography Procedures I

RADT 1065: Radiologic Science

Spring Semester – Junior Year

RADT 1060: Radiographic Procedures II

RADT 1075: Radiographic Imaging

RADT 1320: Clinical Radiography I

Summer Semester – Junior Year

RADT 1330: Clinical Radiography II

RADT 2090: Radiographic Procedures III

Fall Semester – Senior Year

RADT 1085: Radiologic Equipment

RADT 1200: Principles of Radiologic Biology and Protection

RADT 2340: Clinical Radiography III

Spring Semester – Senior Year (Final Semester)

RADT 2260: Radiologic Technology Review

RADT 2360: Clinical Radiography IV

Students must pass all courses each semester with a **minimum of a C** to progress to the next semester. **Failure to do so will result in dismissal from the program.**

C. GRADING SYSTEM

The following grade system is used to report student progress:

Grade	Nature of Work	Grade Points
<i>A</i>	(90-100) Excellent	4
<i>B</i>	(80-89) Good	3
<i>C</i>	(70-79) Satisfactory	2
<i>D</i>	(60-69)	1
<i>F</i>	(Below 60) Failing	0
<i>WF</i>	Withdrew Failing	0
<i>I</i>	Incomplete	Not Computed
<i>NG</i>	No Grade	Not Computed
<i>AU</i>	Audit	Not Computed
<i>EX</i>	Credit by Competency Exam	Not Computed
<i>TR</i>	Transfer Credit	Not Computed
<i>W</i>	Withdrew	Not Computed
<i>Z</i>	COVID - 19 withdraw	Not Computed
<i>AC</i>	Articulated Credit	Not Computed

The student is individually counseled concerning their academic and clinical training if warranted.

D. STUDENT PROGRAM ADVISEMENT

Faculty is committed to assisting students to be successful in the program, and the program faculty subscribes to the open-door policy to all students who might need advisement and/or counseling. All students should be properly counseled and advised to promote student achievement and professionalism, which will advance them into their career as a Radiologic Technologist.

Student files are reviewed periodically, and at the midpoint of each semester, radiologic technology students who do not meet the clinical, didactic, or laboratory course objectives will be informed of their performance status. Additionally, any student earning a score of less than 70% or in any didactic course, and less than 80% in laboratory or clinic will be informed of their performance status.

For those students failing to meet the minimum standards set forth by the WGTC Radiologic Program, a progressive advisement process model is implemented, which consists of:

- Documented verbal and/or a written warning consisting of feedback regarding their status.
- A remediation plan that identifies their areas of weakness, goals for improvement, timeline for goals to be met, and how their specific goals will be evaluated.
- Weekly meetings to check the progress of the student's remediation status.

Remediation is a process where the student's area of deficiency is notated, and recommendations are given to assist the student in improving their areas of weakness. A remediation plan is individual based, and the instructor placing the student on remediation will make recommendations and counsel the student regarding successful completion of the course and the program. Furthermore, remediation plans are mandatory, and students are expected to comply with the recommendations listed within their specific remediation plan.

Any student who does not meet the minimum requirements set forth by the WGTC Radiologic Program will be placed on remediation.

Any student failing to comply to their specified remediation plan will be subject to appropriate disciplinary actions listed within the Program Handbook.

VIII. CLINICAL EDUCATION

A. MASTER PLAN FOR CLINICAL EDUCATION

West Georgia Technical College's Program of Radiologic Technology is committed to quality health care, quality education, and professional standards in the health profession. The program's purpose in radiologic technology is to enable the student to develop skills through classroom education and clinical education that will allow them to successfully perform the duties of a radiologic technologist.

The student will start their clinical education the second semester of the program in the Spring Semester. The first few weeks are spent observing staff radiographers in the clinical setting and learning basic patient-handling skills. The student becomes increasingly more active in the clinical setting by assisting the staff radiographers with radiographic procedures and performing the procedure with the staff radiographer observing. When the student becomes competent in an area, they perform the procedure only with indirect supervision.

The components of the clinical evaluation system include: policies concerning attendance, clinical reprimand procedures, clinical grading system, clinical objectives, clinical competency evaluations and objectives, staff evaluations, etc.

Supervision Defined:

Direct Supervision

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement.
- Evaluates the condition of the patient in relation to the student's knowledge.
- Is physically present during the conduct of the procedure.
- Reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

Indirect Supervision

The JRCERT defines indirect supervision as the supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. The availability applies to all areas where ionizing radiation equipment is used on patients.

B. STANDARDS OF CONDUCT DURING CLINICAL ATTENDANCE

In addition to the rules of conduct stated in the WGTC General Catalog and the Program Handbook, additional clinical rules must be enforced. These include the following:

1. Access and disclosure of confidential patient information (HIPAA).

2. Excessive absence and/or lateness in reporting for Clinical duty.

A. WGTC Radiologic Technology Clinical Participation Policy:

Students are allowed a set number of PLT (Personal Leave Time) day per semester. This time is for scheduled and unscheduled events. Students will not lose points from the employability grade for using PLT. The program faculty must approve all absences using PLT days. Approval of PLT days is at the discretion of the program faculty.

- For any absence outside of the set PLT days, students will lose fifteen employability points for each absence, and students will have to make up that time during the semester break. This includes absences due to illness or unforeseen circumstances. The clinical coordinator will schedule the makeup time with the student, and the student will confirm the time with the clinical site. The student must complete his or her makeup time at the clinical site where the time was missed.
- The maximum number of allowable absences, beyond the allotted PLT days, for any semester is two.
 - For example, if you are allotted two PLT days for a semester, the maximum number of absences you can have for that semester is four (4). If you reach four absences, you will lose 30 employability points.
- Any unexcused absences, absences where the student does not notify faculty/clinical site of the absence, will result in the final clinical grade being lowered by one letter grade.

If a student reaches the maximum number of absences and misses one more day, the student may be dismissed from the course. If there are extenuating circumstances, the student must submit an explanation for consideration for any exceptions in writing to the clinical coordinator and program director.

Students who do not use their PLT days may not carry over those days to the next semester. Students may have a maximum of one PLT day. Even if students have one PLT day, the maximum number of days a student can miss any semester is still one.

3. Failure to sign in or out upon reporting to and leaving the Clinical Site: Failure to clock in/clock out in Platinum Planner for a scheduled shift will require the student to repeat that clinical day. No exceptions.

- **Students are to clock in/out in the department they are assigned. No exceptions.** If they are found to be clocking in/out in areas other than the department they are assigned to, that is grounds for disciplinary action including possible program dismissal.

4. Failure to notify the Clinical Site and the Clinical Coordinator/Program Director in advance of tardiness of more than one hour to the Clinical Site.

5. Failure to wear the designated uniform, name tags, radiation badge, carry their clinical notebook or comply with the Clinical Site's personal hygiene and grooming regulations.

6. Leaving the premises of the Clinical Site during clinical hours without permission, leaving early without approval, or leaving the Clinical Site without permission from the Clinical Coordinator or Program Director.

7. Damage to property of the Clinical Site; negligently wasting supplies and materials; defacing property or equipment of the Clinical Site; abusing property of the Clinical Site; and unauthorized operation or repair of equipment.

8. Performing work of substandard quality or quantity, indicative of the level of training as demonstrated by clinical evaluations or incidents occurring within the department.

