

**STUDENT HANDBOOK**  
**FOR**  
**RADIOLOGIC TECHNOLOGY**  
**STUDENTS**



**Bluefield State College**

**CLASS OF 2020 - 2022**

**REVISED: Spring 2020**

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## **CATALOG POLICY**

The Radiologic Technology Faculty and Bluefield State College reserves the right-to-change, delete, supplement or otherwise amend at any time the information, rules and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine, and shall apply to both present and prospective students. It is the student's responsibility to secure a catalog, student handbook, and policy manual with said policies.

**BLUEFIELD STATE COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
PHILOSOPHY**

Bluefield State College is an institution of higher learning designed to provide an education of quality to the people of south-central West Virginia in particular, as well as to the people of the state and surrounding counties in other states. The college maintains an open door philosophy and provides education opportunities to enable students to succeed in a higher education experience.

The Radiologic Technology Faculty accepts the responsibility for contributing to the college goals as outlined in the mission statement, “Promote the students’ intellectual, personal, ethical, and cultural development.” The Radiologic Technology Faculty is committed to planning and implementing a competency based educational program.

The Radiologic Technology Faculty views the individual as a system of biological, psychological and sociological components. These components function as a whole, interacting with the environment, the individual strives to attain equilibrium among these components while attempting to satisfy basic needs. Any factor (stressor) capable of causing change in this equilibrium creates stress. The process by which the individual adjusts to a stressor is adaptation which requires an interdependency of biological, psychological, and sociological components.

The individual’s potential for adaptation is enhanced through the acquisition of knowledge or learning. It is the individual who accepts the responsibility for learning. The quality and quantity of the learning is determined by the motivation, value structure, choices of the learner and learning opportunities available. Learning, an ongoing process which occurs throughout the lifespan allows for creativity and discovery as the person assumes various roles as an individual, a family member, or a resident of the community.

The goal of the radiologic technology education program is to assist the learner in



acquiring the theoretical and technical base for activities which are necessary to perform technical imaging procedures through a number of different modalities. Teaching is the process of creating an environment in which this goal may be achieved. The radiologic technology educator provides learning experiences which enable the radiologic technology student to acquire the skills, knowledge, and attitudes needed to function competently as a radiologic technologist.

Selected learning experiences provide the opportunity for students to evolve as radiologic technologists who assume responsibility and accountability for their actions. The learning environment involves interaction between the educator and the learner with each having an awareness of empathy, geniuses, and respect in the acquisition of knowledge. Education within this environment prepares the radiologic technologist to function as a member of the profession of radiology as a provider of care, client teacher, and communicator. These roles are to be practiced in a structured setting and are guided directly or indirectly, by a professional radiographer.

The overall purpose of the Department of Radiologic Technology at Bluefield State College is to prepare students who are cognizant, knowledgeable radiographers. On successful completion of the Associate Degree Program in Radiologic Technology and the written examination of the American Registry of Radiologic Technologists (ARRT), the graduate is prepared for a career as a Registered Technologist.

The health science faculty utilized Bluefield State College's philosophy in the development and revision of the philosophy of the radiography program so both would be consistent with the professional expectations of radiography career professionals and also consistent with other health educational programs sponsored by the institution.

## **PROGRAM OF RADIOLOGIC TECHNOLOGY DESCRIPTION AND OBJECTIVES**

The Registered Technologist is a skilled person qualified by education to provide patient services using imaging modalities as directed by physicians qualified to order and/or perform radiographic procedures. The curriculum and clinical portion of the program of Radiologic Technology are devised to provide the student with more than just essential knowledge of the field. The purpose is to instruct students so they are radiographer's who will be able to perform the duties exceeding the minimum performance standards.

The technologist is part of a medical team which performs effectively by:

1. Applying knowledge of anatomy, physiology, positioning, and imaging techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
2. Determining exposure factors to achieve optimum imaging techniques with minimum radiation exposure to the patient.
3. Evaluating images for appropriate positioning and image quality.
4. Applying the principles of radiation protection for the patient, self, and others.
5. Providing patient care, comfort, and privacy.
6. Recognizing emergency patient conditions and initiating life-saving first aid and basic life-support procedures.
7. Evaluating the performance of imaging systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
8. Exercising independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participating in quality assurance programs, as deemed necessary.

Advances in medical knowledge and the constant expansion in hospital and health services are creating an ever expanding demand for the services of well qualified radiographer's. Registered Technologists are welcomed and needed in both urban and rural areas, which makes it possible for them to choose employment in the type of community in which they may elect to live. Job opportunities are allowing employment in hospitals, clinics, private physician offices, industry, government, public health, and education. It is the desire of this program to produce Radiologic Technologists qualified to fill this growing need.

## MISSION STATEMENT

It is the mission of the Bluefield State College Radiologic Technology Program to provide a high quality dynamic educational environment that will develop our entry level radiologic technologists to exhibit competency and dedication in performing radiographic science practices with a commitment to professional growth and lifelong learning.

*The Bluefield State College Radiologic Technology Program goals are stated as follows:*

- 1. The graduate/student will function competently as an entry level radiologic technologist.**
  - 1a. Graduates will produce radiographic images of diagnostic quality.
  - 1b. Students will determine quality exposure factors for radiographic images.
  - 1c. Students will demonstrate knowledge relating to radiographic procedures, acceptable/unacceptable exposure factors and positioning skills.
  - 1d. Graduates would be rehired by employers.  
Graduates state that they were prepared adequately for their career and were satisfied with the program.
  
- 2. The graduate/student will demonstrate appropriate communication skills.**
  - 2a. Students will communicate effectively in the clinical setting.
  - 2b. Graduates will communicate effectively in the clinical setting.
  - 2c. Students will communicate effectively, both verbal and non-verbal, during their volunteer experience.
  - 2d. Students will communicate effectively, both verbally and non-verbally, on the project during project presentation.
  - 2e. Students will communicate effectively in the mock interview during their final Integration Course (RADT 218).
  
- 3. The students will demonstrate appropriate problem solving and critical thinking skills in the clinical/didactic settings.**
  - 3a. Students will demonstrate problem solving and critical thinking skills by performing a project of above average or better.
  - 3b. Students will demonstrate knowledge relating to radiographic procedures, acceptable/unacceptable exposure factors and positioning skills in the Radiographic Procedures Lab (at mid-term and final).
  - 3c. Students will demonstrate proper patient care and professionalism.
  - 3d. Students will determine quality exposure factors for radiographic imaging.
  
- 4. The student and graduate will understand the importance of responsibility, accountability, values, ethics and life-long learning.**
  - 4a. Graduates will report that their volunteer efforts during the program were a positive/rewarding experience.
  - 4b. Employers will report that the graduates maintain high ethical and professional standards.

- 4c. Graduates will report that the program instilled high professional and ethical principles.
- 4d. Students will state that their volunteer efforts met their expectations, were rewarding, instilled a desire to perform future volunteer efforts and demonstrated the necessity of volunteer efforts to help others.
- 4e. Students, attending continuing education conferences, will state that their experience was positive, instilled need and desire to be part of professional organizations, was worth time to attend, and has shown that life-long learning is important to be a professional.

Revised/Reviewed: April 2001/June 2001/November 2004/May 2005/March 2006/March 2007/April 2008/February 2009/February 2010/Spring 2011/Spring 2112/Spring 2013/Spring 2014/Spring 2015/Spring 2018/Spring 2019  
Revised January 2016/2017; 2018;2020

## **PROGRAM FACULTY**

Melissa O. Haye, EdS, MSRT(R)	Program Director/Associate Professor Dickason Hall 416; 304-327-4145 Beckley HEC E23; 304-929-5452
Amy Bennett, MSRT (R)(M)(MR)	Clinical Coordinator/Assistant Professor Dickason Hall 418; 304-327-4480 Beckley HEC E23; 304-929-5452
Vanessa M. Godfrey, BSRT (R)	Didactic Instructor Dickason Hall 420; 304-327-4133 Beckley HEC E23; 304-929-5452
Robin Gibson, BSRT (R)(CT)	Clinical Instructor- Princeton Community Hospital; 304-431- 5287/304-487-7058
Richard L. Gibson, ASRT (R)	Clinical Instructor- Bluefield Regional Medical Center; 304-327-1545
Jennifer Shelton, ASRT (R)	Clinical Instructor – Beckley VA Medical Center; 304-255-2121 ext. 4309
Susan Almond, ASRT (R)(M)	Clinical Instructor-Beckley Appalachian Regional Hospital; 304-255-3358/304- 255-3306

## **Administration and Staff**

Angela Lambert, EdD, MSRT(R)	Dean/Professor, School of Nursing and Allied Health
Susan Shrader	Program Assistant II, School of Nursing and Allied Health
Mary Younger-Harmon	Secretary Library/School of Nursing and Allied Health

**Clinical Instructors for additional clinical education settings:**

<b>Clinical Education Setting/Hours</b>	<b>Clinical Instructor</b>	<b>Address</b>	<b>Phone Number(s)</b>
Beckley ARH	Susan Almond Jason Stafford	306 Stanaford Rd. Beckley, WV 25801	304-255-3306 (dept) 304-255-3358 (Susan)
Bluefield Regional Medical Center	Richard Gibson	500 Cherry St. Bluefield, WV 24701	304-327-1535 304-327-1545 - (Richard)
Princeton Community Hospital	Robin Gibson	122 12 <sup>th</sup> Street Princeton, WV 24740	304-431-5287 (Robin) 304-487-7058
VA Medical Center	Jennifer Shelton	200 Veterans Ave. Beckley, WV 25801	304-255-2121 ext. 4309
Raleigh Regional Cancer Center (830 am – 430 pm)	Brad Williams	275 Dry Hill Rd. Beckley, WV 25801	304-253-6060
The Center for Cancer Care – Princeton (8 am – 4 pm)	Sonia O’Dell	210 New Hope Rd. Princeton, WV 24740	304-425-1960
The Center for Cancer Care – Greenbrier (8 am – 4 pm)	Justin Rohlf	187 Skylar Drive Fairlea, WV 24901	304-647-3500
Alliance Imaging – MRI (730 am – 330 pm)	Leta Vestal	Housed at PCH	304-487-7674
Summers County ARH (830 am – 430 pm)	Tonya Fowler	Terrace Street Hinton, WV 25951	304-466-2912
Greenbrier Physicians ( 8 am – 4 pm)	Karen Harper	200 Maplewood Ave. Ronceverte, WV	304-647-1102
Orthopedic Center of the Virginia’s (830 am – 430 pm)	Courtney Siers	311 Courthouse Rd. Princeton, WV 24740	304-425-9563
Robert C. Byrd Clinic (830 am – 430 pm)	Shannon O’Dell	400 N. Jefferson St. Lewisburg, WV 24901	304-645-3220 ext. 226
Giles Community Hospital (8 am– 4 pm)	Jennifer Collins Ken Hatfield Julie Reese	159 Hartley Way Pearisburg, VA 24134	540-922-4186

## **ADVISORY COMMITTEE**

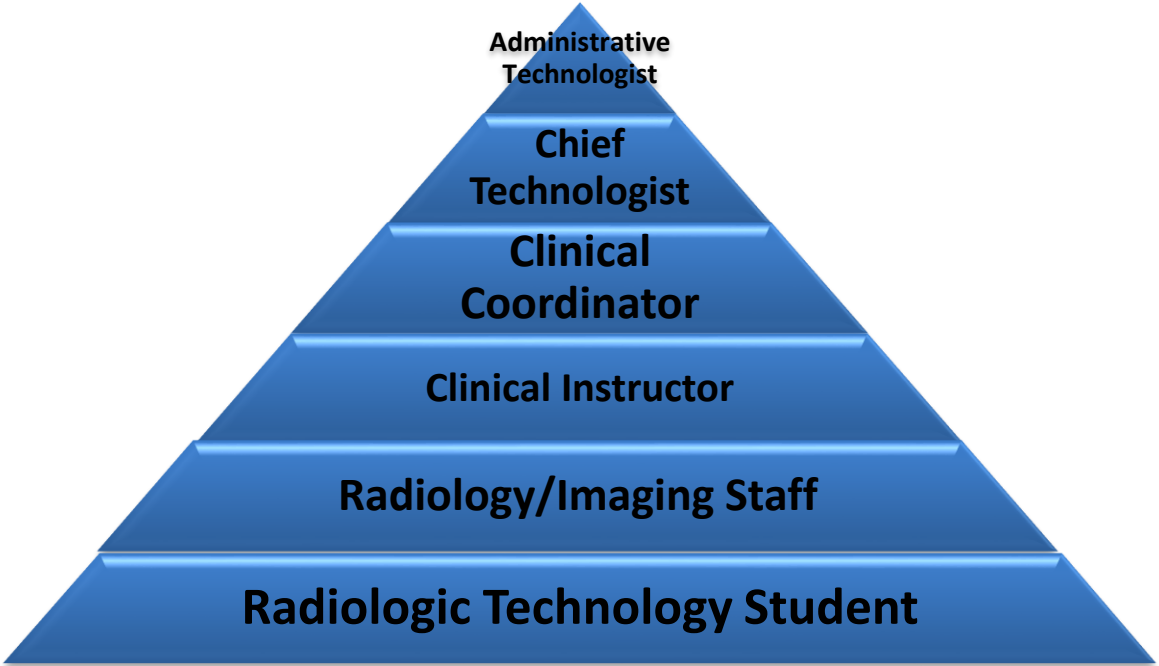
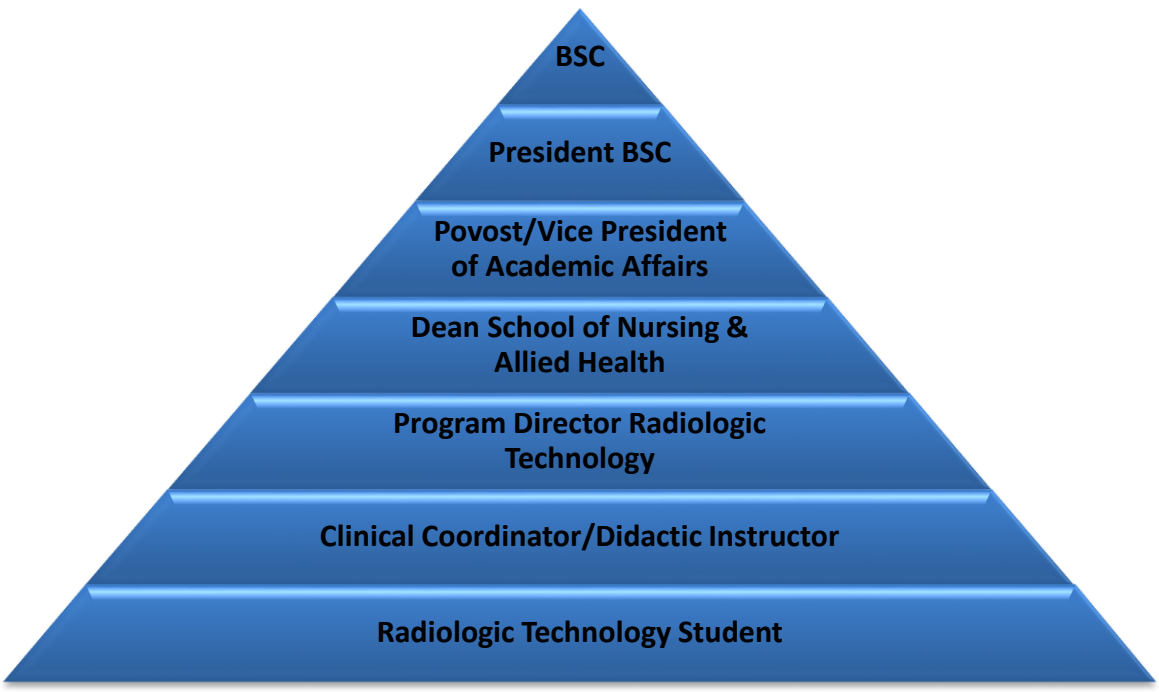
The Advisory Committee functions in accordance with institutional guidelines and supports the mission of the institution and program. The Advisory Committee assists the Director and program faculty in evaluation and coordination of the program and provides external validation of goals and objectives. The committee is representative of the clinical affiliates and academic interests.

The Advisory Committee shall hold regularly scheduled meetings. The agenda is distributed in advance and the minutes are recorded and filed. Periodically, the committee reviews the curriculum to ensure that it reflects new techniques and procedures, assists in exit and post-graduate evaluation of student capabilities, serves in a public relations capacity with the medical and allied health communities, and assists in the placement of graduates.

This committee consists of the following:

Program Director  
Chairperson (elected from committee)  
Secretary (elected from committee)  
Medical Director  
Clinical Instructors from all major clinical education centers (4)  
Representatives from all minor clinical education centers  
Member at Large (Technologists from area)(2)  
Department Director from Major Affiliates(4)  
Clinical Coordinator/Didactic Instructor  
Second Year Student Representatives \*(2)  
First Year Student Representatives \* (2)  
Dean, School of Nursing and Allied Health  
Director, Institutional Research and Effectiveness

\* Bluefield and Beckley representatives



The **chain of command** should be followed at all times. If any questions should arise concerning the **chain of command**, the program director should be contacted.

The class representatives shall attend faculty meetings and the advisory meetings. The class representative should be utilized as a source to convey concerns about the program, not personal problems with faculty members. If there are personal problems, then the **chain of command** should be followed, and it should be stated that this is an individual problem and not a class problem. If there are class problems then the class representative should be the one to convey these using the **chain of command**.



# **CERTIFICATION REQUIREMENTS THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS**

Upon graduation, students are eligible to apply for admission to the certification examination in radiography administered by the American Registry of Radiologic Technologists.

Graduates who pass the ARRT's examinations are certified in Radiography.

## **Submitting the application\***

Applications for the computer-based examinations do not have a postmarking deadline. Examination applications may be submitted for only one category at a time. Applicants should allow up to 4 weeks from the date the application is received at the ARRT for examination application processing to be completed. Individuals anticipating graduation should submit an application early (up to 3 months prior to graduation) to ensure securing the desired testing appointment time.

## **Educational Program Completion\***

All applicants must have completed the eligibility requirements by the date of the examination. The director of the educational program indicated on the application is contacted to verify that the applicant has successfully completed both clinical and didactic phases of the program as it was accredited. This includes all academic degree requirements if the program is accredited as degree granting. Completion of just the professional component of degree granting programs does not establish eligibility for certification. Bluefield State College uses the graduation date as the official date of completion so all program requirements must be met in order to graduate.

## **Examination Fees\***

The application fee for computer-based examinations is **\$200** for the initial application and examination. The fee for repeating this examination is subject to ARRT and is currently \$175. Fees are not refundable and may not be transferred to another category of examination. Fees may be paid by personal check or by money order. **Please make checks or money orders payable to “The ARRT.”** Separate checks should be provided for each applicant and cannot be sent in the same envelope with more than one application. Examination application fees are sent to the bank after the examination application has been processed. This may result in delayed check clearing.

\*Taken from the ARRT *Examinee Handbook*, and are subject to change. Revised Spring 2020 per the 2020 handbook. [https://www.arrt.org/docs/default-source/handbooks/arrt-primary-handbook.pdf?sfvrsn=6604fc\\_40](https://www.arrt.org/docs/default-source/handbooks/arrt-primary-handbook.pdf?sfvrsn=6604fc_40)

## ETHICS REVIEW PRE-APPLICATION

Eligibility for certification requires that the applicant for the registry be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARRT purposes. The ARRT conducts a thorough review of all convictions to determine their impact on eligibility. Documentation will be required. A pre-application may be submitted. If any student has been convicted of a misdemeanor or felony, a pre-application review form may be requested from the ARRT. If there is a need for such form the student should meet with the program director and information for the request will be given or contact ARRT at 1-651-687-0048 ext. 8580. The pre-application review form may also be downloaded at [www.asrt.org](http://www.asrt.org) from the "Ethics" section.

### WHAT VIOLATES ARRT'S RULES OF ETHICS?

Several types of misconduct, charges, and convictions may violate our Rules of Ethics. They include, but aren't limited to:

- Felony or misdemeanor charges or convictions (including speeding tickets or parking violations that are considered misdemeanors or felonies)
- Charges or convictions concerning traffic violations that involved drugs or alcohol
- Convictions in a military court-martial
- Violations of state or federal narcotics or controlled substance laws, even if you aren't charged or convicted
- Disciplinary actions concerning a professional license, permit, registration, or certification
- Violations of an honor code at an educational institution you attended to meet ARRT certification and registration requirements

You don't have to report any offenses that you committed as a juvenile and that were adjudicated through the juvenile court system.

**Any student with a positive background check showing a conviction of a misdemeanor and/or felony will be required to complete the Ethics Review Pre-Application as soon as possible after the background check is reviewed. The program director must be given a copy of the letter from the ARRT once the Ethics Review is complete. This will be held in the student master file.**

Use the ethics review pre-application if you've faced:

- Misdemeanor or felony charges or convictions
- Military courts-martial
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You don't have to report offenses such as poor grades or falling asleep in class.

Complete the [ethics review preapplication form](#), and submit it along with the necessary documentation and nonrefundable fee. Use the [criminal violation](#)

[checklist](#), [regulatory agency violation checklist](#), or [honor code violation checklist](#) to ensure you're sending all required information.

An ethics review can take a significant amount of time—sometimes three months or more. If you're concerned about meeting the ethics requirement, we recommend you request an ethics review preapplication before or shortly after you enter an education program.

Once we receive your submission, the Ethics Committee will review it and make a decision.

[https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=74a101fc\\_48](https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=74a101fc_48)

## **ELIGIBILITY DEADLINES**

All applicants must have completed eligibility requirements by the date of the examination. The director of the educational program indicated on the application will be contacted to verify that the applicant has successfully completed both clinical and didactic phases of the approved program.

## **THREE ATTEMPT LIMIT**

Candidates who are eligible for primary certification and registration are allowed three attempts to pass the exam. You must complete the three attempts within a three-year period of time that begins with the initial ARRT examination window start date. After three unsuccessful attempts or three years have expired; you are no longer eligible.

# **WEST VIRGINIA MEDICAL IMAGING AND RADIATION THERAPY BOARD OF EXAMINERS**

This organization was promulgated on June 1, 1978. It provides control and regulation of licensing of radiographers for the State of West Virginia. Proper licensure is required to practice in the State. Reciprocity is the normal procedure for those registered by the ARRT.

## **LAWS INVOLVING RADIOLOGY STUDENTS**

According to the Joint Review Committee Standards for an Accredited Program in Radiologic Technology, policies and processes by which students may perform related work while enrolled in the program must be published and made known to all concerned in order to avoid practices in which students are substituted for regular staff. Students shall not take the responsibility of or the place of a qualified staff radiographer. However, after demonstrating competency, students may be permitted to perform procedures with appropriate supervision.

The West Virginia Medical Imaging and Radiation Therapy Board of Examiners defines a Radiologic Technologist as one who assumes the act of positioning patients, setting techniques, and making exposures. Therefore, a student technologist may not position a patient, set technique, and/or make exposures unless it is considered as a part of his course of study. If this situation occurs, the student is in violation of the W. Va. Code § 30-23-2(a), § 30-23-3, and the Practice of Radiologic Technology Rule of the Board, 18CSR6.

## **CONFIDENTIALITY ISSUES**

All students **MUST** comply with all clinical education settings Confidentiality Policies. This is mandatory. Confidentiality is critical to the health care professions and is NOT to be taken lightly. All students must abide by HIPAA regulations for individual clinical education settings in which they rotate. If breaches in confidentiality occur a student, or the students, involved in the incident may be dismissed from the program.

## **COMPUTER USE POLICY**

Absolutely **NO** use of computers for any reason other than official department business in clinical education settings unless approved by the clinical instructor. Any use for any reason other than that approved by the clinical instructor will result in the following disciplinary action:

- 1<sup>st</sup> offense – 25 point deduction from the Professionalism/Ethics Grade
- 2<sup>nd</sup> offense – dismissal from the clinical course with a grade of “F”

This is being on any web site regardless of nature. If a student is caught on a site that is offensive of any nature it will result in immediate dismissal from the clinical education setting and the course with a grade of “F” in the course. Since the clinical courses are co-requisites this will also mean dismissal from the additional radiology courses and dismissal from the program.

## ACCREDITATION

### BLUEFIELD STATE COLLEGE

Bluefield State College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools (30 North LaSalle Street, Suite 2400 Chicago, IL 60602-2504).

### RADIOLOGIC TECHNOLOGY PROGRAM

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182). The JRCERT may be contacted at [www.jrcert.org](http://www.jrcert.org) or 312-704-5300.

### RELEASE OF RECORDS FOR PURPOSES OF INSPECTION

I will, as a student of the BSC Radiologic Technology Program, allow the members of the Joint Review Committee on Education in Radiologic Technology to review my records, academic and clinical, for purposes of accreditation. All information provided to the JRCERT during accreditation visits is confidential and utilized for the purpose of ensuring program quality and adherence to standards.

### EMPLOYER EVALUATION

The Bluefield State College Radiologic Technology program performs an employer evaluation on each student one year after completion of the program.

I, as a student/graduate, waive the right to review the employer evaluation unless written refusal is given to the program director prior to graduation from the program. These evaluations are done by employer institution with no student name permitted to be placed on the evaluations. This permits the program to have anonymous evaluations of graduates who are working at the specific institution.

### PAYMENT OF FEES

Any student who has **not** paid tuition/fees for the semester will **not be allowed** to attend clinical courses until said fees are paid. This time will be deducted from the allotted absenteeism time for the given semester and could be cause for the student to be dismissed from the program. This is due to the fact that ample time is given to pay fees prior to the beginning of each course.

I understand that I **MUST** take care of my tuition/fees **PRIOR** to the start of the semester or I will not be permitted to attend clinic and my absenteeism time will be utilized.

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

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

## CLINICAL ASSIGNMENT POLICY

After selection of the students has been made, the faculty will assign them to the appropriate clinical facility accordingly.

Students are initially assigned to a particular facility on the basis of the two following parameters, if possible:

1. Equal ratio of students/per facility according to the JRCERT.
2. Geographical location

The JRCERT restricts the enrollment of students in the program based on each facility. Each clinical education setting provides input during advisory meetings as to the number of students that the program can accept for an incoming class. This number may or may not change from year to year but must remain within the specific numbers as set by JRCERT. This is based on room availability for use in the department as well as full-time staff technologists.

**Clinical groups may be rearranged at any time based on the numbers and/or faculty discretion. The students will be notified of any changes as soon as possible.**

**Students at both campuses will be required to rotate to off-site clinical facilities beginning with Clinic I.**

## STUDENT TRANSFER POLICY

Due to the limited student enrollment determined by the Joint Review Committee, campus and clinical affiliate transfers must be limited.

If a student should desire or need a transfer to another campus, the following procedure must be followed:

- (1) The request must be submitted and explained in writing to the Program Director.
- (2) The student and Program Director will discuss the request.
- (3) The Program Director will notify and explain the transfer request to the Clinical Coordinator and the clinical faculty.
- (4) The faculty will decide and the student will be notified.
- (5) The written request along with the reply will be filed in the student's master file.

Revised 2-05/5-07/5-10/4-12/4-13/Spring 2014/Spring 2015/Spring 2016/Spring 2017/Spring 2020

## HEALTH REQUIREMENTS & CPR CERTIFICATION

All students who enter Radiology must have a physical examination and Two step PPD or T Spot test which is to be submitted by the second summer term of the year of acceptance into the radiology program. The immunization for tetanus must be current. All health records, insurance cards, identification cards, and CPR cards are to be submitted to Castle Branch and remain current.

1. A complete physical examination by a licensed physician, physician assistant or nurse practitioner.
2. TB testing yearly (See health forms). If proof of TB testing expires, the student will not be allowed to enter clinical area until current. If clinical time is missed due to this, it will be unexcused.
3. Measles, Rubella, and Rubeola vaccination (2 part series) and serology showing positive titer. If titer is negative, the individual should receive rubella vaccination (See health forms)
4. Tetanus-diphtheria booster within last 10 years.
5. Hepatitis B vaccination with a follow up titer 2 months after completion of series. Students should begin the series upon notification of acceptance to the program. Students declining the vaccine must sign a waiver.\*\* (See health forms)
6. Varicella Vaccine Series and titer. (See health forms)
7. **Yearly influenza vaccination by November 1<sup>st</sup>. If unable to take the flu vaccine you may request an exemption but MUST provide documentation as required on the exemption form. The clinical agencies may require you to use special precautions due to this exemption.**
8. Students must acquire and maintain CPR certification throughout the program. The course required is the BLS Provider Course through the American Heart Association, only this courses will be accepted. If CPR certification expires, the student will not be allowed to enter clinical area until current. If clinical time is missed due to this, it will be unexcused.
9. Drug screen and criminal background check results.

\*Males should *not* receive the combined antigen form which combines measles, mumps, and rubella. Rubella vaccination is *never* given to a woman who may be pregnant. A non-pregnant woman who receives rubella vaccination *must* be using effective contraceptive and *continue* use for three months after vaccination if pregnancy is a possibility.

\*\*Recommendation from the Centers for Disease Control and the American College Health Association.

Revised: 5/12;5/13;Spring 2014/Spring 2015/Spring 2016/Spring 2017/Spring 2018/Fall 2018/2019

I have read and understand the health requirements for the Radiologic Technology Program. I understand that #7 regarding the yearly influenza vaccination has been updated to include information regarding exemption. I also understand that I must request the exemption from the Program Director and submit all required documentation including the form to the Program Director PRIOR to November 1<sup>st</sup> each year in the program.

I also understand that it is my responsibility to keep my health records up to date and report changes in health, medications or physical abilities to the Program Director immediately upon discovery.

Student Printed Name: \_\_\_\_\_

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

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



## **Health Services**

The Bluefield State College Student Health Center is an innovative academic nurse-managed health care service located on the Bluefield campus in room 210 of the Physical Education building. The Center offers health care to students as well as staff and faculty members who choose to utilize the Center for health care.

The focus of care includes health education, health promotion, care for common health problems, health referral, and first aid for minor injuries. The Center offers physical exams and women's health care services.

Health care is provided by nurse who are nationally certified nurse practitioners and nurses nationally certified in specialty areas as clinical nurse specialists. These nurses hold the Master of Science in Nursing degree and are recognized by the West Virginia State Board of Nursing as Advanced Practice Nurses. The College has a collaborative agreement with a local physician who serves as a consultant to the nurses in the Student Health Center.

The Student Health Center is not authorized to issue class absence excuses for illnesses which have not been treated at the clinic.

An optional group insurance plan is available to all interested students. Applications may be secured from the Health Center or the office of the Executive Vice President for Academic and Student Affairs.

Refer to the Bluefield State College Catalog under each degree for health requirements such as examinations and immunizations.

For up-to-date information on Health Services, please check the current BSC Student Handbook

## PREGNANCY POLICY

The Bluefield State College Radiologic Technology Pregnancy Policy is utilized to permit students in the program to voluntarily, in writing, notify the program director of their pregnancy and inform students of the precautions and exposure limits that should be taken during pregnancy. In order to be declared pregnant the student will choose to voluntarily notify the program director in writing using the “*Voluntary Pregnancy Verification Form and Checklist*”, as soon as possible otherwise the student cannot be considered pregnant. If a student does not voluntarily notify the program director the student cannot be counseled and given assistance with the “*Voluntary Pregnancy Verification Form and Checklist*”. The program director and/or clinical coordinator in conjunction with the clinical instructor of the student’s base clinical education setting will have the student counseled by a radiation safety advisor as soon as possible upon voluntary notification. Due to the nature of ionizing radiation, it is recommended that the pregnant woman not be subjected to any radiation source whatsoever. There are possible genetic consequences to the fetus which may arise should one become pregnant during their two years in the radiologic technology program. The human fetus is highly radiosensitive and must be protected from excessive exposure to ionizing radiation. The maximum permissible dose equivalent for the developing fetus is 500 millirems (0.5 rem) during gestation, which is 1/10th the allowable annual level for occupationally exposed members of the radiologic technology profession. The program of radiologic technology at Bluefield State College provides the following options to students once pregnancy is voluntarily verified in writing. Each student will be required to sign the Release and Verification policy for pregnancy as set forth by the Bluefield State College Radiologic Technology Program.

I also understand that, if necessary, I can **voluntarily**, in writing, un-declare my pregnancy by voluntarily notifying the program director and utilizing the “*Voluntary Pregnancy Verification Form and Checklist*”.

### OPTION I

The student may elect to withdraw from the radiologic technology program and return within a one year period under the following conditions:

1. The student has achieved satisfactory completion of at least one semester.
2. A vacancy is available at a clinical facility.
3. If the student becomes pregnant at the middle or toward the end of the semester and chooses to withdraw, the student will be allowed to complete the didactic courses which are being taken at that time.
4. The student will have to follow the readmission criteria. Refer to the re-admission policy.

### OPTION II

The student may elect to continue in the radiologic technology program fulfilling all program requirements as contained within the curriculum and adhere to all radiation protection guidelines and recommendations as follows:

1. The student may be required to purchase an additional personnel dosimeter device to monitor the exposure to the fetus, if one is not provided by the student's major clinical education center.
2. The student will be required to adhere to all provisions in the ALARA program and acknowledge the risks to the embryo/fetus.
3. The student will be counseled by the appropriate radiation safety officer concerning pregnancy risks and protection.
4. Any clinical didactic time missed while pregnant or after pregnancy will be treated under the Clinical Absenteeism Policy and the student will adhere to the Bluefield State College School of Nursing and Allied Health Leave of Absence Policy. Please refer to the clinical absenteeism policy.
5. The student will provide a full release from the attending physician when returning to clinical education. If circumstances occur to prevent the student from attending clinical education, the student will provide a full release from the attending physician upon returning. This must also be provided when returning post-partum. All clinical objectives as well as didactic objectives must be completed in order to progress to the next semester.

**BLUEFIELD STATE COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
VOLUNTARY PREGNANCY VERIFICATION FORM AND CHECKLIST**

I, \_\_\_\_\_, understand that this notification of pregnancy is **voluntary** and, hereby notify the Program Director of my pregnancy and the estimated conception date of \_\_\_\_\_.

Bluefield State College has provided me with the following checklist and documentation, which I have **voluntarily** agreed to comply. Within the next two (2) weeks I will:

1. Attend a Scheduled advising session with the Radiation Safety Officer at the base clinical site of my major affiliate.
2. Receive, review and discuss NRC Appendix 8.13 and 8.29 with the Radiation Safety Officer.
3. Receive an additional personnel dosimeter to be worn at the level of the waist for monitoring fetal radiation doses. I understand that this dose should not exceed 0.5 rem during the gestation period and that I may be required to pay any incurring costs for this badge.
4. Choose one of the following options for radiography students voluntarily declaring pregnancy:

\_\_\_ OPTION I - The student may elect to withdraw from the radiologic technology program and return within a one-year period under the conditions set forth in the Student Handbook and Additional Policies for Radiologic Technology Students.

\_\_\_ OPTION II - The student may elect to continue in the radiologic technology program fulfilling all program requirements as contained within the curriculum and adhere to all radiation protection guidelines and recommendations as set forth in the Student Handbook and Additional Policies for Radiologic Technology Students.

UN-DECLARE PREGNANCY: I understand that I may VOLUNTARILY un-declare pregnancy at any time if it becomes necessary.