9. Immoral conduct.

10. Coercing, bribing, inciting, or otherwise inducing employees or students to engage in any practice violating Clinical Site rules or restricting Clinical Site operations.

11. Solicitation

12. Eating in work areas, halls, corridors, or where patients and visitors are greeted.

13. Smoking on Clinical Site premises, except in certain designated areas.

14. The use of audio equipment (i.e., iPod, iPad, Kindles, etc.) during clinical hours.

15. Gambling on Clinical Site property.

16. Violation of fire or safety practices at the clinical site.

17. Excessive personal phone calls while on clinical duty.

18. Use of cell phones or smart watches while on clinical duty.

19. Any forms of harassment.

20. Radiating anyone for non-medical reasons.

21. Behavior deemed as improper at any clinical site

22. Other similar offenses, which are sufficient for termination at the sole judgement of school or program officials.

23. Violations of any clinical site policy as stated and/or outlined in the Student Handbook, West Georgia Technical College's General Catalog, or the Radiologic Technology Program Handbook.

Employability Grade:

This counts towards a percentage of the total clinical grade. Students begin the semester with one-hundred points, and points are deducted for each infraction.

Infractions include:

1. Two points for each uniform infraction
2. Ten points for each tardy or occurrence of leaving early
3. Fifteen points for each known absence beyond the one PLT day

Revised 05/2026

C. AUTHORIZED CLINICAL ABSENCES (LEAVE TIME)

- a. Educational leave, such as seminars or conventions with approval from the Program and verification of attendance, will not be deducted from the student's Personal Leave Time. Those on probation **WILL NOT** be considered for this type of time away from the Program.
- b. Jury Duty leave will be granted when the student presents verification of Jury Duty. Clinical time missed will be made-up at the end of the semester. This must be approved in advance.
- c. Funeral leave for a death in the immediate family (children, parents, siblings, and grandparents). Time off is given at the discretion of the Program Director, usually consisting of two (2) consecutive days.
- d. Notification of Military reserve leave must be presented in advance to the Program Director. The time off for this leave must be made up during Semester Break, or the student may use their Personal Leave Time.
- e. Time off for sickness for spouse and children will be deducted from Personal Leave Time. The attendance grade will not be affected if accompanied by a doctor's excuse.
- f. Elective Surgery - All elective surgery should be scheduled during a semester break unless requested by the physician. If surgery is scheduled during the semester, the student must use Personal Leave Time or make up any missed time during the semester break.

All time not made up may result in **dismissal** from the program.

Serious Infractions of the Standards of Conduct During Clinical Attendance

1. A student must make every effort to get approval from the Radiologic Technology Program faculty to receive leave time.
2. Unplanned leave time includes but is not limited to the following:
 - Car trouble
 - Family difficulties
 - Personal problems, etc.
 - Sick time
3. The following actions are considered **severe infractions**:
 - Failure to call the clinical site and Program faculty when absent.
 - Failure to request leave time in advance.
 - Failure to produce a written medical excuse when requested by the program.
 - Failure to go to clinical duty.
 - Leaving clinical duty and/or class without proper authorization.
 - Falsification of time records, which is also subject to suspension or termination.
 - Clocking in or out of Platinum Planner outside of assigned location.
4. If a student fails to call or come in for **three (3)** consecutive days, the student is subject to program dismissal and must report to the Program Director before returning to clinical duty.

Serious infractions may **severely** affect the clinical grade.

Students will receive a verbal and/or written counseling for serious infractions. The Program Director will determine penalties for severe violations in accordance with their severity.

D. CLINICAL ROTATIONS

Placements of students at their clinical sites is the sole responsibility of the Radiologic Technology Faculty.

Prior to clinical assignments, students are required to complete a background check and drug screening. In addition to a series of vaccines (reference the *Program Admissions* section).

Due to the locations of our clinical sites, students are required to travel to various areas inside and outside of the metro-Atlanta area; these facilities may or may not be in close proximity to the school or to the student's primary residence. Additionally, during the time in the program, students are required to have at least **one second shift rotation** and they are required to rotate through: OR, a trauma level 2 or 3 facility, a pediatric facility or a facility with a pediatric unit, an outpatient facility, and the Emergency Department.

The program does not and will not accommodate student clinical rotation request. If the student is unwilling or unable to rotate through the required areas mentioned above, they will not be able to progress with the program.

Students are prohibited from contacting the clinical sites or the clinical site preceptors prior to placement. Students may only contact the clinical site once they are assigned to that particular site if they are going to be late or absent for their clinical rotation, or under excruciating circumstances. If a student, or student's family member, contacts the clinical sites or the clinical preceptors outside of the context listed above, the student is forfeiting their clinical experience and they will not be able to progress in the WGTC Radiologic Technology Program.

Students will not be placed at clinical sites if their immediate family (parents, siblings, spouse, and children) are employed in the x-ray department.

Students who are denied or removed from a clinical placement will not be reassigned to another clinical affiliate by the program. Because successful completion of required clinical education is a mandatory component of the curriculum, denial or revocation of a clinical placement prevents the student from meeting program completion requirements and may result in course failure and dismissal from the Health Sciences program in accordance with program policies.

Upon the first day of a student's clinical rotation, the students will go through an orientation with their Clinical Preceptor. At that time, the student will receive pertinent site information and badges, if applicable. It is prohibited that the student pick up their badges before their clinical rotation unless advised to do so by program faculty.

Failure to comply with any requirements listed above will result in the student forfeiting their clinical experience, and the student may not be able to progress in the WGTC Radiologic Technology Program.

Students are encouraged to have health insurance coverage for their clinical rotations (this is not provided by the program nor WGTC).

E. CLINICAL OBJECTIVES

1. CHEST RADIOGRAPHY

An acceptable degree of competence has been attained when the student can:

Junior Level

1. Perform patient handling tasks such as patient identification (i.e., patient's name and/or armband), gowning patient, lifting technique, room cleanliness before and after the procedure, and proper instructions to the patient.
2. Evaluate requisition and determine the correct exam and views for routine chest series.
3. Set up the appropriate radiographic equipment specific to the examination.
4. Provide radiation protection to all individuals in the room.
5. Perform routine chest radiographic examinations with limited supervision.
 - a. Understands routine study.
 - b. Correctly manipulates equipment.
 - c. Correctly positions part.
 - d. Uses correct centering of central ray.
 - e. Collimates to area radiographed.
 - f. Selects correct exposure factors.
 - g. Gives correct breathing instructions to the patient.
6. Provide precise film identification such as markers, patient name, hospital number, and exam date.
7. Proceeds efficiently at a reasonable speed.
8. Name, locate, and describe the thoracic structures represented.

Senior Level

9. Evaluate requisition and determine the correct exam and views.
10. Describe the average chest radiographic unit and its application to general chest radiography.
11. Perform the more difficult chest examinations.
12. When appropriate, select and use accessories such as a mobile table for decubiti, contrast for cardiac studies, etc.
13. Show proficiency in correct positioning, centering, SID, collimation, and exposure factors.
14. Evaluate the quality of images.
15. Correctly set up the machine according to changes in examinations.

All students must train under the direct supervision of a registered technologist until competence is proven. Once competence is established, the student may train under indirect supervision.