\_\_\_ I voluntarily notify the program director of my wish to un-declare pregnancy and complete this form. I understand that there will be no need for a meeting of the RSO but this form must be signed by the director and student. I also understand that my second personnel dosimeter badge will no longer be necessary and that the readings will be provided to the program for my records.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Radiation Safety Officer Signature

\_\_\_\_\_  
Date

# BLUEFIELD STATE COLLEGE RADIOLOGIC TECHNOLOGY

## GRADE SCALE—ACADEMIC/CLASS

92.5 - 100 .....	A.....	Excellent
84.5 - 92.4.....	B.....	Above Average
78.5 - 84.4.....	C.....	Average
71.5 - 78.4.....	D.....	Failure
0 - 71.4 .....	F.....	Failure

## GRADE SCALE--CLINICAL

94.5 - 100 .....	A.....	Excellent
89.5 - 94.4.....	B.....	Above Average
84.5 - 89.4 .....	C.....	Average
79.5 - 84.4.....	D.....	Failure
0 - 79.4.....	F.....	Failure

### Clinical Grade Conversion Scale

Radiologic Technology Program

<b>A = 3.5 - 4.0</b>		<b>B = 3.0 - 3.4</b>		<b>C = 2.0 - 2.9</b>		<b>D = 1.0 - 1.9</b>		<b>F = Below 1.0</b>	
4.0 = 100	3.4 = 94	2.9 = 89	1.9 = 79	.9 - 0 = F					
3.9 = 99	3.3 = 93	2.8 = 88	1.8 = 78						
3.8 = 98	3.2 = 92	2.7 = 87	1.7 = 77						
3.7 = 97	3.1 = 91	2.6 = 86	1.6 = 76						
3.6 = 96	3.0 = 90	2.5 = 85	1.5 = 75						
3.5 = 95		2.4 = 84	1.4 = 74						
		2.3 = 83	1.3 = 73						
		2.2 = 82	1.2 = 72						
		2.1 = 81	1.1 = 71						
		2.0 = 80	1.0 = 70						

Reviewed/Revised Spring 2017/Spring 2019/Spring 2020

**Students in radiologic technology must obtain a “C” or better in all courses that are required within the course curriculum. If a student attains a “D” or “F” in general education courses required by the program, other than the RADT courses, Math, Human Anatomy & Physiology I & II and the associated labs, they may retake while enrolled within the program. Failure to obtain a “C” in stated course will result in dismissal from the program.**

**Students in RADT 109L, 116L, 121L & 122L are in laboratory courses that are Pass/Fail. Students must obtain a minimum of 78.5% in the lab course in order to pass the laboratory class and be able to continue in the radiologic technology program.**

## **STUDENT RECORDS**

A final transcript for each student in the program will be kept on file at the college. The Registrar's office must be contacted for official copies of the transcript.

All other student records (i.e. competency evaluations, academic tests, etc.) will be kept on file for a period of six (6) months beyond graduation.

## **ASSESSMENT**

Institutions in the State College System of West Virginia are committed to excellence in instruction and to programming that requires student mastery of essential academic skills. To help ensure attainment of these necessary skills, an assessment program is utilized to determine the effectiveness of the undergraduate curriculum in preparing students in essential skill areas. Students are required to participate in periodic institutional and programmatic assessment activities as directed by the College. Assessment data is used to examine academic programs for quality regarding curriculum, instruction, and student competencies.

## **TRANSCRIPTS FOR TRANSIENT STUDENTS**

All students who take required core (general education) courses at an institution other than Bluefield State College are required to have a transcript sent to BSC following completion of the course. In order to ensure that all students have attained the proper passing grade in required courses, the student must present the original grade report from the other institution to the Radiologic Technology Instructor on the first day of class. At this time, the Radiology Instructor will inform the Program Director that the student has attained the proper grade required to continue in the program. (i.e., a student taking Math in the fall semester at another institution must maintain a "C" or higher grade in the course in order to enter Imaging Equipment & Acquisition II in the spring semester)

## **TEST REVIEW POLICY**

The students will be given an opportunity to review their test in class with the instructor after the test has been graded. During this time the student will ***not*** be allowed to write down any questions and/or answers. This will be the policy for both didactic and clinical examinations.

If a student wishes a second review, it will be up to the discretion of the instructor whether or not to schedule an additional review.

## **FINAL EXAMINATION REVIEW POLICY**

The student will be given the opportunity to review the final examination no later than one (1) week into the successive semester. The instructor must be contacted and an appointment made in order to review the final examination. After the one week period there will be no occasion for the student to review the examination.

## REPORTING OF ILLNESS

All student illnesses, communicable disease, and other conditions which might affect the health of the student, patient, or staff must be reported to the Clinic Instructor at the time of occurrence. This will be documented in the student's clinical file and the Clinical Coordinator and Program Director will be notified.

## OCCUPATIONAL EXPOSURE TO COMMUNICABLE DISEASE

Should any student be exposed to a communicable disease (ex. tuberculosis) they will be informed by the Clinic Instructor, Clinic Coordinator, and/or the Program Director. The student will be responsible for any incurring costs and/or treatment/tests. ***The student must provide to the program, documentation of proof of testing/treatment.***

## HAZARDOUS MATERIALS

The program defers to the clinical education setting policies on hazardous materials. These are covered in student orientations at the beginning of, or prior to the start of, clinical rotations. All clinical education settings have MSDS and Hazardous Material information for students review and use. Students are educated on hazardous materials agencies, etc. during Introduction to Radiology & Patient Care during the first summer term. The college policy in regard to hazardous material is Policy #46. College policies are available in the student handbook and/or website (<http://www.bluefieldstate.edu/governors/policies.html>) (developed 8-09)

## ILLNESS OR INJURY AT CLINICAL SITE

The student should realize that if illness occurs at the clinical site to the extent that the student and/or Clinical Instructor feels they warrant medical attention, or in the case of some accident or injury, that he/she ***must*** follow that clinical facility's guidelines for medical attention. The student will also be responsible for any incurring costs. Any illness and/or injury **must be reported** to the Clinical Instructor within 24 hours of the occurrence/incident.

## HEALTH INSURANCE

All students in the School of Nursing and Allied Health ***must*** maintain health insurance while in the program. The student is responsible for all cost associated with the health insurance. Proof of this must be submitted to Castle Branch as requested.

## TELEPHONE UTILIZATION

Telephone utilization by students in the clinical facilities is prohibited unless an emergency arises. If a phone call needs to be made, it must be done only with permission of the Clinical Instructor or supervisor. Any violation of this policy will result in an ethics deduction. Absolutely **no long distance calls** shall be made from the telephones in the clinical facilities. If this occurs there will be deductions in the clinical ethics grade and could possibly be a cause for dismissal from the program.

## SCHEDULING OF APPOINTMENTS

Any *routine* scheduled doctor/dental appointments should **not** be scheduled during clinic or didactic class time. If this happens, the missed time will be deducted according to the attendance policy in clinic/class.

## PHOTO INFORMATION FOR CLASS/REGISTRY APPLICATION

Students will be required to obtain passport quality photos for their registry application per instructions of the Program Director at the appropriate time during the RADT 218 course. In order to have a photo for the graduating class the faculty will schedule a time for the class to be together and obtain a photo.

## CHEATING STATEMENT (Radiology Program)

It is understood that each student in the BSC Radiologic Technology Program will be responsible for their own work and performance. With that being said, **any** assignment that is given is expected to be done individually unless it is specifically stated that it can be done in collaboration with other students in the class or program. If assignments are found not to be completed individually this will be considered academic dishonesty and all the students involved will be conference and may potentially be dismissed from the program. The only warning that any student receives is this statement in regard to cheating in the radiologic technology program. This is in addition to the Academic Dishonesty policy found in this handbook and the BSC Students Handbook. Additionally, if any student is found in possession of and/or use of books, notes, or any other aid during an exam or assignment unless permitted by the instructor I will be removed from the classroom for cheating.

I understand that academic dishonesty is not tolerated in the BSC Radiologic Technology Program and understand that if I participate in such acts that I may be dismissed from the program, as well as reported to the Provost per the academic dishonesty policy for the college.

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

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

## **Academic Honesty**

The value of a Bluefield State College education is only as good as the integrity of its students' work. Therefore academic honesty is a key pillar upon which Bluefield State College rests. Bluefield State College views academic dishonesty as cheating, falsifying records, plagiarism, giving or receiving aid during an exam, misrepresenting academic work, submitting the same work to more than one class with a willful intent to mislead. All Bluefield State students are subject to serious disciplinary measures if they are caught engaging in this behavior. The maximum penalty for academic dishonesty is a mandatory grade of F for the course and a maximum penalty of expulsion from the Institution.

### **Plagiarism includes:**

1. Presenting someone else's ideas as your own without attribution.
2. Copying someone's words without providing quotation marks and citation.
3. Paraphrasing someone's words without providing a citation.
4. Submitting the same paper for more than one class.

### **Cheating includes:**

1. Purchasing a term paper or assignment and presenting it as your own.
2. Selling or giving any term paper, assignment, or aid so that a student may present that material as his or her own.
3. Receiving aid or providing aid to another student during an exam or on a non-cooperative assignment.
4. Stealing a copy of a test or receiving a copy of a test before taking it.
5. Possession and/or use of books, notes, or any other aid during an exam or assignment unless permitted by the instructor.
6. Using a mobile device, computer, or cell phone to give or receive aid on an exam or assignment or in any way not permitted by the instructor.

Revised for RADT Spring 2014  
Reviewed Spring 2016/Spring 2017/Spring 2019/Spring 2020



## Student Honor Code

Bluefield State has also implemented a student honor code in which all students sign the following statement:

“I affirm that I have read the BSC academic honesty policy. I am responsible for the work that I submit herewith. I am also ethically responsible for maintaining the academic integrity policy by reporting any instances of academic dishonesty to appropriate faculty or administrator.”

Students who do not sign the policy statement must meet with their instructor to discuss the reason why he or she refused to sign it. Refusal to sign the policy or to explain the reason for not signing the policy will result in a mandatory “F” on the assignment. It is also the student’s responsibility to read the BSC catalog.

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

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

## Venipuncture Performance

Students are not permitted to perform venipuncture and/or administer contrast on a patient as part of their clinical education. Students will be instructed in basic venipuncture as part of the Radiographic Procedures III course.

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

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

## MRI Screening for Students

All students in the Radiologic Technology Program will be screened each semester for potential dangers that could prevent rotations in MRI during the program. This screening will be completed at the beginning of each semester by the Clinical Coordinator and copies of the completed/signed screening will be provided to the clinical instructors for their files by the end of the 2<sup>nd</sup> week of each semester. The clinical coordinator will discuss the potential hazards of the MRI magnetic wave and/or radiofrequency hazards rotation at the time of each screening. Any student unable to rotate will not be penalized in any way. A copy of the screening tool will be included in the Clinical Competency Manual.

I understand that I will be subject to MRI screening each semester while in the radiologic technology program in order to prevent my potential subjection to magnetic wave or radiofrequency hazards. I also understand that the clinical coordinator will provide information regarding potential hazards.

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

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

**Bluefield State College – School of Nursing and Allied Health**  
**SHARPS AND NEEDLES DISPOSAL POLICY**

Purpose: Provide procedures for the safe and appropriate handling and disposal of sharps and needles.

I. Handling of Sharps and Needles

- A. Contaminated needles and other contaminated sharps are not bent, recapped, sheared, or removed unless there is no other feasible alternative or such action is required by medical procedure.
- B. If needle removal from a syringe must be accomplished, the faculty member overseeing should provide instruction in the correct procedure.
- C. Contain all sharps and needles immediately after use in a leak-proof container that is appropriately labeled.
- D. Use safety needles, syringes, and devices when appropriate.
- E. Do not place hands into containers whose contents include contaminated sharps, instruments, or waste.
- F. If sharps containers contain residual liquids and cannot be sealed to prevent leakage, they are placed in a secondary container that will confine the solution.
- G. Sharps which are too large to fit into sharps containers may be placed in contaminated waste containers (biohazard boxes).

II. Sharps Disposal

- A. Sharps containers are changed when three-quarters (3/4) full.
- B. When sharps containers are ready for disposal the program faculty shall notify the program administrative assistant.
- C. The program administrative assistant shall notify Steri-Cycle, Inc. to come to the college and pick up the used containers.
- D. Off-site sharps containers needing disposal shall follow the same procedure as detailed above.

Effective Date: 4/1/14

## **School of Nursing and Allied Health Auditing Procedure and Agreement**

Audit status provides students an opportunity to repeat coursework in order to retain knowledge necessary in the programs of Nursing and Radiologic Technology. Under readmission to programs in the School of Nursing and Allied Health the student will be required to audit courses previously passed in order to stay current in subject matter. Students who audit courses are required to abide by the College attendance regulation and in the School of Nursing and Allied Health must agree to abide by the rules listed below.

- All students auditing a Nursing or Radiologic Technology Course are required to attend, repeat, and complete all work assigned in the term. This includes class activities, homework assignments, quizzes, and exams.
- Students who fail to comply with programmatic standards for attendance, academics, and stated policies will be terminated from the audit status thus preventing further progression.
- No sleeping or other distracting activities while in class will be tolerated. If asked to leave a class the time will count as unexcused and follow programmatic attendance policies

I \_\_\_\_\_, as a student readmitted to the School of Nursing and Allied Health at Bluefield State College agree to abide by the requirements stated above.

---

Student Signature

Date

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Student Printed Name

**School of Nursing and Allied Health**  
**Bluefield State College**

**CELL PHONE USE POLICY – CLINICAL SETTINGS**

SECTION ONE.

PURPOSE

A. Cell phone use in the clinical setting is strictly prohibited. Under **NO CIRCUMSTANCES** are cell phones to be carried by the student while in the clinical rotations and/or laboratory settings. Use of a cell phone for any purpose (i.e. conversation, text messaging, taking/sharing photos and/or recordings) is a clear violation of the Codes of Ethics for the Nursing and Radiologic Technology Professionals. This is a willful disregard for the health, welfare, privacy and/or safety of a patient. Furthermore, any student who is aware of such violation and fails to report it to the proper program authority (i.e. clinical instructor and clinical coordinator or program director) will be considered a participant in the violation and subject to discipline.

SECTION TWO.

PROCEDURE FOR DISCIPLINE  
FIRST OFFENSE

The cell phone will be confiscated and images/recordings (if applicable to the phone) will be reviewed to ensure that no images contain patient information of any nature (i.e. patient personal information, patient photos/recordings, exam reports, etc.). This will be done by the appropriate program authority (i.e. nursing clinical instructor or radiology clinical affiliate faculty) and/or the department manager/nurse manager along with the student. The clinical coordinator (RADT) and program director (NURS/RADT) will be notified and present at the cell phone review. The images/recordings will be reviewed as soon as possible after confiscation and documentation of any questionable images/recordings will be written in a student conference form. In the event that the BSC programs officials are not readily available, the phone will initially be reviewed by the department manager/nurse manager, clinical instructor and a security representative at the clinical education setting along with the student. The cell phone will remain at the clinical education setting until Bluefield State College School of Nursing and Allied Health officials are available to review. The clinical education setting will maintain the cell phone in the security lock area to ensure safety. The phone will be released only to the clinical instructor or department/nurse manager.

A. If, upon review, a student is found to have patient information (i.e. patient records, patient photos, etc.) on the cell phone they will be dismissed from the program immediately (per Grounds for Dismissal). The student will also receive a grade of “F” in the clinical course.

B. If, upon review, there is NO patient information found the student will receive a 10% from the final grade in the Radiology clinical course or an Unsatisfactory for the clinical day for Nursing. This will be documented on a student conference form.

C. If this is reported at a later date, and documented, the student will receive

a written warning along with a 10% deduction from the professionalism grade for the course and any other failure to follow this policy may result in dismissal from the program.

PROCEDURE FOR DISCIPLINE  
SECOND OFFENSE

A. Upon violation of the policy for a second time the student will be dismissed from the program immediately (per Grounds for Dismissal) and be given a grade of “F” for the clinical course. The student’s phone will be confiscated and reviewed per procedure defined in first offense prior to being asked to leave the clinical education setting. Any questionable images/recordings will require the phone to be turned over to the clinical education setting officials for potential legal consequences.

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

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

Policy Adopted May 2007

**School of Nursing and Allied Health**  
**Bluefield State College**

**CELL PHONE USE POLICY – DIDACTIC SETTINGS**

SECTION ONE.  
PURPOSE

Cell phone usage in the classroom setting is strictly prohibited. Under NO CIRCUMSTANCES are cell phones to be visible or operational by the student while in the didactic classroom setting and/or laboratory settings. Cell phones that ring or beep in class will be subject to grades cuts per each infraction in the class. Use of a cell phone for calculator, photographing tests/notes, and/or any other class document will be considered academic dishonesty in any course (Section 6 Grounds for Dismissal in the Student Handbook for Radiologic Technology Students). Furthermore, any student who is aware of such violation and fails to report it to the proper program authority (i.e. instructor and clinical coordinator or program director) will be considered a participant in the violation and subject to discipline as well (Section 6 Grounds for Dismissal).

PROCEDURE FOR DISCIPLINE

Violation of the above policy will result in the following consequences:

- A. Each infraction of the policy will incur a five (5) point deduction from the final test average for the course in which the violation occurs.  
If the phone is found to be activated during class/testing the instructor has the right to confiscate the phone and review the data (i.e. images, recordings, text messages, etc.) on the phone. This will be done in the presence of the instructor and one other program faculty member along with the student. If the phone is found to have evidence of academic dishonesty the student will be subject to the college academic dishonest policy and required to follow the policy/rules set forth in the college catalog.

I have been given access to a copy of this policy/procedure in the Student Handbook on Moodle in the Class of 2019-2021 site, and the opportunity to discuss the policy/procedure with the program officials. I agree to abide with this policy/procedure and understand the consequences that are outlined within.