***All repeat radiographs must be performed under the direct supervision of a registered technologist.**

2. ORTHOPEDIC RADIOGRAPHY

An acceptable degree of competence has been attained when the student can:

Junior Level

1. Perform patient handling tasks such as patient identification (i.e., patient's name and/or armband), gowning patient, lifting technique, room cleanliness before and after the procedure, and proper instructions to the patient.
2. Evaluate requisition and determine correct exam and views for routine orthopedic series.
3. Set up the appropriate radiographic equipment specific to the examination.
4. Provide radiation protection to all individuals in the room.
5. Perform routine radiographic examinations for the appendicular and axial skeletons and abdomen with limited supervision.
 - a. Understands routine studies.
 - b. Correctly manipulates equipment.
 - c. Correctly positions part.
 - d. Uses correct centering of central ray.
 - e. Collimates to area radiographed.
 - f. Selects correct exposure factors.
 - g. Gives correct breathing instructions to the patient.
6. Provide precise film identification such as lead markers, patient name, hospital number, and exam date.
7. Proceeds efficiently at a reasonable speed.
8. Name, locate, and describe the thoracic structures represented.
9. Describe fleshy and bony landmarks that aid in centering for a specific structure.

Senior Level

10. Evaluate requisition and determine the correct exam and views.
11. Describe the average radiographic unit and its application to general orthopedic radiography.
12. Perform the more difficult orthopedic examinations with limited supervision.
13. When appropriate, Select and use accessories such as grids, immobilization devices, etc.
14. Show proficiency in correct positioning, centering, SID, collimation, and exposure factors.
15. Evaluate the quality of images.
16. Correctly set up the machine according to changes in the examinations.

All students must train under the direct supervision of a registered technologist until competence is proven. Once competence is established, the student may train under indirect supervision.

*****All repeat radiographs must be performed under the direct supervision of a registered technologist.**

3. PORTABLE RADIOGRAPHY

An acceptable degree of competence is attained when the student can:

Junior Level

1. Perform patient handling tasks such as patient identification (i.e., patient's name and/or armband), lifting technique, cleaning of machine and cassettes after each procedure, immobilization, and proper instructions to the patient.
2. Evaluate requisition and determine the correct portable radiography exam and views.
3. Set up the appropriate radiographic equipment specific to the examination.
4. Provide radiation protection to all individuals in the room.
5. Perform routine radiographic examinations for the chest, abdomen, and certain orthopedics with limited supervision.
 - a. Understands routine study.
 - b. Correctly manipulates equipment.
 - c. Correctly positions part.
 - d. Uses correct centering of central ray.
 - e. Collimates to area radiographed.
 - f. Selects correct exposure factors.
 - g. Gives correct breathing instructions to the patient.
6. Provide precise film identification such as markers, patient name, hospital number, and exam date.
7. Proceeds efficiently at a reasonable speed.
8. Name, locate, and describe the thoracic, abdominal, and certain orthopedic structures and bones of the appendicular and axial skeletons.

Senior Level

9. Evaluate requisition and determine the correct exam and views.
10. Describe the purpose and application of the portable unit used in bedside radiography.
11. Perform the more difficult portable procedures (isolation patients, recovery room, etc.) and orthopedic bedside radiographic exams with limited supervision.
12. When appropriate, select and use accessories such as grids, grid caps, grid holders, lead shields, etc.
13. Show proficiency in correct positioning, centering, SID, collimation, and exposure factors.
14. Evaluate the quality of images.
15. Correctly set up the machine according to changes in examinations.

All students must train under the direct supervision of a registered technologist until competence is proven. Once competence is established, the student may train under indirect supervision.

*****All repeat radiographs must be performed under the direct supervision of a registered technologist.**

4. UPPER GASTROINTESTINAL RADIOGRAPHY

An acceptable degree of competence has been attained when the student can:

Junior Level

1. Perform patient handling tasks such as patient identification (i.e., patient's name and/or armband), gowning patient, lifting technique, room cleanliness before and after the procedure, and proper instructions to the patient.
2. Evaluate requisition and determine correct exams and views for routine UGI series.
3. Identify the contrast medium appropriate for the radiographic study.
4. Set up fluoroscopy equipment correctly for specific exams.
5. Provide radiation protection to all individuals in the room.
6. Assist Radiologist in administering the contrast medium when needed.
7. Perform routine UGI after study examinations with limited supervision.
 - a. Understands routine studies.
 - b. Correctly manipulates equipment.
 - c. Correctly positions part.
 - d. Uses the correct size of the film.
 - e. Uses correct centering of central ray.
 - f. Collimates to area radiographed.
 - g. Selects correct exposure factors.
 - h. Gives correct breathing instructions to the patient.
8. Provide precise film identification such as lead markers, patient name, hospital number, and exam date.
9. Proceeds efficiently at a reasonable speed.
10. Name, locate, and describe the upper gastrointestinal structures (pharynx, esophagus, stomach, and small bowel).
11. Describe landmarks that aid in centering for the specific structure.

Senior Level

12. Evaluate requisition and determine the correct exam and views.
13. Describe the purpose and application of the fluoroscopic unit as it applies to an upper GI study.
14. With limited supervision, Perform the more difficult studies such as arthrography, ERCP, double-contrast studies, etc.
15. Select and use accessories such as grids, sterile trays, etc., when appropriate.
16. Show proficiency in correct positioning, centering, SID, collimation, and exposure factors.
17. Evaluate the quality of images.

18. Correctly set up the machine according to changes in the examinations.

19. Gives patient follow-up instructions when necessary.

All students must train under the direct supervision of a registered technologist until competence is proven. Once competence is established, the student may train under indirect supervision.

*****All repeat radiographs must be performed under the direct supervision of a registered technologist.**

5. LOWER GASTROINTESTINAL RADIOGRAPHY

An acceptable degree of competence has been attained when the student can:

Junior Level

1. Perform patient handling tasks such as patient identification (i.e., patient's name and/or armband), gowning patient, lifting technique, room cleanliness before and after the procedure, and proper instructions to the patient.
2. Evaluate requisition and determine the correct exam and views for routine lower GI series.
3. Identify the contrast medium appropriate for the radiographic study.
4. Set up fluoroscopy equipment correctly for specific exams.
5. Provide radiation protection to all individuals in the room.
6. Assist Radiologist in administering the contrast medium when needed.
7. Perform routine lower GI after study examinations with limited supervision.
 - a. Understands routine studies.
 - b. Correctly manipulate equipment.
 - c. Correctly positions part.
 - d. Uses the correct size of the film.
 - e. Uses correct centering of central ray.
 - f. Collimates to area radiographed.
 - g. Selects correct exposure factors.
 - h. Gives correct breathing instructions to the patient.
8. Provide precise film identification such as lead markers, patient name, hospital number, and exam date.
9. Proceeds proficiently with reasonable speed.
10. Name, locate, and describe the lower gastrointestinal structures represented (segments of the colon, flexures, etc.).
11. Describe bony landmarks that aid in centering for the specific structure.

Senior Level

12. Evaluate requisition and determine the correct exam and views.
13. Describe the purpose and application of the fluoroscopic unit as it applies to a lower GI study.
14. With limited supervision, Perform the more difficult studies, such as air contrast BE, hysterosalpingograms, etc.
15. Select and use accessories such as grids, sterile trays, etc., when appropriate.
16. Show proficiency in correct positioning, centering, SID, collimation, and exposure factors.
17. Evaluate the quality of images.