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

Student Printed Name: \_\_\_\_\_

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

Program Official Signature: \_\_\_\_\_

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

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

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

Revised 11-05/9-06/4-08/5-10 Reviewed: Spring 2019/Spring 2020

**School of Nursing and Allied Health**  
**Policy for Electronic Devices/Social Media in Classroom and Clinical settings**

Due to the disruptive nature of electronic devices and the increased probability of academic dishonesty when electronic devices are available the BSC School of Nursing and Allied Health requires adherence of this policy for all students in programs of Imaging Science, Nursing and Radiologic Technology. Electronic devices include smart phones, track phones, E-readers, Apple or other Smart watches, MP3 players, programmable calculators, pagers, PDAs, Headsets, Video cameras or any other personal/portable device capable of internet access or transmitting/receiving phone calls, text messages, or other forms of social media.

**CLASSROOM SETTING**

Students **at no time** should have electronic devices of any type (including but not limited to cell phones, smart watches, blue tooth devices, tablets, etc.) that disrupt the classroom or clinical learning environment. Faculty members have the authority to restrict or prohibit the use of electronic devices in his or her classroom, laboratory, or any other instructional environment. Each instructor should include their statement in regard to the use of electronic devices on the syllabus. Please refer to the guidelines below for use of electronic devices within the classroom setting.

- Student must request instructor consent before video/audio taping activities of any form. Unauthorized video/audio taping or photographs of students, faculty or staff without their expressed consent is prohibited and could result in grade deductions for the course.
- Students must recognize that they have an ethical and moral responsibility to maintain patient privacy and confidentiality at all times including online media.
- Students should not text, e-mail, or receive telephone calls in the classroom or while in the patient care areas of clinical agencies.
- Students should check with their instructor/faculty about permissible devices that can be used in the classroom. Faculty members have the right to instruct students to turn off laptops and other devices, and to stow those devices in secure places, in any class.
- Electronic devices should be placed on silent mode and put away during class so that professional activities are not disrupted, unless other instructions are provided within the syllabus by the faculty member in regard to electronic devices in the class room.
- Text messaging is prohibited during class and clinical time.

## CLINICAL SETTINGS

Cell phone usage in the clinical setting is strictly prohibited. Under NO CIRCUMSTANCES are any electronic device(s) to be carried by the student while in clinical rotations. Use of an electronic device for any purpose (conversation, text messaging, taking/sharing photos, and/or recording) is a violation of Nursing and Radiologic Technology/Imaging Science codes of ethics. Use of such devices while in the clinic setting is a willful disregard for the health, welfare, privacy and/or safety of the patient. Please refer to the guidelines below for assurance of professional conduct while in the clinical setting. Failure to adhere to these guidelines will result in disciplinary action from the respective programs and that action is stated within the programmatic handbooks.

- The use of cell phones, smart phones, smart watches, recording devices, cameras, or other electronic device is strictly prohibited during clinical time.
- Students are not permitted to make or receive personal calls while in the clinical setting.
- Students are forbidden to share any information or photos via any electronic media that is obtained through the student-patient relationship.
- Use of any electronic devices to store/enter any type of client information is a violation of Health Insurance Portability and Accountability Act (HIPAA) and may result in disciplinary action, which may result in dismissal from the program.
- **While in clinic the use of electronic devices is NOT allowed. Personal electronic devices are to be turned off or placed on silent mode and placed in student lockers or student vehicles.**
- Students must abide by any clinical agency policies regarding use of any electronic devices while in the clinical agency.
- Students who fail to follow the directions of a faculty member or the clinical agency policy may incur disciplinary action, up to, and including suspension and dismissal. Disciplinary action is detailed with in the programmatic student handbook.



## **SOCIAL MEDIA**

The use of social media as a communication tool may have a significant impact on organizational or professional reputations. This policy has been created in order to aid in the protection of personal and professional reputations when participating in social media. Examples of social media included, but are not limited to LinkedIn, Twitter, Facebook, Snapchat, YouTube, My Space, Instagram, and open source chat/blogs. Faculty and students are liable for anything they post on social media and may be subject to litigation. The same laws, professional standards, codes of conduct and ethics apply online as in the real world. In order to comply with this policy the guidelines below are expected to be observed at all times.

- Students must maintain professional boundaries with patients when using social media. Online contact with patients is NEVER acceptable.
- Students may not make any comments about patients, other students, faculty, the clinical agencies and/or their employees, or clinical assignments/learning activities even if they are not identified.
- NO posting of any confidential, disrespectful or unprofessional information regarding Bluefield State College, programs of nursing and allied health, clinical affiliates, patients, faculty, staff or students is acceptable.
- Students and faculty must follow federal requirements as contained within FERPA and HIPPA. Any violation in confidentiality may result in disciplinary action up to dismissal from the respective program. You can also be held liable to respective licensure boards and subject to litigation.

Best practices when using social media are to think before you post, be respectful, and remember how large the audience can be when using social media.

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Student Signature/Date

*5/25/2016/January 2019*

## ATTENDANCE POLICY

Students will receive all breaks as scheduled in the academic calendar. Students must complete all scheduled clinical hours to meet program requirements.

The college recognizes three kinds of absences:

- (1) an institutional absence
- (2) an unavoidable absence - resulting from illness, death in the \*immediate family, or unnatural cause beyond control of the student
- (3) all other absences are considered willful and considered un-excused.

It is the responsibility of the student to provide proper explanation to the instructor for institutional or unavoidable absences. Failure to do so immediately upon returning to class will automatically make the absence willful and un-excused. The student should provide supporting documents for institutional and unavoidable absences. Refer to the Clinical Absenteeism Policy for further guidelines. All excused may be verified by the instructor.

The maximum bereavement time permitted for immediate family will be three (3) consecutive days of didactic/clinical time. Documentation, from the mortuary, must be presented on the FIRST day of return in order for this time to not be counted toward didactic/clinical absenteeism time.

The maximum bereavement time for non-immediate family will be one (1) day of didactic/clinical time. Documentation, from the mortuary, must be presented on the FIRST day of return in order for this time to not be counted toward didactic/clinical absenteeism time.

***\*The Radiologic Technology program defines "Immediate Family" as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children or others considered to be members of the household and living under the same roof.***

***\*The Radiologic Technology program defines "Non-Immediate Family" as aunt, uncle and cousin.***

## LEAVE OF ABSENCE POLICY

A student experiencing an extenuating personal circumstance (i.e., family crisis, personal health crisis) may request a leave of absence. The student must be in good academic standing (“C” or above in radiology courses and required support courses) and cannot have less than a “C” in the courses they are enrolled in during the semester they request leave of absence. The student must complete the following steps for initiating this policy:

1. Write a letter to the program director requesting a leave of absence and include a description of the extenuating circumstances. A copy of this letter will be given to the advisor and/or clinical coordinator/clinical instructor.
2. Attendance to all classes and clinical assignments is mandatory until the leave of absence is granted. The faculty (didactic and clinical) will be notified of request.
3. The director and re-admissions committee will review the request.
4. The student will be notified in writing regarding the decision of the request.
5. If a leave of absence is granted, the student must follow the college withdrawal policy.
6. The student will be guaranteed a seat in the same semester of the following year only, contingent upon resolution of the extenuating circumstances.
7. The student will submit a letter describing the resolution of the extenuating circumstances to the director of the program prior to the semester of re-entrance. If the circumstances involved a physical/psychological condition, a health care provider must submit a letter of verification or resolution of the problem.
8. If the student does not return to the program the following year, the student must seek admission to the first semester of the program and apply for re-admission to the program through the office of admissions per the application period.
9. A leave of absence may be granted only one time to a student.

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

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

Revised 5/07-5/10-5/13-5-17 Reviewed: Spring 2019

## **CURRICULUM POLICY**

Didactic and clinical courses are carefully designed to afford knowledge to the student in a structured timely fashion and complement each other's educational objectives. Therefore, if any student chooses to eliminate any part of the Radiologic Technology Curriculum, that student will be terminated from the program immediately.

Upon approval of the radiologic technology faculty and the program director, the curriculum is subject to change as needs dictate.

## **E-Mail Policy**

I understand that e-mail is utilized as a method of communication within the program and will check my e-mail account **DAILY**, including weekends and breaks, in order to ensure that I have received information from instructors as well as any programmatic information that may be communicated through e-mail. I also understand that ALL communication from BSC faculty and Clinical Faculty will be through the BSC e-mail and NO PERSONAL e-mail addresses will be utilized. This BSC e-mail account is free and must be utilized by RADT students throughout their tenure in the radiology program. This account can be utilized as long as the student wishes past graduation as well. You may forward the BSC account to your personal account if that is what you wish to do but the faculty will use the BSC e-mail address for all correspondence.

## **CLINICAL ROTATION POLICY**

I recognize that all weekly rotations are scheduled in order to meet the objectives set forth for each clinical course and that it is essential to achieve a passing average (85% or better) on the combined rotation. Each semester differs in the number of weeks scheduled for each clinical area. I understand that I will be allowed one (1) additional week, if I have not achieved a passing average in the clinical area that I have been assigned. If at the end of this additional week, (which may be scheduled at the discretion of the clinical instructor under the direction of the clinical coordinator) I have not attained a passing average in the clinical area, I will receive a failing grade (F) in the clinical area in which the problem occurs, resulting in clinic course failure. All students should appreciate the importance of each scheduled area in the Radiologic Technology Program's clinical competency based education at Bluefield State College and place a high degree of merit on each rotational area.

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

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

# RADIATION PROTECTION POLICY

Students will be monitored for personal radiation exposure. The Clinic Instructors and/or Clinic Coordinator will keep the student informed of his/her exposure and assess the need for changes in order to reduce radiation exposure in the future. As the reports are made available to the Clinical Coordinator all students will review, initial and date the report as proof of review.

## PROCEDURE

Students will be issued a personnel dosimeter badge from the college. The badge must be worn at the COLLAR level any time the student is in a clinical rotation or during laboratory practice. When a lead apron is worn, the personnel dosimeter badge must be completely outside of the apron.

Radiation reports will be initialed by students after they are received from the clinical coordinator.

Any student found in the imaging department or lab class without their badge will be issued an ethics deduction of 10% (Clinic) or grade deduction in class. In addition, the student will be sent home and must return with their badge. The time missed in order to retrieve their badge is unexcused time and will be dealt with according to the absenteeism policy or class absence policy.

Any student found wearing their badge anywhere except at the collar level will be issued a warning for noncompliance. Should the student wear the badge inappropriately at any time after this warning, then the student will be issued a 10% deduction in the ethics category per infraction.

**NO student will hold a patient or image receptor in any situation during an exposure.** Students must be completely behind the lead shield unless they are observing or assisting during fluoroscopy. A 10% deduction in the ethics category will be issued for noncompliance.

Student should not receive more than 0.1 rem (100 mrems/year) **OR** 0.001 sV (1 mSv) of radiation exposure. If, at any time a student receives more than 0.05 rems (50 mrems) **OR** 0.0005 sV (0.5 mSv), a conference will be conducted with the Clinic Instructor, Clinic Coordinator, and/or Program Director.

**\*Should a student become pregnant, please refer to the pregnancy policy for additional requirements\***

I understand that the care and use of this personnel dosimeter badge is my responsibility and I **MUST** have this badge during all clinical and laboratory classes or I will **NOT** be permitted to be in class and it will be considered unexcused time.

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

## Personnel Dosimeter Return Policy

All students receiving a personnel dosimeter from the BSC Radiologic Technology Program are required to return their dosimeter no later than the date set forth each semester by the Clinical Coordinator. Lost dosimeters are also included in this policy.

1. First Offense:
  - a. A \$12.00 fee will be charged by the BSC Business Office.
  - b. A hold will be placed on the student account until the \$12.00 fee is paid to the BSC Business Office and this hold will render the student unable to pre-register/register for classes and ultimately potential dismissal from the program. The hold will be removed once the fee is paid to the BSC Business Office and a paid receipt is shown to the Clinical Coordinator/Program Director.
  - c. The student will be unable to attend clinic and/or lab until the current dosimeter is turned into the Clinical Coordinator. Absenteeism/Class Absenteeism will be recorded and used.
2. Future Offenses:
  - a. A \$12.00 fee will be charged by the BSC Business Office **AND** a 10 point deduction from the professionalism grade in the current clinical semester will be recorded.
  - b. A hold will be placed on the student account until the \$12.00 fee is paid to the BSC Business Office and this hold will render the student unable to pre-register/register for classes and ultimately potential dismissal from the program. This would be due to insubordination. The hold will be removed once the fee is paid to the BSC Business Office and a paid receipt is shown to the Clinical Coordinator/Program Director.
  - c. The student will be unable to attend clinic and/or lab until the current dosimeter is turned into the Clinical Coordinator. Absenteeism/Class Absenteeism will be recorded and used.

These consequences are cumulative beginning with the first offense and are **not** per clinical semester. They are for the entire program.

As a student in the BSC RADT program, I have read and understand the personnel dosimeter return policy and will adhere to this policy on a monthly basis per the requirements of the clinical coordinator and program director.

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

Student Printed Name: \_\_\_\_\_

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

## Bluefield State College AS Radiologic Technology Student Academic/Clinical Grievance Policy

Any student has the right to present a grievance/appeal if the student believes that he/she has been unfairly treated in the final grading of a didactic course or clinical course. The problem will be resolved in a timely manner.

Acceptable Grounds for Appeal include the following (Per the BSC College Catalog and Bluefield State College Board of Governors Policy 15: Students Academic Rights):

1. An **arbitrarily** assigned grade is deemed to have been awarded solely by the instructor's discretion without comparison to an established course metric or calculation by a clearly defined standard as outlined by the course policy sheet or syllabus.
2. A **capriciously** assigned grade is deemed to have been awarded impulsively by the instructor with no clear explanation as to the legitimacy of the grade.
3. A **prejudicially** assigned grade is deemed to have been awarded by the instructor acting upon a preconceived opinion or feeling toward the student based on a student's age, race, color, national origin, religious affiliation, political affiliation, disability, sexual orientation, or gender.

The student will remain active in the radiology courses until the appeal has process has been completed.

I have read and understand the Student Academic/Clinical Grievance Policy for the Radiologic Technology Program.

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Student Name

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Date

# **DUE PROCESS POLICY FOR APPEAL OF CLINICAL RADIOLOGIC TECHNOLOGY EVALUATIONS**

After review of an evaluation and student disagreement of said evaluation, the student shall:

1. The student must meet with the Clinical Instructor within five (5) days of completing a Situation/Incident Form. The Clinical Instructor has the authority to review the evaluation and change it if they feel the evaluation was completed arbitrarily, capriciously, and/or prejudicially. This will be done after the Clinical Instructor notifies the Clinical Coordinator. The Clinical Instructor will notify the students within five (5) days of the meeting of the decision as to whether the complaint is valid or not.
2. If the Clinical Instructor determines that the disagreement is valid, then a meeting with the personnel who completed the evaluation will be scheduled within five (5) days of notification to the student of the need for a meeting with the personnel in question. Also present at this meeting will be the Clinical Coordinator. The evaluation can be changed or remain the same after this meeting by the personnel who completed the evaluation, the clinical instructor and/or the clinical coordinator. The student will be notified within five (5) days of the meeting of the outcome.
3. If the student is not satisfied with the decision of the meeting, they may request a meeting with the Program Director within five (5) days of the notification of the outcome of the meeting with the personnel involved in the situation/incident. The meeting will be held within five (5) days with the student and the Program Director and notification of any decision will be sent to the student in writing within five (5) days of the meeting.
4. If the student is not satisfied, after the meeting with the program director, they can request a meeting of the Radiologic Technology Faculty who will decide the validity of the evaluation. This meeting must be requested in writing within five (5) days of the notification from the program director and held within five to ten (5 – 10) days after the request is made.
5. The student may request, if not satisfied with the faculty decision, a meeting with the Dean of the School of Nursing and Allied Health. This must be done within five (5) days of the notification of the decision of the faculty. A meeting will be held within five (5) days of the request for the meeting and notification will be given to the student within five (5) days of the meeting with the Dean and this decision will be final.

\*\* The Situation/Incident Form may be utilized by staff or students if problems arise in the clinical area.

NOTE: The appeal policy for final grades in any course is included in the Bluefield State College Catalog. Please refer to the catalog for proper procedure of appealing **final** course grades and/or dismissal from courses for excessive absences. All students have the right to appeal per the college policy.



## **DUE PROCESS POLICY FOR PROGRAM COMPLAINTS/JRCERT COMPLIANCE COMPLAINTS**

The student will submit, in writing, the complaint or compliance issue to the Program Director:

1. A meeting will be held with the Program Director, Clinical Coordinator, and any other parties involved within five (5) days of receiving the complaint or compliance issue complaint. The Program Director, Clinical Coordinator, and parties involved will work with the student to resolve the complaint. The Program Director will send a letter to the student in regard to the resolution of the complaint within five (5) days of the meeting.
2. If the student is not satisfied with the outcome of the complaint or compliance issue complaint he/she may request a conference with the Dean of the School of Nursing and Allied Health. This request must be in writing within five (5) days of receiving the resolution letter from the Program Director.
3. The meeting with the Dean of the School of Nursing and Allied Health will be held within five (5) days of receipt of the letter to the Dean. A letter will be sent to the student within five (5) days of the meeting with the Dean.
4. If the student is not satisfied, after the meeting with the Dean, they have the right to contact the Vice President of Academic Affairs and request a meeting. This request should be within five (5) days of receiving the letter from the Dean of the School of Nursing and Allied Health. A meeting will be held within ten (10) days of the request and a written response will be sent within five (5) days of the meeting.
5. If the issues still remains unresolved and the student feels that the program is in non-compliance with the standards for set forth for programs by the Joint Review Committee on Education in Radiologic Technology they have the right to contact:

The Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
[www.jrcert.org](http://www.jrcert.org)  
1-312-704-5300

Developed 1-09: Reviewed 4-12/4-13/Spring 2016/Spring 2017/Spring 2019/Spring 2020

## **HARASSMENT POLICY**

This policy is found in the BSC Student Handbook, as well as in the BSC Board of Governors Policies (see link below) and the form that follows may be used by students in the Radiologic Technology Program to report any harassment (sexual or otherwise) to the Radiologic Technology Program Director, Clinical Coordinator, and/or the Dean of the School of Nursing and Allied Health. If the harassment (sexual or otherwise) is happening in the clinical education setting you should first notify the clinical instructor at the clinical education setting. The clinical instructor will then notify the Clinical Coordinator, Program Director and the clinical site department manager.

<https://bluefieldstate.edu/sites/default/files/page/attachments/2016/10/bog-policy03.pdf>

## **Programmatic Harassment Issues**

Harassment issues, of any type, within the radiologic technology program will be referred to the Title IX Coordinator and follow all rules of the college. Harassment can include any behavior that disrupts learning or hinders instruction in the clinical and/or didactic environment. Such behaviors may be described as lack of respect, lack of professionalism, lack of preparation, immaturity, tardiness, and poor communication, misuse of personal technology, entitlement attitude, and insubordination. For further information, please refer to the link from the college webpage. This is found in resources in the Office of Equity, Diversity & Inclusion.

[https://bluefieldstate.edu/sites/default/files/page/attachments/2016/10/harassment\\_complaint.pdf](https://bluefieldstate.edu/sites/default/files/page/attachments/2016/10/harassment_complaint.pdf)

Spring 2019

# HARASSMENT REPORT FORM

## BSC Radiologic Technology Program

Name of Student Making the Allegation:

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Name of Clinical Education Setting or Academic Course:

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Name of Person(s) against whom the allegation is made:

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Please give a clear and concise statement of the facts constituting each alleged charge and the dates, times and places when such act(s) occurred: (use extra paper, if necessary)

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Name(s) of witness(es):

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Signature of person filing  
report: \_\_\_\_\_

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

### **PROGRAM USE ONLY:**

Received by program/college official:

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Date received:

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Documentation of process of resolution of harassment allegation will be attached to this form and placed in the student's master file in the School of Nursing and Allied Health.

I have received the Harassment Policy and the Harassment Report Form.

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

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

## **SITUATION/INCIDENT REPORT**

If there is a situation or an incident at the clinical education setting where you are assigned, please complete the following form and give to the clinical instructor. If the incident is with the clinical instructor, please give this to the clinical coordinator.

This will permit the clinical instructor/clinical coordinator/program director to be able to resolve issues in a timely manner.

# SITUATION/INCIDENT REPORT FORM

BLUEFIELD STATE COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM

Student/Staff Involved: \_\_\_\_\_

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

Location/Facility: \_\_\_\_\_

Shift: \_\_\_\_\_

Describe the event briefly:

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

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Conference:

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Resolution:

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Clinical Instructor/Date: \_\_\_\_\_

Clinical Coordinator/Date: \_\_\_\_\_

Program Director/Date: \_\_\_\_\_

## ENERGIZED RADIOGRAPHIC LABORATORY

Energized radiographic laboratories are located at the following clinical education centers:

Main Campus	D303 Dickason Hall
Beckley Campus	Allied Health Building RAH 04 at Erma Byrd Center

These facilities are used to coordinate with classes in radiographic procedures and exposure. They are also available at other times if appointments are made with the program faculty who must supervise any additional use of the lab. Clinical Education Settings on both campuses are available if issues arise with the energized laboratories in Dickason Hall and/or the Allied Health Building at the Erma Byrd Center. **At no time will live patients be imaged in these laboratories.**

Students **must** wear lab coats and personnel dosimeters and be dressed appropriately during the use of energized labs. Lab instructors will have more specific dress codes per their syllabus for lab classes.

## MONITORING REPORT RELEASE

I realize that as a student of Radiologic Technology, information which is pertinent to clinical education and radiation monitoring may be posted and/or distributed to all faculty involved in the program. Every effort will be made to ensure privacy of the record and the clinical coordinator will not post the records, unless necessary. Students will be required to sign the monitoring release upon receipt by Bluefield State College.

Due to this, I waive the student right which makes all such information confidential and will allow radiation monitoring reports to be posted, if necessary, unless written refusal is given to the program director prior to the first personnel dosimeter report receipt from the clinical education setting.

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

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

# Computer Requirements

I understand that I will need the following computer requirements for the program and courses at Bluefield State College along with a microphone, a webcam (resolution 800 x 600 resolution or better) and cable modem, DSL or better (300 kbps download, 250 kbps upload):

<b>Suggested PC Specifications</b>	
<b>Minimum</b>	<b>Recommended</b>
Intel Core i7 Processor	6th Generation Intel Core I7 Processor
Windows 8	Windows 10
4 GB RAM	8 GB RAM
200 GB Hard Drive or higher	500 GB Hard Drive or higher
Wireless-N network card	Wireless-N network card
Ethernet Network card	Ethernet Network card
17" Flat panel display	Display
Mouse	Mouse
Sound card and Speakers	Sound card and Speakers
DVD-ROM	DVD-ROM/DVD-WRITER
Optional (highly recommended): High-speed Storage Media USB (thumb or flash drive) or other equivalent portable storage media.	
Please note: The minimum requirements are suggested for individuals that already possess a personal computer. The "Recommended" configurations are meant for guidance in obtaining new equipment compatible with school technology standards.	
Many college instructional buildings and computer labs have been configured for a WiFi connection, or Wireless Internet. To access the WiFi infrastructure, it is necessary to obtain a Wireless Ethernet Card with a new purchase, which may come pre-packaged in newer laptops. Otherwise, these cards can be obtained at local electronics stores.	

<https://bluefieldstate.edu/resources/technical-assistance/computerrequirements>

Modified with Proctor Track requirements.

Spring 2020

# Bluefield State College

## School of Nursing and Allied Health

### Lab Policies/Procedures

#### Faculty/Student Lab Policy

- Individuals using the Allied Health and Nursing Lab(s) shall adhere to the rules of conduct in the lab. Violations may result in disciplinary action.
- All users both faculty/staff and students **must refrain from consuming food and drinking from non-sealable containers in the student labs.** These areas include computer laboratories, nursing and radiology labs.
- Alcohol and tobacco products are not allowed on campus, and this holds true in all the Student Labs.
- Users should refrain from talking on or use of electronic devices while in the lab as common courtesy to other users. Calls can be taken in the hallway. The School of Nursing and Allied Health cell phone usage policy applies when using all lab spaces. This policy can be found in the student handbook for the respective program.
- Students are required to sign in with the School of Nursing and Allied Health lab sign in sheet during times OTHER than specified class times. These times may be for practice, extra computer use, remediation, etc. however this extra lab time MUST be with instructor permission and supervision.
- Labs will remain closed and in order to utilize during a time other than that scheduled for integrated testing, or simulation and practice students must be under direct supervision of a faculty member. **At no time are students to be unattended in a laboratory area.**
- Users must never dismantle or attempt to troubleshoot any equipment within the Student Labs. Please inform faculty of any issues or malfunctions.
- Copying any software from the computer lab is illegal. Anyone attempting to copy software will face disciplinary action. Software piracy may also result in legal action from the Software Publishers Association.
- Instructors are responsible for the direct supervision of their students to any learning experience within the laboratory setting at all times assigned.
- **All individuals using the laboratories are expected to leave the laboratory in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory after each use. After practicing or being evaluated, patient units are to be left neat and tidy as one would in the hospital.**
- **Malfunctioning equipment and/or inadequate practice supplies shall be reported to the appropriate faculty member.**
- Installation of software on lab computers is NOT allowed. System configuration changes are also not allowed.
- Noise level shall be controlled to maintain an optimum work/study atmosphere.
- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text is considered misuse of computers and will be reported to campus authorities. In addition the misuse of medical equipment pertaining to sexually related matters will be cause for dismissal from perspective programs.
- All equipment will be shut down and doors locked when student labs are not in use. It is the responsibility of the faculty and students to assure lab equipment is turned off, lights are off and doors locked upon leaving lab areas.
- All practice equipment and supplies are to be returned to the storage area in proper order. Lab equipment should never be removed from the lab area(s).
- Children are not allowed in the Allied Health and Nursing Laboratory

#### Laboratory/Linens Procedure

In order to keep the laboratory areas clean and mirroring hospital/clinic environments regular cleaning is necessary. The labs are cleaned daily on each campus via campus maintenance staff. On a monthly basis the faculty overseeing laboratory courses for a given semester will check bedding, mannequin



maintenance/cleanliness, and overall organization of the lab and supplies.

Laboratories in which linens are required will utilize laundry services as provided by a local agency and/or on campus facilities. The linens shall be removed **at minimum** at midterm and the final week of every semester for cleaning (or dependent on laboratory use). Linens needing laundered more frequently should be reported to the respective director for proper removal and change. Faculty utilizing the labs will be the responsible party of assuring linens are kept clean and that lab needs are met.

### **Guidelines for Ordering Supplies and Equipment**

Faculty are encouraged to make their needs known to the SNAH senior administrative assistance as early as possible so that equipment, supplies and media can be ordered, received, and processed in a timely manner. This is important because, on occasion, items are not immediately available and may be placed on back order with an unknown delivery date. It is also necessary to allow staff sufficient time for set-up, assembly if necessary and stocking especially for large numbers of items.

Suggested dates for placing orders include:

Fall Semester: July 1

Spring Semester: November 1

Summer Session: April 1

**If anyone is found to be breaking lab policies and procedures student lab faculty will inform them of the policy or procedure being broken. Repeat offenders of the above procedures can have their lab privileges revoked as well as receiving a failing grade for work needed to be completed in the lab during a time in which privileges are revoked. Faculty failing to follow lab procedures may receive evaluations to reflect non-compliance.**

*Originated Feb. 28, 2014/Revised March 12, 2014/January 2019*

## STUDENT SUPERVISION

All students must be supervised during their performance of medical imaging procedures following these guidelines:

1. A qualified radiologic technologist (RT) reviews the procedure in relation to the student's achievement. **Direct supervision is required until the student has demonstrated and documented competence in the examination.**
2. A qualified RT evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified RT is present during the entire imaging procedure.
4. A qualified RT reviews and approves the procedure.
5. A qualified RT is present during student performance of any/all unsatisfactory images.
6. All portable exams, including OR, **MUST BE DONE** with a qualified RT present.
7. **ALL IMAGES MUST BE CHECKED AND APPROVED BY A REGISTERED RADIOGRAPHER PRIOR TO DISMISSAL OF THE PATIENT.**
8. **Any performance of procedures in NM, CT, US, MR, etc. MUST be done with DIRECT SUPERVISION regardless of the level of competence of the student.**

**DIRECT SUPERVISION:** Student supervision by a qualified practitioner, possessing ARRT (R) and/or WV License (if applicable), 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 present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of any unsatisfactory radiographs. (JRCERT Standards)

**INDIRECT SUPERVISION:** Supervision provided by a qualified radiographer/practitioner immediately available to assist the student regardless of the level of achievement. Immediately is interpreted as the presence of a qualified radiographer adjacent to the room or location where the imaging procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. All images will be evaluated by a registered radiographer.

Any student not following this policy will be reprimanded with a grade cut in the professionalism category of 10 points per occurrence. A student/instructor conference form will be completed at this time.

Revised: March 2007/February 2009/October 2009  
Reviewed Spring 2013/Fall 2013/Spring 2014/Spring 2016/Spring 2017/Spring 2018/Spring 2019/Spring 2020

## REPEAT RADIOGRAPH POLICY

**ALL images must be reviewed/evaluated by a qualified registered radiographer prior to the performance of any repeat. Students will be allowed to repeat examinations one time only.** This must be done with a technologist present in the radiographic room to assist. If the repeat is not satisfactory, the technologist must do the additional radiographs while the student observes/assists. This applies to all examinations, including portables. Students **must refuse** to repeat radiographs/images if a qualified/registered radiographer is not present.

Any student not following this policy will be reprimanded with a grade cut in the professionalism category of 10 points per occurrence. A student/instructor conference form will be completed at this time.

Revised: 3-07/2-09/4-10

Reviewed Spring 2013/Spring 2014/Spring 2016/Spring 2017/Spring 2018/Spring 2019/Spring 2020

## PROJECT REQUIREMENTS

1. A project idea must be submitted no later than May 1 of the Clinic II semester. The student(s) should attempt to have cutting edge topics submitted to the faculty for approval. If, upon receipt of topic and required documentation of project topic, the students need to change the topic or submit additional documentation this must be done prior to students leaving at the end of the spring semester. The faculty will provide approval of the topic and the submitted references. If the student(s) fail to submit an idea by the deadline there will be a 10 point reduction in the final grade for the projection for **each** day it is late. The project is due for presentation no later than the second Friday in March of the Clinic V semester.
2. The project **must be applicable and current** to imaging sciences.
3. No more than **two people** will be allowed to work on project.
4. The project will count **10 percent of the Integration of Radiographic Principles** course. The grade of the project will be done on a rubric/rating system with all members of the faculty being present for rating. The rating sheet is available to the students for their review in the “*Student Handbook for Radiologic Technology Students.*”
5. Before the project is started, final approval is from the program director, clinical coordinator, and didactic faculty.
6. The project has to be displayed and presented to the faculty. The presentation will be a **minimum** of 10 minutes with an additional 10 minutes allotted to the faculty for questions and answers by the presenter(s) (minimum time 20 minutes). Videos may be utilized as a supplement to the presentation. Electronic media must be tested prior to the day of presentation. Faculty/staff will not be available to test any media, etc. on the day of presentation. Students must be prepared to present at the start of the presentation day. Failure of media does not exclude the student from presenting at the assigned time. The presentation must be on a jump drive and NOT on e-mail. This ensures that the presentation is readily available to begin at the appropriate assigned time.
7. Each student working on the project will be required to document a description of their participation on the project (this may be an additional page in the paper or may be given to instructors at time of presentation).
8. At least a 4 - 6 page (**no more than 8**) typed, preferably computer generated, paper describing the project must accompany the project. The procedure, principle, data, etc., must be included.

The paper must follow these guidelines:

- a. Computer generated, double-spaced, with 1" margins, on 8 1/2" x 11" bond paper, using only one side of the paper, Times New Roman 12 font only, using APA format.
- b. Include a cover page with the title and date.
- c. Include a reference page/bibliography with sources utilized for the project/paper. References **must include** at least one radiologic or medical journal and a text. All references from internet sources will not be acceptable. Wikipedia is not a source that is permitted to be used for any

- reference associated with this project.
- d. Include parenthetical documentation of quotes and paraphrasing.  
For example: "... Quote...(Author, copyright date). Footnotes will be accepted.
  - e. Seven (7) copies must be submitted.
  - f. **Plagiarism will not be tolerated and may result in failure of the project.** All project papers must be submitted to "Turn It In" for review for possible plagiarism. This must be done prior to the date the paper is submitted to the program director.
  - g. Subject matter shall pertain to your project title and be of interest to the profession.
9. The project must illustrate worth, time and effort. It must reflect a learning experience.
  10. If there is any writing on the project, it **cannot** be done free hand, it must be done with stencils or other professional presentation tools. You may also utilize computer graphics, typeset, etc.
  11. The project and Turn It In due dates are announced at the beginning of the final spring semester. If the project or Turn It In submission is submitted later than the set date, there will be a 10 point grade deduction from the final project grade for each day it is late. If the project is not available for grading on the date set by the faculty the student(s) will receive a grade of "o" for the project. There will be **NO EXCEPTIONS** to this due to the timeline for the project grading date.
  12. Students shall dress appropriately for the project presentation. Unacceptable dress would include, but is not limited to, jeans of any color, crop pants, sweatpants, sweatshirts, workout attire, halter tops (or shirts that show cleavage), tank tops, crop tops, bare midriff tops, sun dresses or spaghetti strap tops, dresses or skirts that are excessively short, sheer or revealing clothing, any clothing that is provocative or distracting, flip-flops, or thong sandals.
  13. In the event of absence from the presentation, a grade cut of 10% will be given and the presentation will be required to be given to the student's respective class within one (1) week. The 10% will be deducted from the final average of the presentation/paper grade of the absent student. If the student is part of a team the student who is present on project day will go on to present the project in its entirety as scheduled.
  14. The project may be submitted for state society competition the following year if the student wishes and upon recommendation of the faculty.
  15. Projects shall be removed from the premises as soon as the projects are graded by the instructors or the projects will be discarded. However, if the instructor/director deems the project worthy of keeping for further teaching references, the student will be notified and with the student(s) permission the project will be stored for further teaching references.
  16. ***Since this is the only project that is required, it is expected that the student(s) work be evident within the display and question and answer period.***

**PROJECT SUBMISSION FORM:**

**Student Name(s):** \_\_\_\_\_

**Topic/Project Title:** \_\_\_\_\_

**Brief Description/Outline of Project:**

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

**Three (3) References that will be used in the project/paper must be submitted on a separate page with this proposal.**

**Date Submitted:** \_\_\_\_\_

**Approval of Project-Date/Program Director:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revised/Reviewed: April 2001/May 2003/April 2006/March 2007/April 2008/May 2009/May 2012/April 2013/Spring 2016/Spring 2017/Spring 2019/Spring 2020

## BLUEFIELD STATE COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM PROJECT GRADING SHEET

Student Name(s) \_\_\_\_\_  
 Faculty Member Grading Project \_\_\_\_\_

Using the factors below, rate the exhibit/project by selecting 1-4 (see the key for rating – you may select ratings such as 3.5, 2.1, 1.8, etc.). Add your comments when necessary, these comments will be removed and given to the student(s) for feedback on the project. Also, a composite score for the exhibit/project will be compiled and given to the student(s).

**1.9 & Below – Not Acceptable      2.0-2.4 – Below Average      2.5-2.9 – Average      3.0-3.4 – Above Average      3.5-4.0 – Excellent**

<b>Written Communication</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Points Given</b>
Grammar/ Sentence Structure	Ideas are clear, concise, and effective. Grammar, spelling, punctuation are consistently used throughout the report.	Most of the ideas are clear, concise, and effective- Some grammatical, spelling, and/or punctuation errors are evident	Ideas are somewhat unclear, not concise and/or ineffective. There are grammar, spelling and/or punctuation errors throughout the paper.	Ideas are not well-formed and hard to follow. There are numerous grammatical, spelling and /or punctuation errors evident throughout the paper.	