18. Correctly set up the machine according to changes in the examinations.

19. Gives patient follow-up instructions when necessary.

All students must train under the direct supervision of a registered technologist until competence is proven. Once competence is established, the student may train under indirect supervision.

*****All repeat radiographs must be performed under the direct supervision of a registered technologist.**

6. CRANIAL RADIOGRAPHY

An acceptable degree of competence has been attained when the student can:

Junior Level

1. Perform patient handling tasks such as patient identification (i.e., patient's name and/or armband), gowning patient, lifting technique, room cleanliness before and after the procedure, and proper instructions to the patient.
2. Evaluate requisition and determine the correct exam and views for routine cranial series.
3. Set up the appropriate radiographic equipment specific to the examination.
4. Provide radiation protection to all individuals in the room.
5. Perform routine radiographic examinations of the skull with limited supervision.
 - a. Understands routine studies.
 - b. Correctly manipulates equipment.
 - c. Correctly positions part.
 - d. Uses the correct size of the film.
 - e. Uses correct centering of central ray.
 - f. Collimates to area radiographed.
 - g. Selects correct exposure factors.
 - h. Gives correct breathing instructions to the patient.
6. Provide precise identification of films such as lead markers, patient name, hospital number, and exam date.
7. Proceeds efficiently at a reasonable speed.
8. Name, locate, and describe the cranial, facial bones, and sinuses.
9. Describe landmarks that aid in centering for a specific structure.

Senior Level

10. Evaluate requisition and determine the correct exam and views.
11. Describe the average radiographic unit and its application in cranial radiography.
12. Perform the more difficult cranial examinations with limited supervision.
13. When appropriate, Select and use accessories such as grids, immobilization devices, etc.
14. Show proficiency in correct positioning, centering, SID, collimation, and exposure factors.
15. Evaluate the quality of images.
16. Correctly set up the machine according to changes in the examinations.

All students must train under the direct supervision of a registered technologist until competence is proven. Once competence is established, the student may train under indirect supervision.

*****All repeat radiographs must be performed under the direct supervision of a registered technologist.**

7. OPERATING ROOM RADIOGRAPHY

An acceptable degree of competence has been attained when the student can:

Junior Level

1. Perform patient handling tasks such as patient identification (i.e., patient's name and/or armband), gowning patient, lifting technique, room cleanliness before and after the procedure, and proper instructions to the patient.
2. Evaluate requisition and determine the correct exam and views.
3. Set up the appropriate radiographic equipment specific to the examination.
4. Provide radiation protection to all individuals in the room.
5. Maintain sterile technique.
6. Perform routine radiographic examinations for the O.R. with limited supervision.
 - a. Understands routine studies.
 - b. Correctly manipulates equipment.
 - c. Correctly positions part.
 - d. Uses the correct size of the film.
 - e. Uses correct centering of central ray.
 - f. Collimates to area radiographed.
 - g. Selects correct exposure factors.
 - h. Gives correct breathing instructions to the patient.
7. Provide precise film identification such as lead markers, patient name, hospital number, and exam date.
8. Proceeds proficiently with reasonable speed.
9. Name, locate, and describe the thoracic and abdominal structures and bones of the appendicular and axial skeletons.

Senior Level

10. Evaluate requisition and determine the correct exam and views.
11. Describe the application of the portable and C-Arm units used in the O.R.
12. Perform the more difficult O.R. procedures.
13. Select and use accessories such as grids, grid caps, etc., when appropriate.
14. Show proficiency in correct positioning, centering, SID, collimation, and exposure factors.
15. Evaluate the quality of images.
16. Correctly set up the machine according to changes in the examinations.

All students must train under a registered technologist's direct supervision regardless of competency level.

*****All repeat radiographs must be performed under the direct supervision of a registered technologist.**

8. EMERGENCY RADIOGRAPHY

An acceptable degree of competence has been attained when the student can:

Junior Level

1. Perform patient handling tasks such as identification of patient (i.e., patient's name and/or armband), gowning patient, lifting technique, cleanliness of room before and after the procedure or proper cleaning of the portable unit, and proper instructions to the patient.
2. Evaluate requisition and determine the correct exam and views for routine emergency procedures.
3. Set up the appropriate radiographic equipment specific to the examination and choose the most appropriate way to radiograph the patient based on his condition and ability to cooperate.
4. Make images with the portable unit as specified.
5. Provide radiation protection to all individuals in the room.
6. Perform routine emergency examinations with limited supervision.
 - a. Understand routine studies.
 - b. Correctly manipulates equipment.
 - c. Correctly positions part.
 - d. Uses correct centering of central ray.
 - e. Collimates to area radiographed.
 - f. Selects correct exposure factors.
 - g. Gives correct breathing instructions to the patient.
7. Provide precise film identification such as lead markers, patient name, hospital number, and exam date.
8. Proceeds efficiently with reasonable speed.
9. Name, locate, and describe the anatomy pertaining to each radiograph.
10. Describe bony landmarks that aid in centering for a specific structure.

Senior Level

11. Evaluate requisition and determine the correct exam and views.
12. Describe the average radiographic unit and its application in emergency radiography.
13. Perform the more difficult trauma examinations with limited supervision.
14. When appropriate, Select and use accessories such as grids, immobilization devices, grid holders, etc.
15. Evaluate the quality of images.
16. Correctly set up the radiographic unit or portable unit according to changes in the examinations.

All students must train under the direct supervision of a registered technologist until competence is proven. Once competence is established, the student may train under indirect supervision.

*****All repeat radiographs must be performed under the direct supervision of a registered technologist.**

9. COMPUTERIZED TOMOGRAPHY

An acceptable degree of competence has been attained when the student can:

Senior Level

1. Perform patient handling tasks such as identification of patient (i.e., patient's name and/or armband), gowning patient, lifting technique, cleanliness of room before and after the procedure, and proper instruction to the patient.
2. Follow proper procedures and keep room supplied.
3. Learn and recognize the transverse anatomy of the body.
4. Demonstrates a basic knowledge of computers and how to scan for basic CT studies.
5. Learn basic IV setups and precautions for injecting contrast materials and medications.
6. Provide radiation protection to all individuals in the room.
7. Observe and participate to the level of their ability.

All students must train under direct supervision while in this area.

10. ULTRASOUND

An acceptable degree of competence has been attained when the student can:

Senior Level

1. Perform patient handling tasks such as patient identification (i.e., patient's name and/or armband), gowning patient, lifting technique, and proper instruction to the patient.
2. Follow proper procedures and keep room supplied.
3. Learn and recognize the anatomical structures demonstrated by ultrasonography.
4. Demonstrates basic knowledge of ultrasonography.
5. Observe and participate to the level of their ability.

All students must train under direct supervision while in this area.

11. NUCLEAR MEDICINE

An acceptable degree of competence has been attained when the student can:

Senior Level

1. Perform patient handling tasks such as identification of patient (i.e., patient's name and/or armband), gowning patient, lifting technique, cleanliness of room before and after the procedure, and proper instruction to the patient.
2. Follow proper procedures and keep room supplied.
3. Demonstrate basic knowledge of nuclear medicine equipment.
4. Learn basic IV setups and precautions for injecting radioisotopes and certain medications.
5. Demonstrate proper radiation protection for all individuals in the area.
6. Observe and participate to the level of their ability.