Comments: \_\_\_\_\_

	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Points Given</b>
Neatness/Format	Paper is typed, double-spaced with appropriate font size. The student(s) followed directions using all of the appropriate guidelines.	Paper is typed and double-spaced. Incorrect font size and/or incorrect format was used.	Paper was typed neatly, but was not double-spaced. The student didn't follow guidelines.	Paper was not typed correctly, was not neat and was difficult to read. Guidelines were either not used or were not used as directed.	

Comments: \_\_\_\_\_

	4	3	2	1	Points Given
Guidelines/ Accuracy	The information in the paper was consistently accurate. Student(s) used their own words as much as possible.	Most of the information in the paper was accurate. Student relied on quotes too often.	There were some inaccuracies throughout. Phrasing did not appear original.	The paper contained many inaccuracies.	

Comments: \_\_\_\_\_

	4	3	2	1	Points Given
Works Cited/ References	All material is referenced where necessary and is listed in the appropriate format. Turn it In is 10% or less for plagiarism.	Most material is referenced where necessary and listed in the appropriate format. Turn It In is 11-20%	The material was minimally referenced where necessary and/or not listed in the appropriate format. Turn It In is 21-25%.	The material was not referenced properly. Turn It In is 26 – 100%.	

Comments: \_\_\_\_\_

	4	3	2	1	Points Given
Abstract	Ideas are clear, concise, and effective and guidelines were followed. Grammar, spelling, punctuation are consistently used throughout the abstract.	Most of the ideas are clear, concise, and effective and guidelines were somewhat followed. Some grammatical, spelling, and/or punctuation errors are evident	Ideas are somewhat unclear, not concise and/or ineffective and guidelines were not followed. There are grammar, spelling and/or punctuation errors throughout the abstract.	Ideas are not well-formed and hard to follow and guidelines were not followed. There are numerous grammatical, spelling and /or punctuation errors evident throughout the abstract.	

Comments: \_\_\_\_\_



<b>Project</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Points Given</b>
Knowledge/ Critical Thinking	The student(s) demonstrated excellent critical thinking skills in selecting visual aid. Items used and explained were accurate, concise, displayed high quality and were visibly pleasing to the audience.	The student(s) demonstrated good judgment in selecting items to use as a visual aid. Student had some knowledge of the items when presenting them to the audience. The number of visual aids, however, were inadequate or overly excessive.	Little or no critical thinking skills evident in the presentation. There were no visual aids provided or those that were displayed were very poor in quality. The student(s) displayed little or no knowledge of the project.	No critical thinking evident in the presentation. There was no independent knowledge displayed when the project was presented to the audience.	

Comments: \_\_\_\_\_

<b>Project Presentation</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Points Given</b>
	The student(s) presented the project in a professional manner without reading and was dressed appropriately	The student(s) presented the project with a few note cards and had some difficulty relaying the message to the audience. Student(s) was/were dressed appropriately	The student (s) read most of the information. Student(s) displayed very little knowledge of the project to the audience and/or was not dressed appropriately	The student(s) placed no visible effort into project preparation. The presentation was of poor quality. There was no real knowledge displayed concerning the subject.	

Comments: \_\_\_\_\_

<b>Project Presentation</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Points Given</b>
Diction	The student(s) use a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation. Student(s) made regular eye contact with the audience	The student(s) voice is clear. Student(s) pronounce most words correctly. Most audience members can hear presentation. Student(s) looked down periodically at notes.	The student(s) voice is low. Student(s) incorrectly pronounce terms. Audience members have difficulty hearing presentation. There was no eye contact made with the audience by student(s).	The student(s) mumble, incorrectly pronounces terms and speaks too quietly for audience in the back of the room to hear and simply read information.	

Comments: \_\_\_\_\_

<b>Project Results</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Points Given</b>
	The project was successfully and accurately presented to the audience with evidence of work done.	The project was somewhat successfully presented to the audience. However, the audience was left feeling that more could have been done	The project presentation displayed a suboptimal effort by the student(s). There was an obvious lack of time and research.	The project presentation displayed a total lack of anytime or effort and was very poorly done.	

Comments: \_\_\_\_\_

Additional Comments for Project Paper and/or Presentation:

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Total Points per section:

WRITTEN COMMUNICATION:

Grammar/Sentence Structure: \_\_\_\_\_  
Neatness/Format: \_\_\_\_\_  
Guidelines/Accuracy: \_\_\_\_\_  
Works Cited/References \_\_\_\_\_  
Abstract \_\_\_\_\_

PROJECT:

Knowledge/Critical Thinking: \_\_\_\_\_  
Project Presentation: \_\_\_\_\_  
Project Presentation /Diction \_\_\_\_\_  
Project Results: \_\_\_\_\_

TOTAL: \_\_\_\_\_ divided by 9 = \_\_\_\_\_ or \_\_\_\_\_%

This project counts as 10% of Clinic V **and** the Abstract is a portion of Clinic IV written objectives as well as the overall project grade.

Revised May 2006/ May 2008/Aug. 2012/January 2013/Spring 2014/Spring 2018  
Reviewed Spring 2016/Spring 2017/Spring 2019/Spring 2020

## **POLICY ON ABSENTEEISM AND TARDINESS ABSENTEEISM FROM THE DIDACTIC AREA**

If a student exceeds the clock to credit hours he/she will be subject to dismissal from the course and ultimately the program. Students are under no circumstances to schedule appointments during class times. This is considered unexcused time and counts toward the clock to credit hour time.

If a student is going to be absent from the didactic area, the following procedure should be followed:

- Notify the instructor, **by phone and/or e-mail, prior to the scheduled class time** or absence will be considered un-excused. All faculty phone numbers are on syllabus or given to students in class.
- All students that exceed the clock to credit hour limit will be dismissed from the course once the hours are exceeded. Any time missed from the class will be counted as willful/unexcused without proper documentation. IF excessive excused time with proper documentation causes the student to miss more than 1/4 of the course work it is strongly recommended that the student use the leave of absence policy. In order for the absence to be excused, proper documentation must be presented at the **next scheduled class** or it will be considered willful and un-excused
- If class is NOT cancelled and a student is unable to attend on an inclement weather day, the student **MUST** notify the instructor prior to the scheduled class meeting time. Any missed test must be scheduled prior to the next scheduled class meeting day/time or a “o” will be given for the test grade.
- Any test missed, clinical or didactic, will have to be made up in the format of essay, multiple choice, completion, and/or listing. The student will **not** be given the original test.
- All students must abide by the attendance policy as stated in the College Catalog. Please refer to the BSC catalog for further information.

### **CLASS TARDINESS**

If a student is going to be tardy for class they **MUST CALL/AND OR E-MAIL** the instructor **PRIOR** to the course start time. IF this is not done the student will be considered absent and unexcused.

Tardy in any Radiologic Technology class will be 5 minutes after the start of class. Any tardy time after 5 minutes will be deducted from the unexcused time for class. After a student has accumulated three (3) tardies they will be considered to have one (1) unexcused absence from the class. Any tardy thereafter will be considered an unexcused absence for the class. IF a student exceeds the clock to credit hour limit they will be dismissed from the class.

*Revised 11/10 to be effective 1/11 for all students currently enrolled*

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

## INCLEMENT WEATHER SCHEDULES

If the college is on the inclement weather schedule you should do the following depending on your **clinical schedule**:

### **NORMAL SCHEDULED CLINICAL TIME..... INCLEMENT WEATHER TIME**

7:30 am ..... 9:00 am

8:00/8:30 am \* .....9:00 am

2:00 pm ..... 2:30 pm

3:00 pm ..... 3:15 pm

\*Center for Cancer Care, Orthopedic Center of the Virginia's, Robert C. Byrd Clinic and Greenbrier Physicians Clinic

This schedule will allow all students for varying schedules in the clinical component to follow the inclement weather schedule. A student will be counted tardy if they report to clinic seven minutes past the inclement weather time per the tardiness policy. If you are scheduled for clinical rotation and the college is CLOSED, you **do not** report to clinical. If you are scheduled for evening clinical and the college closes for **evening classes**, you will be sent home or you will not report depending on the time of closure. If you are scheduled for times other than those listed above or for a weekend, the clinic instructor and/or clinical coordinator will let you know what you are to do. If you are in question please call the clinical instructor\*.

Beckley students should follow the inclement weather policy/schedule for the Beckley Campus for didactic courses. If Beckley students are attending main campus courses they must follow the Bluefield State College inclement weather policy as shown in the college schedule. The inclement weather policy may be found on the college web site at [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

IVN courses will follow the inclement weather policy for the originating site. This means that if the Bluefield Campus is on Inclement Weather then the course will start according to the time set for that course on the main Bluefield Center.

Weekend rotations in Clinic V are mandatory.

**BECKLEY STUDENTS:** Please follow the inclement weather decision for the main campus of Bluefield State for your **clinical** courses, unless they are called for Beckley BSC via same method as main campus inclement weather.

- For further information please see “tardiness in the clinical area”.

# TRAJECSYS

I understand that the program will be utilizing the Trajecsys system for all clinical competencies, weekly evaluations and as a time clock system. This will incur a one-time cost for the students (approximately \$150.00), unless a student is re-admitted and that may incur additional costs.

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**Student Printed Name**

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**Student Signature**

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**Date**

# CLINICAL ATTENDANCE POLICY

## Absences in the Clinical Setting:

1. All students **MUST phone and/or e-mail** the base clinical instructor AND the clinical coordinator within 30 minutes of the clinical start time for absences and/or tardies. Failure to do so will result in a 20 point deduction from the professionalism grade.
2. It will be the responsibility of the student to get all notes from other class members.
3. Make up test policy will be stated by the instructor. Unless notified otherwise, test will be given the next class meeting in the event of inclement weather.
4. During the first year of clinical courses – Intro to Clinic, Clinical Rad I, and Clinical Rad II the following clinical absenteeism hours will be permitted:
  - a. Intro to Clinic – 1 day or 8 hours
  - b. Clinical Rad I – 2 days or 16 hours
  - c. Clinical Rad II – 2 days or 16 hours
5. During the second year of clinical courses – Clinical Rad III, Clinical Rad IV, and Clinical Rad V the following clinical absenteeism hours will be permitted:
  - a. Clinical Rad III – 1 day or 10 hours
  - b. Clinical Rad IV – 2 days or 16 hours
  - c. Clinical Rad V – 3 days or 24 hours
6. Clinical education in the radiology program is a vital part of the educational process. Each clinical course requires a specified number of clock hours to receive the credit hours for the course.
  - a. ANY time away from clinic for ANY reason will be deducted from the allotted clinical absenteeism hours. This includes tardies, absences, and leaving clinic early for events that occur in that particular semester. For inclement weather information please see “tardiness in the clinical area”. **If sent home by any off site clinic students must call the base clinical instructor to be re-assigned.**
  - b. If the student does not physically present the original excuse they will not be permitted to remain in clinic and the time will be deducted from the absenteeism hours.
  - c. Once the allotted clinical absenteeism hours are exceeded for that particular semester the student is subject to dismissal from the program.
  - d. Institutional absences are NOT deducted from the allotted clinical absenteeism hours. This type of absence requires PRIOR documentation from the sponsoring academic personnel. This time should be arranged through the clinical coordinator PRIOR to the missed clinic time and the missed clinic time must be made up prior to the end of the semester. If the time is not made up per the clinical coordinator’s conference form (preferably within the 40 hour week) the student may be subject to dismissal from the program for not completing the required clinical education hours per that semester.
  - e. Additionally, any time that may be required to be made up MUST be made up as a complete eight (8) hour day if the entire day is missed. This will be done at the discretion of the clinical instructor and/or the clinical coordinator.
7. Students shall **NOT** be present in the clinical education setting unless they are

scheduled or participating in approved laboratory experiences. Failure to abide by this will result in an ethics deduction to be determined by the nature of the violation.

8. Any time a student leaves the clinical education setting during scheduled time they **MUST** clock out. If a student fails to do this a deduction of 20 points from the professionalism/ethics grade will be given. If a student must leave for any reason they must have approval from the clinical instructor or department manager/supervisor if the clinical instructor is not available. If a student leaves and **DOES NOT** clock out this can be considered falsification of records. If a student must leave for any reason the time will be deducted from the clinical absenteeism hours.
9. Time Documentation:
  - a. If a student fails to clock in or out they will be considered as absent and the time will be counted toward their absenteeism hours.
  - b. If you forget to clock in **OR** out you **MUST** notify the clinical instructor immediately when you realize that this has occurred. If either of these issues happens more than one (1) time in the semester the student will receive a 10 point grade deduction from professionalism. Each subsequent time will also receive grade deductions in professionalism.
  - c. All recorded time via time clock must be **FULLY VISIBLE** on the time card. If a partial clock time is visible or the time stamped is over a previously recorded time you **MUST** re-clock so that the time is fully visible. If it still does not print fully or visibly you **MUST** have a technologist or other staff member verify your time with their initials and date on the time card. If your clinic time is not fully visible it will be considered falsification of time and is grounds for dismissal. Any problem with the time card and/or time clock must be reported to the clinical instructor immediately. This should not be an issue starting the Summer 2 term 2020 since we will be transitioning to Trajecsys.
  - d. When a manual time sheet is being utilized, time must be verified and documented by a technologist or other staff member present at the facility. The student may **NOT** write their own arrival/departure time on the time sheet. The time sheet may **NOT** be removed from the clinical facility by the student. Both or either one of these occurrences is falsification of time and is grounds for dismissal. This should not be an issue starting the Summer 2 term 2020 since we will be transitioning to Trajecsys.
  - e. The first occurrence of any of the above infractions will result in a 10 points deduction from the ethics/attendance. A second occurrence will be discussed with the clinical coordinator and the program director to determine the consequences that can lead to dismissal.
  - f. If any student clocks/writes time in and/or out for another student, regardless of the situation, both students will be penalized. The first occurrence will result in a 25 points deduction from the professionalism category and any additional occurrences will result in dismissal from the program for academic dishonesty. The student(s) dismissed will not be permitted any program re-admission.
10. If an illness or injury keeps a student out of the clinical setting for an extended time, a **written FULL release from the attending physician MUST BE PROVIDED** before the student can return to the clinical setting. The student is **NOT allowed** to remain in the clinical site without the excuse being presented and the time out of clinic for failure to not have presented the excuse will be deducted from the student absenteeism time. **If the proper documentation is**



**found to be falsified, the student can be subject to immediate dismissal from the program.**

- a. **Extended Illness** – Students who are under a doctor’s care for more than 2 consecutive days (Intro to Clinic, Clinic I, Clinic II, Clinic III or Clinic IV) OR 3 consecutive days (Clinic V) will need to meet with the clinic coordinator and/or program director **and** the clinic instructor to address the clinical absenteeism due to extensive illness. Elective surgery may not be considered for excused time. Other circumstances that may be a result of natural disaster, family crisis, and/or critical extenuating situations that could result in absenteeism from clinic for more than 2 consecutive days (Intro to Clinic, Clinic I, Clinic II, Clinic III or Clinic IV) OR 3 consecutive days (Clinic IV and Clinic V) can also be discussed with the clinic coordinator/program director **and** clinic instructor to address the absenteeism. Any absences due to the events noted above must be proven with proper documentation, including, but not limited to medical records and/or formal notification from a physician. If it is necessary for a student to be absent on a consecutive basis for more than one-quarter ( $1/4 - 2.5$  days in summer terms OR 7.5 days in fall and spring terms) of the clinical time per semester then it is recommended that the program medical leave of absence be utilized. Extensive clinic time that is missed due to extenuating circumstances must be made up prior to the start of the next semester in order to progress into the next clinic course and/or to graduate from the program. If the student will be unable to achieve the objectives and/or make up the clinical hours prior to the beginning of the next semester the medical leave is strongly recommended.
  - b. If a student is absent and it is required that time be made up (i.e. weather related or extended illness) a student conference form must be completed and the date/time for the make-up day/hours will be written up. If a student misses the date that is slated for the make-up time it will be considered as part of their absenteeism time.
11. Students are permitted one-half hour ( $1/2$ ) for lunch and this time is to be used for lunch and not abused. Students are **NOT** permitted to leave for this lunch time unless the clinical instructor has given permission and they should not be absent for more than  $1/2$  hour if they have been given permission **and must clock out and in.** Any time beyond the  $1/2$  hour lunch will be deducted from the clinical absenteeism hours. If this becomes habitual for the student the clinical instructor will conference the student and deductions from the professionalism grade in clinic will be given (1<sup>st</sup> occurrence – 10 points; 2<sup>nd</sup> occurrence – 20 points; 3<sup>rd</sup> occurrence – 30 points; and on the 4<sup>th</sup> occurrence 8 hours of clinical absenteeism time will be deducted). If a student is found to have left the clinical assignment on an evening and/or weekend assignment, without permission of the clinical instructor and/or charge technologist, they will receive a deduction of 50 points in the professionalism and on the 2<sup>nd</sup> occurrence they will be dismissed from the program due to insubordination.
12. **Bereavement:** The maximum bereavement time permitted will be three (3) consecutive days of didactic/clinical time for immediate family and one (1) day of didactic/clinical time for non-immediate family (see attendance policy in student handbook for detailed information). Documentation, from the mortuary, must be presented on the **FIRST** day of return in order for this time to not be counted toward didactic/clinical absenteeism time.

## TARDINESS IN THE CLINICAL AREA:

Tardy in the clinic is reporting 5 minutes past the scheduled time to report (i.e. if report time is 730 am therefore 736 am **OR** 230 pm is report time then 236 pm is considered tardy). Tardiness will **NOT BE TOLERATED** due to our responsibility to future employer's to produce graduates with a strong sense of regular and punctual attendance in the clinical setting.

Tardiness will count toward the clinical absenteeism hours that are allotted per each clinical semester. Upon exceeding the allotted clinical absenteeism hours the student will be dismissed from the clinical course and ultimately the program due to all courses being co-requisites.

- A. Three tardies will constitute an additional deduction of 8 clinical absenteeism hours.
- B. Each additional tardy thereafter will deduct an additional 8 hours of clinical absenteeism hours.
- C. If a student is tardy past 150 minutes they will be considered absent thus an 8 hour time will be deducted from the clinical absenteeism hours.

Inclement weather absences/tardies will be considered on a case by case basis and may or may not be counted toward the clinical absenteeism hours permitted to the student during the semester. All students are advised to be safe in their attempt to get to the clinic and be in touch with the clinical instructor if they may be late and/or absent due to hazardous weather conditions. It is expected that students will be honest with regard to these types of absences/tardies. **These absences for inclement weather must be made up at the discretion of the clinical instructor/clinical coordinator.** A conference form will be completed in order to schedule the day that must be made up due to inclement weather.

***I have received a copy of the Clinical Absenteeism/Tardy Policy for the Radiologic Technology Program and agree to abide with said policy while in the BSC Radiologic Technology Program. This policy has been explained to me and I have been given the opportunity to ask questions in regard to the changes.***

Student Signature

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Student Printed Name

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

# EARLY ALERT/Big Blue Boost

The program uses the Early Alert system to notify the student and the college that there has been an absence and/or tardy in class or clinic. For clinical absences/tardies the clinical coordinator will note time missed as well as time remaining until potential dismissal from the clinical course. For class absences/tardies the faculty member will note excused and/or unexcused absence.

Students are reminded that they must follow the policies and/or procedures of the program at all times.

I understand that the program utilizes the Early Alert system and that other areas of the college (i.e. Student Support Services, Registrar, etc.) are notified each time there is an early alert noted in the system.

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

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

**SCHOOL OF NURSING & ALLIED HEALTH  
DRESS CODE**

***Students must be aware that when they wear the BSC uniform or lab coat with BSC name tag that they should always reflect a positive and professional image of the individual and the School of Nursing and Allied Health.***

***Students need to remember that they are guests in the clinical agency, which may have more stringent requirements that **MUST** be followed.***

**The following general regulations govern the Student Dress Code for clinical rotations as well as the classroom setting in the School of Nursing and Allied Health.**

**Clinical Dress Code: Acute Care Agencies/Clinical/Practicum Education Settings in which BSC approved uniforms are worn:**

1. Students must maintain a professional appearance when representing Bluefield State College. A conservative appearance in grooming is mandatory.

The approved BSC uniform (AD Nursing, AS Radiologic Technology, and BS Imaging Science Sonography) must be worn in all acute/clinical/practicum care settings. The uniform should not be worn any place other than the clinical setting or the classroom. Students should not drink alcoholic beverages and/or smoke while in uniform in a public place.

2. All students **MUST** wear their Bluefield State College ID badge when in the clinical/practicum area.
3. Wearing one-half or part of the uniform in **any** situation is not permissible. (example: wearing a “hoodie” with the uniform pants) NO sweat shirts, sweaters or other bulky garments are permitted to be worn over and/or under the approved uniform. **ONLY** white t-shirts or turtlenecks that are plain with **no writing or design** may be worn **UNDER** the approved uniform top. Any shirt worn under the approved uniform **MUST** be tucked into the pants and not hang below the uniform top.
4. The uniform should be clean and pressed. Pants should be properly hemmed, as to not drag the ground. Low-rise scrub pants and rolling down the waist band of scrub pants is prohibited.
5. Undergarments (neutral non-visible under uniform **ONLY**), bare skin and/or cleavage should not show when leaning or bending over. Uniforms should be of proper size such that bare skin is not revealed during required clinical tasks.
6. White, non-porous, shoes must be clean and freshly polished. Open toed or heel shoes; including clog, sandals, or flip flops are not acceptable. White socks with pants or white hose with dresses must be worn at all times.
7. All potentially visible **tattoos** must be **COMPLETELY COVERED** with appropriate clothing at all times during clinic rotations, class related activities, labs in the clinical

setting, and during volunteer hours while representing Bluefield State College and the School of Nursing and Allied Health. Tattoos should not be visible underneath the uniform top or pants. If so, appropriate white undergarments should be worn for coverage.

8. **Good personal hygiene** is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors and strong scents are not allowed. Due to patients' possible sensitivity, the student must be free of strong odors such as those caused by perfume, aftershave, or smoking.
9. **Jewelry** should be kept to a minimum. Only small, post earrings (3-4mm in size and one earring in each ear lobe nearest the jaw line), and wedding band are allowed. No jewelry in the nose, eyebrow, tongue, tragus of the ear or cartilage of the ear will be allowed. Ear gauges are **STRONGLY** discouraged. A student having gauges **upon entering a program** in the School of Nursing and Allied Health must wear **ONLY** flesh colored plugs. Gauges in areas other than the ear will not be permitted. Medical alert jewelry must be approved by the clinical instructor and/or clinical coordinator (RADT). A wrist watch, with a second hand, is mandatory. The watch must be plain and small in size, without embellishments such as rhinestones, beads or other decorative items.
10. **Fingernails** should be neat and short in length. Polish must be clear and unchipped in color but no polish is preferred. **NO ARTIFICIAL NAILS OF ANY KIND** are to be worn in the clinical setting.
11. Chewing gum is **not** allowed during clinical rotations.
12. Students who have long hair must wear it all pulled back. If men have beards these must be kept neat and clean. Hair color must be conservative and no unusual colors and/or styles will be permitted.

**Radiologic Technology Students Only:** Dosimeters **MUST** be worn at all times when in the clinical setting. Lead Markers **MUST** be with the student in clinic at all times. All R/L lead markers that are utilized during the educational training must have first, middle, and last initials only (these markers must be blue/red in color and use only the approved program markers).

**AD Nursing Lab Coat: Pre-Planning/Community Rotations:**

Students should wear long-sleeved, mid-thigh white lab coats for any pre-planning and community clinical rotations. This lab coat should be cleaned and pressed. The lab coat should not be worn over inappropriate street clothes such as: jeans, sweat pants, shorts, muscle shirts, or thin "see through" materials. Appropriate clothes to wear with the lab coat include: black, navy, or brown dress pants or a skirt that touches the knee. Pants should be properly hemmed and not drag the ground. The street clothes must be visible below the lab coat.

**BSC name badge with picture must be worn with the lab coat.**

Close-toed and heel shoes must be worn in all clinical settings: no high heels, flip flops, clogs or canvas shoes will be permitted.

**Appearance relative to - hygiene, fingernails, tattoos, jewelry, smoking, and**

hair are the same as for the Clinical Dress Code above.

***For AD Nursing Students: If a student does not adhere to the dress code, she/he will not be allowed in the clinical setting and will receive a zero for the day and an unexcused absence.***

**Polo (AD Nursing and AS RADT):** All students must purchase, from the BSC Bookstore, a polo shirt for pre-planning, observational rotations and volunteering (nursing), volunteering (RADT) and/or activities that students are required to attend representing BSC. This shirt will be worn with khaki or black pants. As a representative of BSC you must be professional at all times.

### **ADDENDUM FOR: Bachelor of Science in Nursing Students**

BSN students must wear formal clothing in the clinical/practicum environment. Formal clothing is defined as a nice dress/skirt (touching the knees), dark pants (brown, black, navy...NO JEANS), nice shirt/top with no cleavage visible. No faddish dressing such as leggings, cold shoulder tops or T-Shirts with writing of any kind is allowed.

1. A clean/pressed white lab coat must be worn over the formal clothing.
2. A BSC Name Tag must be worn on the lab coat.
3. Shoes must be clean and freshly polished. Open toed or heel shoes including clogs, sandals or flip flops are not acceptable.
4. Students observing in the hospital for Complex Health Problems Nursing 303 should check with faculty. Some agencies require a clean scrub suit with white lab coat.

### **Classroom Dress Code**

All students should be dressed appropriately for classes. Students must wear clothing that protects against indecent exposure. Dress bodices or blouses may not be excessively bare as backless, strapless, spaghetti strap, midriff, or low-cut. Any clothing which exposes a bare midriff, back, chest or underwear is prohibited.

Shorts and skirts should be an appropriate length.

When wearing pants, no bare skin should be showing in the standing, sitting, or bending position.

Pants should be worn at the waist, not below. No undergarments may be visible.

Good personal hygiene is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors and strong scents are offensive to others.

I have received a copy of the School of Nursing and Allied Health dress code and agree to abide with the dress code.

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

Student Printed Name: \_\_\_\_\_

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

Revised Spring 2013/SNAH/Apr.2014/Apr. 2015/March 2018/January 2019

## EVALUATION FORMS

Students assume **direct responsibility** for the distribution and completion of evaluation forms on a weekly basis. It is also the responsibility of the student to make sure evaluation forms are submitted to the appropriate personnel for completion.

### PROCEDURE:

Students will follow the evaluation form procedure on Trajecsys from the Clinical Instructor. They will, on the last day of their rotation, at a time convenient for the staff radiographer, submit the form to the radiographer, and give the radiographer privacy in which to complete the form. After completion of this form, the student and/or Clinical Instructor will get the form from the radiographer. The Clinical Instructor will review the form and note comments. The Clinical Instructor will set an appointment to review the evaluation with the student at which time it will be signed by the student and placed in a permanent file. Evaluation will be periodically reviewed and initialed by the Program Director. This process may vary at each individual clinical affiliate.

All evaluations must be satisfactory or the Clinical Instructor will have the right to request probationary status.

## CLINICAL-COMPETENCY EVALUATIONS

Clinical-Competency Evaluations will be completed by the Clinical Instructor and/or staff technologist during each semester. These examinations will be practical in nature, and these grades will be a permanent part of the student's record. Continued competency examinations will be given to students in each semester of clinical education in order to ensure continued competency and proficiency in the clinical phase of education. These examinations will be decided on by the clinical instructor/clinical coordinator and will be graded by the clinical instructor.

These examinations will be based on the clinical guidelines and requirements to be completed in a given period of time. Refer to the Clinical Competency System for Objectives.

A passing grade (85% or higher) **must** be achieved on each competency before continuance to the next level. These will be completed on Trajecsys and the student will be able to review after completion and grading.

## COMPENSATORY TIME POLICY

Compensatory time must be pre-arranged with the Clinical Instructor. It is the student's responsibility to see that all time is recorded promptly and accurately on the appropriate form which is kept by the Clinical Instructor.

If a student is performing a competency examination, the Clinical Instructor is to be notified in order for the student to remain in the clinical setting past the scheduled time. If this is an evening or weekend shift the supervising technologist must initial the student time card and inform the Clinical Instructor that the student was performing an examination. The Clinical Instructor will document this in the proper manner and have the student to sign the form. Under no circumstances is a student to remain after the scheduled clinic time without approval and proper justification.

## VOLUNTEER SERVICE/SERVICE LEARNING

As a student in the Radiologic Technology Program, I will be required to complete twenty (20) hours of volunteer service by December 1, 2021 which is the end of the semester prior to entering Clinical Internship (RADT 227). Ten (10) hours of the twenty (20) hours **MUST** be completed and submitted to the Program Director and/or Clinical Coordinator between June 22, 2020 and April 30, 2021 of Clinic II or a Failure in Clinic II (RADT 127) will be recorded and the final ten (10) hours being completed and submitted to the Program Director and/or Clinical Coordinator no later than December 1, 2021 of Clinic IV (RADT 226) or a Failure in Clinic IV will be recorded. Failures recorded will prohibit the student from progressing in the program to the next semester therefore being dismissed from the program. I understand that these hours are outside of the scope of the program and must be approved by the program director and the clinical coordinator prior to completing the volunteer service. These hours can be health care, college or humanitarian related. These volunteer hours cannot be completed in a radiology department or during any scheduled class time

If you choose to volunteer in a medical facility it **MUST** be in any other area than radiology/imaging. The volunteer service must be approved on the correct form by the program director and the clinical coordinator **prior** to the service being performed. This is in compliance with the Bluefield State College Response to Senate Bill 653: Compact and Master Plan, Strategic Issues, Section III, Goal E #2, page 9 (January 31, 2001 copy).

I understand that my volunteer work must be health or humanitarian related (i.e you may work for a walk-a-thon by setting up booths and registering people but simply walking for 2 hours and collecting money is not acceptable by itself). Additionally, it may be college related (i.e. assisting with recruitment of students, etc.). I also understand that I may volunteer in local hospitals or nursing homes to assist with care (not in a radiology department). I also understand that it is my responsibility to make arrangements for volunteer work and not the responsibility of program faculty. Program faculty is available to listen to ideas for volunteer activities. No family members are permitted to evaluate volunteer experience. The Program Director and/or the Clinical Coordinator reserve the right to limit the number of volunteer hours in areas. **All completed volunteer forms are to be turned in to the program director within ten (10) days of completion of the volunteer activity. If the activity takes place over a scheduled college break the completed form must be turned in within ten (10) days of returning to class. If the form is not turned in per these guidelines the volunteer activity will not be accepted and the hours will not be counted toward the total needed to complete the service project.**

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

Student Printed Name: \_\_\_\_\_

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



## VOLUNTEER SERVICE/SERVICE LEARNING FORM

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Proposed Agency/Location: \_\_\_\_\_

Estimated # of Hours: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Possible Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Clinical Coordinator Approval \_\_\_\_\_ Date

\_\_\_\_\_  
Program Director Approval \_\_\_\_\_ Date

Summary of Participation (by student):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This part of form must be completed by agency AFTER volunteer hours are COMPLETED and submitted to the Program Director within 10 days of completion of volunteer service hours.**

Total Hours (completed by agency representative): \_\_\_\_\_

Evaluation of Experience (by agency representative): \_\_\_\_\_

	Excellent 4	Good 3	Average 2	Below Average 1
Complied with rules & expectations				
Worked cooperatively				
Projected self-confidence & emotional control				
Treated all participants with respect				
Met responsibilities reliably				
Took the initiative to get involved				
Refrained from bias toward any individual				
Dressed appropriately (in BSC Polo) & presented self in a professional manner				
Communicated and interacted appropriately with staff and community of interest.				

Agency Representative \_\_\_\_\_

Date \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
BSC RADT Representative/Date Received

## RE-ADMISSION CRITERIA

The following procedure will be followed for re-admission to the Bluefield State College Radiologic Technology Program.

1. Students will be considered for re-admission to the first semester of the Radiologic Technology Program as a first time applicant. Re-admission is not guaranteed.
2. A formal letter of intent shall be sent to the Radiologic Technology Program Director. This letter is required to apply for re-admission to the program.

**Deadline:** Fall Semester (including summer session RADT) A letter of intent must be received by February 15 of that year for which you are applying.

Spring Semester A letter of intent must be received by June 15 for consideration the following January.

3. If an individual is out more than one academic year, he/she must repeat ***all*** health sciences courses. The student must apply for re-admission as a first time student.
4. Re-admission applicants and health science program transfers applying to the second through sixth semesters will be considered on a space available basis determined by an instructor/student ratio as recommended by the re-admission screening committee. Students not satisfactorily completing the first semester must ***re-apply*** for admission to the program. Admission is done through the Office of Admission and Enrollment Management.
5. Students withdrawing for justifiable reasons as determined by the re-admissions committee and leaving in good academic standing will receive priority over students who withdraw failing.
6. Students are considered for re-admission in the following order:
  - A. Withdrawal for justifiable reasons. (non-academic)
  - B. Withdrawal for failure of a support course (one which is required for the chosen program)
  - C. Withdrawal for failure of a required health science course or natural science course.
7. Students may only be considered for re-admission to **one** time and must complete the entire program in a maximum of three (3) years after admission. If the student fails to complete the coursework for that semester they are re-admitted, they must apply for re-admission as a first-time applicant
8. Any student re-admitted must continue to comply with ALL health requirements of the program and submit necessary compliance. This also includes the maintenance of CPR during the course of the education program. Drug/Alcohol testing and Criminal Background Check will re-occur.

***\*\*Any student re-admitted to the Radiologic Technology program must repeat the clinic course in the semester they are re-admitted. This ensures continued competence in the field of Radiology. (No exceptions to this policy and all corresponding fees must be paid by the student.)***

## EXIT INTERVIEWS

An exit interview is ***required*** of all students terminating the Radiologic Technology Program. This interview is to be conducted at the time of withdrawal from any required course in the Radiologic Technology Program. Exit interviews are conducted by the Program Director of the Radiologic Technology Program.

The student must call and schedule an appointment with the Program Director for the exit interview. **If an exit interview is NOT conducted the student will not be considered properly withdrawn from the Radiologic Technology Program and will not be considered for re-admission.**

I understand that if I do not complete an exit interview I will not be considered for re-admission to the Radiologic Technology Program.

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

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

**BLUEFIELD STATE COLLEGE**  
**SCHOOL OF NURSING AND ALLIED HEALTH**  
**EXIT INTERVIEW FORM**

Student Name: \_\_\_\_\_  
 Department: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 Location: Bluefield Campus \_\_\_\_\_ Beckley Campus \_\_\_\_\_

Reasons for Exit	1 <sup>st</sup> *	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup> *	5 <sup>th</sup>	6 <sup>th</sup>
Academic						
Health						
Finance						
Home/Other Responsibilities						
Dislike						
Other						
Unknown						

\* Denotes Summer Term

***Will you continue as a BSC student upon your exit from the RADT Program? Yes \_\_\_\_\_ No \_\_\_\_\_***

Student Comments: (Please fully explain)

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I understand that to be re-admitted, I must submit a written request to the Director of the Radiography Program, by February 15<sup>th</sup> for the fall and summer semesters and June 15<sup>th</sup> for the spring semester of the school year that re-admission is desired. Re-admission to the program is based on the re-admission criteria in the Student Handbook for Radiology Students. Re-admission is not guaranteed.