All students must train under direct supervision while in this area.

12. SPECIAL PROCEDURES

An acceptable degree of competence has been attained when the student can:

Senior Level

1. Perform patient handling tasks such as identification of patient (i.e., patient's name and/or armband), gowning patient, lifting technique, cleanliness of room before and after the procedure, and proper instruction to the patient.
2. Follow proper procedures and keep room supplied.
3. Learn the basic setup of the special procedures tray.
4. Learn basic IV setups and precautions for injecting contrast materials and medications.
5. Provide radiation protection to all individuals in the room.
6. Observe and participate to the level of their ability.

All students must train under direct supervision while in this area.

13. MAGNETIC RESONANCE IMAGING

An acceptable degree of competence has been attained when the student can:

*Only students scheduled in MRI will complete these objectives.

Senior Level

1. Perform patient handling tasks such as identification of patient (patient's name and/or armband), gowning patient, lifting technique, cleanliness of room before and after the procedure, and proper instruction to patient.
2. Follow proper procedures and keep room supplied.
3. Learn and recognize the transverse anatomy of the body.
4. Demonstrates basic knowledge of computers and how to scan for basic MR studies.
5. Observe and participate to the level of their ability.

All students must train under direct supervision while in this area.

14. MAMMOGRAPHY

An acceptable degree of competence has been attained when the student can:

Senior Level

1. Perform patient handling tasks such as patient identification (i.e., patient's name and/or armband), gowning patient, lifting technique, and proper instruction to the patient.
2. Follow proper procedures and keep room supplied.
3. Learn and recognize the anatomical structures demonstrated by mammography.
4. Demonstrates basic knowledge of mammography
5. Observe and participate to the level of their ability.

All students must train under direct supervision while in this area.

***Please see "Mammography Rotation" on pg. 46 regarding the placement of students in a mammography rotation.**

F. CLINICAL COMPETENCY REQUIREMENT

The following explains the clinical competency requirements for graduation from West Georgia Technical College's Program of Radiologic Technology. These requirements **MUST** be met as previously outlined for the student to graduate.

Fifty-one (51) competencies **MUST** be performed from the second semester until the fifth, final semester. Eighteen (18) final competencies **MUST** be completed in the last two semesters, semesters four and five. Both sets of competencies **MUST** be performed to meet the requirements for graduation.

FIRST SEMESTER

The first-semester students will be required to complete and pass the following competency lab before being allowed to attend the clinical setting:

Equipment manipulation, chest, abdomen, upper extremity, humerus, shoulder, lower extremity, bony thorax (sternum & ribs)

SECOND-FIFTH SEMESTERS

Students must complete all thirty-six (36) mandatory clinical competencies required from the ARRT and fifteen (15) elective competencies of their choice. Mandatory exams are:

Chest	Trauma upper extremity (not	Hip
Chest AP (w/c or stretcher)	including shoulder)	X-table Lateral Hip
Ribs	Foot	Abdomen Supine
Thumb/finger	Ankle	Abdomen Upright
Hand	Knee	C-arm (2 views; AP & lateral)
Wrist	Tibia/Fibula	C-arm (Sterile field)
Forearm	Femur	Portable chest
Elbow	Trauma lower extremity	Portable abdomen
Humerus	Cervical Spine	Portable upper or lower extremity
Shoulder	Thoracic Spine	*Pediatric chest
Clavicle	Lumbar Spine	^Geriatric chest
Trauma Shoulder	X-table Lateral Spine	^Geriatric upper or lower
	Pelvis	extremity

*A pediatric patient is six (6) years or younger.

^A geriatric patient is physically or cognitively impaired as a result of aging

FOURTH-FIFTH SEMESTERS

Students must complete eighteen (18) Final Competencies in Categories 1 - 7 from the list provided.

Students must also complete Sub-specialty requirements during the fifth semester in the following:

Computerized tomography, nuclear medicine, surgery, magnetic resonance imaging (only scheduled students), ultrasound, interventional, mammography, and orthopedic rotations.

All competencies are MANDATORY, and failure to meet the above may result in the delay of graduation or program completion.

Students will not be allowed to complete any clinical competency before completing a demonstration lab for that particular competency. Students must also receive a 70% or higher grade on the written exam for that particular competency before they can complete the clinical competency.

Students receiving a grade below 70% on the written exam will not be allowed to complete a clinical competency until meeting with the Clinical Coordinator. The Clinical Coordinator will counsel the student and then ask the student to complete additional assignments for that particular competency prior to completing a clinical competency in the clinical arena.

If a student is asked to perform **ANY** exam again as a "spot check" and cannot successfully complete the exam, that clinical competency grade will be **NULLIFIED**. Consequently, the student must be reassessed at a later date and receive a pass or fail grade. If the competency is failed, the student will not be in accordance with graduation requirements, and graduation could be delayed.

All Clinical Competency Evaluation forms **MUST** be completed in full to include patient information and all signatures. The form will then be turned in to the Clinical Coordinator to be recorded and placed in the student's file.

G. RADIOGRAPHIC LABORATORY AND CLINICAL COMPETENCIES

Radiographic laboratories are designed to instruct students in the correct positioning methods for standard radiographic examinations. These labs allow the student to observe the proper positioning methods and become familiar with techniques, patient considerations, etc.

Each radiographic laboratory follows the course progression schedule and is divided into particular anatomical areas and/or specific types of radiologic examinations. A laboratory simulation test will be given where the student must score an 80% or better before they can perform the competency under **DIRECT** supervision in the clinical setting. The following is used to aid the student in successfully completing each lab.

1. Demonstration of radiographic positions by the program faculty.
2. Scheduled lab time where the student may practice the demonstrated radiographic positions.

Upon completion of the positioning lab, students are eligible to perform the competency they successfully evaluated on.

The student must assist on **two (2)** clinical procedures before performing the clinical competency for a grade. Additionally, the student must achieve a minimum score of 80% on each competency performance, which includes proper identification of anatomy.

While performing the competencies in the clinical setting, it is mandated that the student execute the competency under the **DIRECT** supervision of a Registered Technologist.

Upon successfully completing each competency, the student will be allowed to perform these examinations under the **INDIRECT** supervision of a Registered Technologist.

A list of all passed competencies will be kept in each student's clinical notebook so that each clinical site will be aware of the exams students may perform under **INDIRECT** supervision.

H. CLINICAL COMPETENCY AND LAB SIMULATION SCHEDULE

SPRING SEMESTER (JUNIOR YEAR)

Students must perform a routine **two-view chest (PA & lateral projections), AP chest (wheelchair/stretchers), and AP supine abdomen** exams along with **twelve (12)** additional competencies, bringing the total to **fifteen (15)** required competencies for the semester. Any remaining competencies **will be** carried over to the next semester, and any competency requirements not completed will receive a **zero (0)** per competency. Mandatory competencies not met will result in the student being placed in immediate remediation.

Equipment manipulation must be successfully completed before going to clinical rotations.

Care of Patient Medical Equipment check-off (e.g., oxygen tank, IV tubing, etc.) must be completed the first three weeks of the spring Semester in the students' assigned clinical setting.

SUMMER SEMESTER

Students must perform any required competencies from the previous semester along with at least **fifteen (15)** competencies for the summer semester.

Any remaining competencies **will be** carried over to the next semester, and any competency requirements not completed will receive a **zero (0)** per competency.

FALL SEMESTER

Students must perform any required competencies from the previous semester along with at least **fifteen (15)** competencies for the fall semester.

Any remaining competencies **will be** carried over to the next semester, and any competency requirements not completed will receive a **zero (0)** per competency.

FINAL COMPETENCIES

Senior students will begin final competencies at the mid-point of the fall semester and should complete a minimum of **ten (10)** by the end of the semester. More information regarding final competencies is listed under the heading **Final Competency Schedule**.

SPRING SEMESTER (SENIOR YEAR/FINAL SEMESTER)

ALL competencies listed above **MUST** be completed by the end of this semester, along with **the minimum of eight (8)** required final competencies.

Sub-specialties competencies must be completed.

Simulations will be determined on a case by case basis and no more than three (3) simulation labs can be completed. Simulations will not consist of pediatric nor final competencies – no exceptions

I. FINAL COMPETENCIES: updated 10/2026

During the Senior year, the student will perform final competencies to ensure proficiency. Each semester of the senior year, the student will perform a minimum of ten (10) procedures from the list provided. A procedure will only be evaluated once. Example: A student evaluated on a knee cannot complete another knee procedure or receive another evaluation.

The procedures are categorized. In some categories, the student will perform all of the procedures, but in others, the student will be allowed a choice of procedures.

CATEGORY 1 - (must perform ALL from this category)

- Routine two-view chest
- Portable chest
- AP wheelchair OR stretcher

CATEGORY 2 - (must perform three (3) from this category as well as trauma extremity)

- Hand
- Wrist
- Forearm
- Elbow
- Humerus
- Shoulder
- Trauma extremity (either upper or lower extremity, to follow ARRT trauma protocol)

CATEGORY 3 - (must perform three (3) from this category)

- Foot
- Ankle
- Tib/fib
- Knee
- Femur
- Portable extremity

CATEGORY 4 - (must perform BOTH C-spine and L-spine; choose one (1) more from this category for a total of three (3))

- C-spine (required)
- L-spine (required)
- Choose 1 of the following:
- T-spine
- Pelvis
- Hip

CATEGORY 5 - (must perform BOTH from this category)

- Supine abdomen (can be portable)
- Upright abdomen

CATEGORY 6 - (must perform one (1) from this category)

- UGI
- Esophagram (not modified)

CATEGORY 7: Peds 6 yrs or younger - (must perform both from this category)

- Two-view routine chest
- Portable AP chest

J. CLINICAL EVALUATION GRADING SYSTEM

The clinical grade is derived in the following manner:

- Employability
- Staff Evaluations
- Competencies
- Final Exam

Employability

Please refer to the course's Standards of Conduct During Clinical Attendance Procedure and Syllabi.

Daily Patient Record

1. A daily patient record will be kept by all students every semester; this is part of the student's employability grade.
2. This record will include:
 - Student's name
 - Date
 - Clinical Site
 - Account number
 - Examination(s) performed
 - Whether the student performed the exam under direct or indirect supervision and signed by a technologist each day to confirm direct or indirect supervision
3. Repeat films column, which requires initials from the technologist who directly supervised the student.
4. Comments about the exam
 - This information is to be reported for every patient with which the student works.
5. This record will provide valuable information to the Program Faculty in that the program will be able to look at the number of patients done under direct and indirect supervision and the type of examinations being performed.
6. The Program Faculty can at any time check any patient listed on the daily patient record for evaluation of the films performed.
7. Students must turn in the Daily Patient Record according to the specified day in the clinical syllabus for that particular semester.
8. Ten points will be deducted each day the Daily Patient Record is late.

Staff evaluations

1. Clinical evaluations are filled out on a bi-weekly basis. The evaluation is completed by the staff technologist(s) with whom the student has worked.
2. The student is evaluated according to their level of training (samples of the staff evaluation forms are included in the Clinical Notebook).

3. Clinical objectives are available at each Clinical Site and serve as a guideline for the student's competency. They also serve as a basis for determining the student's evaluation score. (Clinical Objectives are also included in the Clinical section of the Handbook)

4. After the technologist fills out the evaluation, it should be turned in to the Clinical Coordinator, which will be graded and placed into the student's file. Student evaluations should be turned in according to the syllabus schedule. If the evaluation is turned in two weeks or more past the scheduled date, the student may receive a zero for that given evaluation. Students should periodically check with the Clinical Coordinator to view their evaluations. **Failure to turn in an evaluation will result in a zero being recorded for that particular evaluation.**

5. The student must sign all evaluations. This indicates that the student has seen but does not necessarily agree with the clinical evaluation.

6. If the student disagrees with the staff evaluation, the student has the right to place in writing their comments which will be attached to the original staff evaluation and placed in the student's file. Students are not to question the given evaluation with the technologist or Clinical Preceptor. Doing so could go against the behavior and ethical standards in the "Programs Code of Conduct" section, and disciplinary actions may occur.

Competency evaluations

1. The student will be notified of all lab dates and/or simulation labs.

2. Prior to the clinical laboratory demonstration, the student is given objectives for the procedure.

3. The Program Faculty will demonstrate patient care, equipment manipulation, and/or positioning procedure to the student.

4. At a later date, the student will be evaluated in the clinical setting on his performance on an actual patient in the Radiology Department. The student will be evaluated by the designated Clinical Preceptor for the clinical site or another Registered Technologist.

5. Some competency evaluations will be simulated in the radiology lab on the WGTC Douglasville campus. Lab dates and times will be given to the student in advance.

6. Each student **MUST** perform the minimum competency evaluations scheduled for that semester. **IF THE STUDENT DOES NOT COMPLETE THE MINIMUM NUMBER OF COMPETENCIES REQUIRED; THE STUDENT MAY RECEIVE A FAILING GRADE IN THE COURSE.** All competency evaluations must be completed by the student's final semester in the program.

7. If a student scores below 80% on a procedure, additional instruction will be given in that area, and the student will be reevaluated to determine competency in that particular area.

8. If the student fails the reevaluation, they will be allowed only **one additional** reevaluation.

9. If the second reevaluation is unsuccessful the student will be placed on probation, or the student may not be able to progress to the next course in the program, depending on the student's overall clinical performance.

10. All reevaluations are given a pass or fail grade.

11. The student must score at least 80% on the performance portion of the competency to receive an acceptable rating.

12. The student must score at least 80% on the anatomy portion of the competency to receive an acceptable rating.

Final exams

Please refer to the specific course syllabus for that particular course.

K. REVOKING COMPETENCIES

A student may have their competency/competencies revoked if they continually produce poor-quality exams. Poor quality is defined as **a student who has excessive repeats of any given exam, which may include but not be limited to positioning errors, patient carelessness and neglect, and incorrect equipment manipulation, which would lead to an exam being repeated (i.e., clipping anatomy due to improper collimation).**

If it is deemed that a student is underperforming in their clinical duties, and if a registered technologist believes the student's level of competency is below the required level, the following procedure may take place:

- The registered technologist working with the student will inform the site Clinical Preceptor and fill out and sign the Exam Revocation Form indicating the exam they choose to revoke and why.
- After reviewing the form and adequate documentation, the Clinical Preceptor will have the right to revoke the student's competency and meet with the student to review the form; both the Clinical Preceptor and student will sign the form.
- The signature acknowledges that the student has seen but does not necessarily agree with the decision to revoke the competency. The student has the right to submit written comments on the Exam Revocation Form.
- Students are not to argue with the Clinical Preceptor regarding the decision. Doing so could go against the behavior and ethical standards in the "Programs Code of Conduct" section, and disciplinary actions may occur.
- The form must be emailed, faxed, or hand-delivered to the Clinical Coordinator. Hand delivery can occur during site visits.
- The Clinical Coordinator will review the Exam Revocation Form, and all submitted statements.
- Once the review is completed, the Clinical Coordinator will make the final decision of whether to revoke the student's competency.
- After making a final decision, the Clinical Coordinator will inform the site Clinical Preceptor of their decision and discuss their decision with the student along with any applicable corrective measures.

****During this process, the student will be on clinical probation until a decision is made. ****

If a competency is revoked, the student is eligible to repeat that revoked competency by, in the listed order:

- Attending a 30-minute counseling session with the Clinical Coordinator to discuss areas of weakness and how to improve those areas of weakness.
- Successfully complete **three (3)** separate lab checkoffs for the revoked exam
- At their clinical site, document that they have successfully performed the exam **three (3)** separate times under direct supervision; this may be logged on the student's daily patient log, and this log must be shown to the Clinical Coordinator before a competency form is given.

After the process listed above is completed, the student will be eligible to repeat the revoked competency a maximum of **two (2)** times on **two (2)** separate occasions; the first competency attempt will result in a **ten (10)** point deduction and the second competency attempt will result in a **twenty (20)** point deduction.

If the student is unable to proficiently pass their competency, they will remain on clinical probation and may not progress in the program.

Additionally, a student who continually has exams revoked will be subject to disciplinary actions listed under the section titled “Disciplinary Course of Action”.

****IF during a site visit the Clinical Coordinator or Program Director deems a student below clinical proficiency, the student’s competency will be immediately revoked, they will be placed on probation, and the competency revoking process will begin****

L. REPEAT COMPETENCIES

Initial, submitted competencies that are rejected by the Clinical Coordinator will require a repeat of the entire exam. An exam is subject to repeat if the following occurs: more than three (3) criteria are missed on the competency sheet, a negative remark is given in the imaging report via the radiologist regarding the image quality, too much or too little technique that makes the image difficult to “read”, having to “guess” the image, and clipped anatomy; the following list is not all inclusive. While competency notation is not required, it is strongly suggested that the student notate their competencies if needed. The second competency repeat will result in a ten (10) point reduction of the overall competency grade, and a third competency repeat will result in a twenty (20) point reduction of the overall competency grade. If a competency is subject to repeat, the following will occur:

- Counseling by Clinical Coordinator to identify areas of weakness and a discussion of ways to improve those areas of weakness.
- Review of the relevant procedures

A student will be placed on clinical probation if they are unsuccessful with the second competency attempt, and will not be able move forward with their third competency attempt until the following is completed:

- Counseling by Clinical Coordinator to identify areas of weakness and a discussion of ways to improve those areas of weakness.
- Review of the relevant procedures
- Required lab time within **seven (7) days** of the second attempt

If a student is unable to proficiently pass their competency, they will remain on clinical probation and may not be able to progress in the program.

****It is the student’s responsibility to make arrangements with the Clinical coordinator to schedule any requirements. Failure to do so may result in disciplinary actions, including program dismissal. ****

M. CLINICAL HOURS

Hours vary based on the semester. Typical first shift hours are from 8 AM-4 PM, and a typical second shift hour is from 1 PM-9 PM

1. Students must sign in and out for their designated shift to verify clinical hours for the student's permanent record. Students will sign in and out of Platinum Planner, or their Clinical Notebook if they are having technical issues, in the designated area of the Clinical Site.
2. Students will take their lunch break in accordance with the procedures of the clinical site they are assigned to. Typically, this is a 30-minute lunch break. When students are in the clinical setting, the staff technologist or supervisor will determine the lunch or dinner time.
3. Program faculty reserves the right to amend clinical hours at the request of the clinical site. However, no clinical hour adjustment will affect the total number of clinical hours required to complete the program.

N. CLINICAL WARNING PROCEDURE

Refer to the section titled "Disciplinary Course of Action."

O. INCOMPLETE GRADE

1. If a student owes clinical time at the end of the semester, the clinical grade may be affected.
2. The Clinical grade may not be lowered if the time missed was due to an extensive illness supported by a physician's note or if the Program approved the missed time due to documented extenuating circumstances. The approval for an Incomplete grade is not automatic and is a process conducted by the college based on policies and procedures.
3. All Clinical time owed to the Program must be made up during semester break(s) at the clinical site where the time was missed. Failure to make time up during the semester break may result in the student being dismissed from the program.
4. Make-up time will be scheduled through the program Clinical Coordinator.
5. If a student fails to show up for the assigned make-up time, this will be considered insubordination, and the student will receive disciplinary action from the Program Director.
6. Make-up time of more than four hours in one day will require a meal break of 30 minutes that will not count towards the make up time. The make-up time will be scheduled accordingly by program faculty.

P. PERSONAL LEAVE TIME AND SPECIAL EVENTS

Time off may be granted to students in addition to scheduled breaks, holidays, and PLT for the following events:

- A. Job Interviews for graduating seniors - **5th semester only**. (Four hours for a maximum of **two occurrences**.) The student must show proof of the interview by returning to the School Faculty the Interview Request form signed by the interviewer. Failure to do so will result in that time being recorded as an unexcused absence. The student may not break up the four-hour sessions into smaller sessions. The student may use one four-hour interview time for a job orientation during the 5th semester.
- B. Implementation of the Inclement Weather Policy. Students will not be required to attend school while this policy is in effect.
- C. Attendance (planned by the school faculty) at educational seminars. If the student provides proof of attendance, time away from the school will not be recorded as an absence.

Q. VACATION

1. Students are given time off from clinical between semesters.
2. No other vacation time is given.

R. HOLIDAYS

New Year's Day (semester break)
M.L. King's Birthday (one day)
Memorial Day (one day)
July 4 (semester break)
Labor Day (one day)

Thanksgiving Holidays (two days)
Christmas Holidays (semester break)

IX. APPENDIX

MRI Screening Protocol Form

Student Name _____

Warning: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR scan room. Do not enter the MR environment or MR scan room if you have questions or concerns regarding an implant, devices, or objects.

Please answer YES or NO to all of the following questions. If you answer YES to any of the items below, DO NOT enter until you speak to the MRI personnel.

YES	NO		YES	NO	
		Pacemaker or Implanted Defibrillator			Currently wearing antimicrobial garments
		Aneurysm Clips			Breast Tissue Expander
		Stimulator- Neuro, Spine, Bone, Gastric			Hearing Aids
		Electronic or Magnetically Activated Implant			Artificial Heart Valve
		Ear or Eye Implant			Penile Implant
		Metal in Your Eyes Ever			Transdermal Patch
		Shrapnel			Magnetic Nail Polish
		Stent, Coils, or Filter			Neon Tattoo
		Shunt			Body Piercings other than earrings
		Arterial Filters			Magnetic Dentures
		Pill Camera			Chest Surgery
		Implanted Pump – Pain or Insulin			Heart Surgery
		Pregnant or Nursing			Internal Pacing wires
		History of Kidney Disease			Vascular Access Port
		Claustrophobia			Surgical Clip or Staple
		Mastocytosis			Neurostimulator, Biostimulator
		Artificial Limb or Joint			Implants held in place with a magnet
		Wire Mesh			Possibility of Pregnancy
		Bullets, BB's			Orbital Eye Prosthesis
		Ear Surgery or Implant			Any implants of any kind
		Cochlear Implant			Have you ever worked as a machinist, sheet metal worker, or welder?
		Hearing Aids			Have you ever had an injury to the eye involving a metallic object (i.e., metallic slivers, shaving, foreign body)?
		Any implanted orthopedic items (i.e., pins, rods, screws, nails, clips, plates, wires, etc.)			

The student must notify the program faculty if any of the above information changes during the program.

Student Signature _____ Date _____

West Georgia Technical College
School of Radiologic Technology
Written Declaration/Undeclaration of Pregnancy Form

Student Name: _____ Date _____

Pregnancy is voluntarily to disclose and notify the Radiology School Program Director that I:

_____ **Declare I am Pregnant** _____ **Un-declare My Pregnancy**

Estimated Date of Conception _____ Estimated Date of Delivery _____

In making this declaration, I understand that the embryo/fetus should not receive in excess of 500 millirems of radiation during pregnancy. The monthly fetal dose limit is 0.05 rem (50 mrem) for each month of gestation to not exceed 0.5 rem (500 mrem) during the term of the pregnancy. Before making a decision, the student is strongly urged to consider any possible dose the embryo/fetus receives before a declaration.

_____ I understand that I may un-declare my pregnancy at any time.

Explanation of radiation safety and protection has been conducted during the RADT 1010 course before beginning the clinical portion of the program. Additional counseling is provided and supported throughout the length of the Program. The pregnancy standard was provided to the student at the program orientation that occurs before students go to clinical. More information can be found on the link to the Nuclear Regulatory Commissions provided in the Student Handbook.

I understand that I have the following choices regarding continuation in the program and have marked my choice accordingly. I understand that I can change my selection anytime during the pregnancy. (Students should put initials next to the option they choose.)

1. _____ I choose to withdraw from the program.
2. _____ I choose a leave of absence from the program, returning immediately after the pregnancy terminates at the appropriate semester. This may delay the completion of the program.
3. _____ I choose to continue with academic courses and withdraw from clinical courses. I understand that clinical courses must be completed immediately after the termination of pregnancy at the appropriate semester. This may delay the completion of the program.
4. _____ I choose to continue with academic and clinical components with no modification until termination of pregnancy.
5. _____ I choose to continue with academic and clinical components with modifications as recommended by my physician, understanding that these modifications may delay my clinical progress and extend the program's length and delay completion.

Although it is both procedure and practice of this program to offer the utmost radiation protection to the students, West Georgia Technical College and all Clinical Sites associated with the Program of Radiology will not assume liability for the mother or child in case of pregnancy.

Information regarding a student's leaving due to pregnancy will be held in the strictest confidence.

Student Signature _____ Date _____ Program Director _____ Date _____

Revised 10/2015



**School of Health Sciences
Radiologic Technology Program
Request for Readmission/Reentry**

Student Name and Student ID _____

Name of the course you are requesting to reenter/Campus _____

Date/Semester you would like to reenter _____

Reason for dismissal:

- ☐ Academic Failure, Classroom
☐ Academic Failure, Clinical
☐ Withdrew Passing and Reason _____
☐ Withdrew Failing and Reason _____
☐ Other _____

Describe in detail the reasons you believe you were unsuccessful in the course you failed.

Please give at least four strategies or plans you will make to ensure success if allowed to return to the program.

- 1.
- 2.
- 3.
- 4.

When a student has an academic failure, this places them at a higher risk for certification/licensure failure. What actions will you take to ready yourself for your national/state license or certification?

Readmission is not automatic. A student may only repeat a course one time. A second failure in this course or another failure in the program will result in dismissal from the program. This would make the student ineligible for readmission.

The following will be required if you are allowed to return to the program:

1. Overall average must be 70 or greater.
2. All requests for readmission are due one (1) week after the end of the semester when the failure occurred.
3. The admission committee will meet face-to-face after receiving all requests to discuss readmission.
4. It is recommended that students take one semester off before readmission to the program.
5. Make an appointment with Student Success Services before re-entry and bring the visit documentation.
6. Documentation that assistance was sought related to ESOL if there are language issues.
7. Schedule a meeting with the course coordinator for academic advisement after each unit exam, no matter what your grade.
8. Attendance for all classes and lab. You should not be tardy or leave early.
9. Completion of all clinical assignments. You should not be tardy or leave early for clinical.
10. Completion of all assignments, testing, and any remediation.
11. Exhibit professional behavior.
12. Satisfactory completion of all course requirements.
13. _____ If applicable, lab "check off" on skills that should have been satisfactory for any previous courses.
14. _____ If applicable, a satisfactory grade of 75% for validation of previous knowledge in previous courses.

I accept the required terms for my readmission/re-entry. I understand that failure to comply with these requirements may result in failure of the course, and because this would be a second failure of the same course, I would be dismissed from the program. This would make me ineligible for readmission.

Student's Signature

Date

Program Director Signature

Date



RADIOLOGIC TECHNOLOGY PROGRAM
CONFIDENTIALITY AGREEMENT

Students in the West Georgia Technical College Radiologic Technology Program will be working with patient charts and applicable medical records in both the classroom and health care facilities. Student use of medical records and confidential patient information in the educational process requires compliance with federal HIPAA regulations and specifically:

- All information about a patient, written or verbal, belongs to the patient. Any violation of confidential information about a patient is punishable in a court of law. (Refer to the Health Insurance Portability and Accountability Act of 1996)
- The ARRT Professional Code of Ethics for the profession stipulates that confidentiality of patient information is a professional responsibility. Due to these legal and ethical considerations, any student enrolled in the Radiologic Technology Program who reveals contents of a medical record or information related to a patient's private health status without prior authorization is subject to reprimand and possible immediate dismissal from the clinical site and the program.

Having understood the above I, _____, do hereby agree to maintain confidentiality of all patient information to which I am exposed as a Radiologic Technologist student.

Printed Name of Student: _____

Student Signature & Date: _____

Faculty Signature & Date: _____



Media/Photo Release Form

I, _____, hereby grant permission to the West Georgia Technical College Radiologic Technologist Program the irrevocable and unrestricted rights to reproduce the photographs and/or video images taken of me for the purposes of publication, promotion, illustration, advertising, or trade, in any manner or in any medium.

I understand that the above uses may include, but are not limited to videotapes, films, sound recordings, photographs, displays, brochures, websites, multimedia programs, or any other type of promotional medium existing now or in the future.

I further understand that by granting this permission I am irrevocable giving up all rights and claims to monetary compensation for any future uses of this material by the above persons and organizations.

Printed Name: _____

Signature: _____

Date: _____



Program Expenses

Textbooks	\$700.00
Scrubs	\$90.00
Background/Drug Screen	\$80.00
Vaccines	\$200.00
Acemapp	\$50.00
Symplr	\$50.00
Platinum Planner	\$60.00
*ARRT Registry	\$225.00
Total Program Cost	\$1455.00

All of the above fees are estimates and are subject to change. Textbooks can change and update per semester. Some fees require a renewal. Program faculty will advise students of any and all changes