\_\_\_\_\_  
 Student's signature

Director Comments:

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\_\_\_\_\_  
 Director's Signature

cc: Advisor  
 Student  
 Student File

**SCHOOL OF NURSING AND ALLIED HEALTH  
SMOKE-FREE ENVIRONMENT STUDENT RESPONSIBILITY STATEMENT**

As a student in a Bluefield State College School of Nursing and Allied Health program I understand that per the college student handbook all buildings on campus prohibit the use of any tobacco product. I further understand that clinical agencies have individual policies in regard to tobacco and electronic cigarette usage. In order to promote a healthy/smoke-free environment I understand that any use of tobacco products or electronic cigarettes is strictly prohibited in classrooms and clinical environments. Compliance is expected of all students and within programs of Nursing and Allied Health. Failure to comply with this requirement will result in a written warning provided to the respective program director, for the first offense; a second offense, may lead to dismissal from the respective program on the grounds of insubordination.

I \_\_\_\_\_ (printed name) agree to abide by tobacco/electronic cigarette requirements as stated above. I understand these products are not permitted in the educational environment while in class or during clinical rotations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Revised 5-8-15

Bluefield State College SCHOOL OF NURSING AND ALLIED HEALTH  
**Criminal Background Check**

A criminal background check is a requirement for entry into the Associate Degree programs of Nursing or Radiologic Technology at Bluefield State College (BSC) as well as for all students enrolled in the RN to BSN program. In recognition of the vulnerability of all of the clients with whom the student interacts and all of the clients for whom the student cares in an increasingly diverse health care environment, the BSC Associate Degree programs of Nursing and Radiologic Technology and RN to BSN have instituted a policy requiring a criminal background check on all incoming students.

1. Each student admitted to the programs of Associate Degree Nursing, Associate Degree Radiologic Technology and Bachelor Degree Nursing at BSC will have a criminal background check completed prior to orientation dates as provided by each program upon enrollment. This will be conducted through Castle Branch.
2. The background check includes:
  - A. Going on line to register with Castle Branch
  - B. Paying the processing fee by credit card. Fees associated with the background check will be the responsibility of the student.
  - C. Results of the background check are confidential. The findings are reported only to the director of the program in which the student is enrolled.
  - D. Students who have questions about the policy or procedure are encouraged to discuss them with the program director.

Failure to disclose any criminal conviction, felony, misdemeanor, or act of academic dishonesty during the course of the nursing and radiologic technology program is grounds for immediate dismissal from the program. A copy of all documentation indicating conviction of a crime received from any law enforcement agency may be forwarded to the clinical education settings if required by the contract. Additionally please note program specific requirements for documentation of convictions.

**NURSING:**

- A copy of all documentation indicating conviction of a crime received by the nursing programs at BSC from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Registered Professional Nurses, or the student's respective Board of Registered Nurse Examiners for the state in which the student has or will be applying for licensure.

**RADIOLOGIC TECHNOLOGY**

- Any student with a positive background check for a conviction of a misdemeanor or felony must complete the ARRT Ethics Review Pre-Application. The Program Director will notify the student upon receipt of the positive background check and the ethic review must be started immediately. Once the ARRT completes the review and a letter is received by the student a copy of that letter must be given to the program director for inclusion in the student master file. If the ARRT states that the student will be unable to sit for the ARRT Certification Exam the student will be immediately dismissed from the program.

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

Revised 3-05/4-08/5-09/8-09/5-12/5-18 Reviewed: Spring 2019

**Bluefield State College**  
**School of Nursing and Allied Health**  
**Drug and Alcohol Testing Policy**

**OVERVIEW**

- A. Bluefield State College (BSC), School of Nursing and Allied Health has a vital interest in maintaining safe and healthful conditions for its clients. Any student under the influence of any drug or alcohol during clinical/class may pose serious safety and health risks, not only to themselves but to all those who work with them and to the patients for whom they provide care.
- B. The programs within the School of Nursing and Allied Health uphold the highest standards of the respective professions.
- C. Students must remain free from the use of alcohol or any illegal drug while participating in the programs.
- D. Bluefield State College maintains a student counseling center which provides help to students who seek assistance for alcohol and drug abuse problems.

**General**

- A. The unlawful use, possession, sale, distribution or being under the influence of alcohol, non-medically prescribed controlled substances, or misuse of prescribed medications and/or over-the-counter medications or herbs that may alter behavior will not be permitted in the clinical agency or school environment. If a student should be found guilty by law enforcement of any unlawful event the student will be immediately dismissed from the program and referred to student affairs for further disciplinary action.
- B. All students have the responsibility for keeping themselves drug free at all times. This includes but is not limited to, environments such as clubs and private parties.
- C. Non-medically prescribed controlled substances and over the counter medications refers to any substance that is capable of altering the mood, perception, behavior, and judgment of the individual consuming it, and to any substance obtained with improper prescription or taken in a non-prescribed manner.
- D. "Clinical Agency" includes the agency's premises and situations where a student is representing the school in his/her capacity as a student of any Nursing and Allied Health program, or while operating any vehicle for a BSC School of Nursing and Allied Health event.
- E. "Under the influence" means the student is affected by drugs(s) (both prescription and/or over the counter), alcohol, or the combination, in any detectable manner.
- F. Any violation of these rules will result in immediate drug testing and if found positive dismissal from their respective program.

- G. Any substance abuse which occurs outside of clinical hours and affects the student's clinical /classroom performance, will be subject to drug testing at the student's expense and potentially dismissed from their respective program if a positive screen is returned.

### **Drug and Alcohol Testing**

**A. Bluefield State College School of Nursing and Allied Health programs require drug testing as follows:**

1. A.S. Degree students: Randomly upon admission to the program and each semester while in the program. At any time if there is reasonable suspicion and or documentation of need.
2. B.S. Nursing Degree Students: Upon enrollment to the program and screened randomly and if there is reasonable suspicion and or documentation of need.
3. B.S. Imaging Science Sonography Concentration Students: Screened yearly and if there is reasonable suspicion and or documentation of need.
4. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the agency environment or during clinical hours. (See Reasonable Suspicion form of Drug and Alcohol Policy.)

Observable signs might include, but are not limited to:

- i. Speech ( normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)
- ii. Any odor suspicious of alcohol or other illegal substances on breath or personal belongings
- iii. Coordination (normal, swaying, staggering, unsteady gait, grasping for support, lack of coordination)
- iv. Alertness ( disoriented or confused behavior, sleepy, change in alertness)
- v. Performance (significant changes in work habits, unsafe practices, unsatisfactory work, unexplained accident or injury, missed deadlines, taking longer than customary to complete work, excessive sleeping in the classroom or clinical setting)
- vi. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic, physically assaultive, unduly talkative, exaggerated self-importance, making irrelevant or incoherent statements, hallucinations, lethargy)
- vii. Eyes ( bloodshot, dilated or pinpoint pupils)



- viii. Other observations consistent with impairment
  - ix. Sloppy, inappropriate clothing and/or appearance
  - x. Excessive sick days, excessive tardiness , unexplained absences or tardiness
  - xi. Leaving the classroom or clinical area excessively without a previously documented medical reason for such.
5. Any student who has access and/or direct responsibility for controlled substances and known drugs of abuse that are missing or otherwise unaccounted from a clinic rotation. The agency manager or administrator and the Dean of the School of Nursing and Allied Health and Program Director will make this determination on a case by case basis.
  6. Random testing will be done as a part of a continued monitoring program at the individual student's expense.
- B. Informed consent will be obtained for all testing. Fees associated with routine testing will be taken from student fees collected each semester.
  - C. The collection site will be in a standard collection area laboratory (Lab Corp).
  - D. Unless otherwise instructed, a student will have a maximum of 24 hours to complete screening. If not done within 24 hours, the student must meet with the Dean and face dismissal from the program.
  - E. Qualified medical personnel(s) specifically trained in the collection procedure shall perform the collection. Collection procedures will adhere to the required "chain of custody" protocol. This protocol may include observed collection, and/or search of personal belongings by the laboratory staff.
  - F. The student's confidentiality will be strictly maintained. Positive and/or diluted results will be communicated only to the student, the Program Director, and the physician (if necessary). The Dean of the School of Allied Health and Nursing may also be notified.
  - G. Records will be maintained in a separate file by the Program Director in a secured area. Requests for information will require a court order, or may be released by the student via a signed written consent and liability waiver.
  - H. A copy of screening documentation indicating positive drug or alcohol test results received by any School of Nursing and Allied Health program at BSC may be forwarded to the Clinical Education Settings for the program upon request.

- I. If a drug screen comes back diluted or adulterated the student will be subject to a random repeat drug screen at the student's expense. A second diluted or adulterated screen will result in immediate dismissal from the program.
- J. If a drug screen comes back positive on a student enrolled in the BSN or BS Imaging Science program (who is a licensed RN or RT), the State Board governing over their respective license will be notified.
- K. Failure and/or refusal of drug screening are grounds for immediate removal from the respective program.
- L. If a drug screen comes back positive on a student enrolled in the A.S. degree program, who holds a LPN license, the LPN's State Board of Nursing will be notified.
- M. The drugs/ items to be tested may include, but are not limited to:
  1. Cannabinoids (**Marijuana**)
  2. Barbiturates
  3. Alcohol
  4. Amphetamines
  5. Cocaine
  6. Propoxyphene
  7. Benzodiazepines
  8. Opiates
  9. Phencyclidine
  10. Methaqualone
  11. Ecstasy
  12. Renal Function

### **School of Nursing and Allied Health Student Right and Responsibilities**

- A. During enrollment , the student is required to provide written documentation of any and all new medications actively being taken that were not included on the original health assessment form , including over the counter meds, herbs, and supplements.
- B. It is the student's responsibility to keep medication reports up to date and accurate.
- C. Should a random screening be performed and the results positive for a drug or substance not indicated on the health form or an updated medications form the student may be dismissed pending the decision of the respective director and the dean.
- D. Noncompliance with requests for drug and alcohol screening will be viewed as a violation. The student will be subject to discipline up to and including dismissal from their program of admission.
- E. Students who test positive may contest the finding within 48 hours following receipt of the notice. A written request for appeal must be submitted to the

Dean of the School of Nursing and Allied Health within the 48 hour time frame. The Dean with the respective program director will contact the laboratory medical review officer for confirmation. The results of the confirmation testing will be the final result.

**Admission/Readmission After a Positive Drug/ Alcohol Screening:**

A student who has withdrawn or been dismissed from a program in the BSC School of Nursing and Allied Health due to a positive drug/ alcohol screen will be considered for re-admission under the following conditions:

1. Submit to an evaluation for substance abuse by a School of Nursing and Allied Health approved evaluation and/or treatment agency and complete the prescribed treatment program ( USA students should call the USA Substance Education/Prevention Center for an evaluation : 251-460-7980)
2. Submission to a drug/alcohol screen test prior to admission/readmission. The drug/alcohol test will be at the student's expense. A positive drug test will result in ineligibility for admission/readmission.
3. Submission to random drug/alcohol testing as requested by the School of Nursing and Allied Health after re-admittance to the professional component at the Student's expense. A positive drug/alcohol screen will result in permanent dismissal from the program.
4. Regular documentation of treatment will be communicated to the Program Director while awaiting re-admission.
5. Continued treatment is mandatory and documentation of such is required throughout the entire course of the Program of readmission until completion.

## **Bluefield State College** **School Of Nursing and Allied Health**

### **Faculty Report of Reasonable Suspicion of Drug/Alcohol Use**

Please use the space below to provide a detailed description of the student's behavior. All information is to be kept confidential. Please return the form in a sealed envelope to the Program Director's office as soon as possible. \*Notify the Program Director's office by phone immediately to request a drug/alcohol test.

1. Name of Student: \_\_\_\_\_
2. Date of Incident: \_\_\_\_\_
3. Time of Incident: \_\_\_\_\_
4. Location of Incident: \_\_\_\_\_
5. Detailed description: Include any behavioral, visual, olfactory or auditory observations.
  - Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)
  - Question of any suspicious odor of alcohol or other illegal substances on breath or personal belongings
  - Coordination (normal, swaying, staggering, unsteady gait, grasping for support, lack of coordination)
  - Alertness (disoriented or confused behavior, sleepy, change in alertness, excessive sleeping during class or clinic)
  - Performance (significant changes in work habits, unsafe practices, unsatisfactory work, unexplained accident or injury, missed deadlines, taking longer than customary to complete work)
  - Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic, physically assaultive, unduly talkative, exaggerated self-importance, making irrelevant or incoherent statements, hallucinations, lethargy)
  - Eyes (bloodshot, dilated or pinpoint pupils)
  - Other observations consistent with impairment
  - Sloppy, inappropriate clothing and/or appearance
  - Excessive sick days, excessive tardiness, unexplained absences or tardiness, frequently dismissing themselves from the classroom or clinical environment

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\_\_\_\_\_

6. Did the student admit to the use of drugs/alcohol? \_\_\_\_\_no \_\_\_\_  
\_\_\_\_\_yes

Comments:

7. Were drugs/ alcohol discovered? \_\_\_\_\_no \_\_\_\_\_yes

Comments:

8. List witnesses to student's behavior:

9. Was the student referred for drug/alcohol testing? \_\_\_\_\_no \_\_\_\_  
\_\_\_\_\_yes

If yes: What were your instructions including time frame?

\_\_\_\_\_  
Faculty signature

\_\_\_\_\_  
Date

Reviewed/Revised 4/17/15; 4/25/18/4/16/19

I have been provided an opportunity to ask questions in regard to the Drug/Alcohol Policy for the School of Nursing and Allied Health.

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

**TECHNICAL STANDARDS  
BLUEFIELD STATE COLLEGE  
PROGRAM OF RADIOLOGIC TECHNOLOGY**

The student shall provide these essential functions as a student radiographer in this program.

The position of radiologic technologist requires the following physical requirements: positioning and moving of patients manually and by wheelchair or stretcher. These functions may be performed with large or immobile patients who may require strength beyond the basic function. Positions included sitting, standing, walking, reaching, twisting, and bending, and exposure to fumes. The use of both hands and feet is strongly recommended. Reasonable accommodation will be provided for applicants with documented disabling conditions.

**The student shall:**

1. Be able to independently lift and carry up to 35 pounds.
2. Be able to independently push or pull less than 100 pounds frequently. Shall also be able to independently push or pull in excess of 100 pounds occasionally.
3. Be able to walk and/or stand for a great percentage of the work day.
4. Be able to reach above shoulder level constantly and below shoulder level frequently.
5. Be able to work indoors 100% of the work day.
6. Be able to work well with others and practice interpersonal skills. Be able to exercise independent judgement as well as work in a team environment.
7. Have a high stress tolerance level and mental alertness.
8. Be able to see and hear and have the ability to independently communicate with patients, other health care workers and faculty.
9. Be able to adapt to variable work schedules.
10. Be able to independently move heavy equipment frequently (i.e., Portable x-ray machines and fluoroscopy equipment).

I have reviewed the technical standards set forth by the program and understand these standards. Based on my physical examination, I feel that

\_\_\_\_\_ is competent to perform the said duties.

\_\_\_\_\_ Physician Signature

\_\_\_\_\_ Physician Name Printed

\_\_\_\_\_ Date

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

\_\_\_\_\_ Student Name Printed

\_\_\_\_\_ Date

Revised/Reviewed 3-01/5-03/1-08/Spring 2014moh/Spring 2015/Spring 2016/Spring 2017/Spring 2018/Spring 2019/Spring 2020

# ADA Accommodation

Any student who feels she/he may need an accommodation based on the impact of a disability should contact the Office for Student Support Services at 304-327-4097 in Basic Science Room 113 to coordinate reasonable accommodations for students with documented disabilities.

Services for Disabled Students: Based on documentation and recommendation of services from physicians and therapists, the following services can be provided to students with disabilities:

- Extended test time
- Proctored tests
- Adaptive software
- Note-takers
- Sign-language interpreters
- And more (depending on the recommendation of therapist and/or physician)

I understand that if I were to need ADA accommodations that I may contact the Office of Student Support Services to see if I qualify.

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

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

## **PROGRAM GOALS AND LEARNER OUTCOMES**

The student will be able to do the following upon successful completion of the Bluefield State College Radiologic Technology Program:

1. The student will utilize effective communication skills when interacting with the patient and other members of the health care team, demonstrating knowledge of both communication and critical thinking skills necessary to the profession.
2. The student will demonstrate ethical and professional behavior, practicing within the code of ethics and scope of practice for the profession.
3. The student will understand the function of medical image processing, with demonstration of knowledge concerning various forms of image processing and determine the proper departmental sequence for proper filing of a completed image.
4. The student will evaluate image quality, applying the knowledge of positioning and technical selection necessary for diagnostic images.
5. The student will provide the patient with proper care during medical imaging procedures. This will include knowledge of body mechanics, patient immobilization, basic life support techniques, patient education for examinations, and overall patient care and comfort.
6. The student will demonstrate the proper methods of radiation protection and exposure selection with regard to the patient, the equipment, other personnel, and to oneself.
7. The student will demonstrate knowledge of basic human anatomy and physiology, demonstrating the ability to radiographically identify anatomic structures and basic pathologic findings.
8. The student will properly position the patient in correlation with medical imaging equipment for the production of a diagnostic image.
9. The student will demonstrate knowledge of radiation physics, understanding the basic operation and maintenance of radiographic equipment and the interactions of x-ray with matter.
10. The student will utilize problem solving skills and exercise independent thinking while performing medical imaging examinations.

These are met through the didactic and clinical coursework required for the program of radiologic technology.

Revised/Reviewed: 4-08/2-09/4-12/5-15/Spring 2016/Spring 2017/Spring 2018/Spring 2019



# BLUEFIELD STATE COLLEGE

Catalog 2020-2021

**ADVISOR COMPLETES THIS FORM** +Courses Presently Taking \*Courses Needed for Graduation

## RADIOLOGIC TECHNOLOGY - 45 Hour Course Evaluation

Student's Name: \_\_\_\_\_

Student ID Number \_\_\_\_\_

FIRST SUMMER SEMESTER: Second 5 Week Session

Semester	Course	Title	HRS	GR	QP
_____	RADT 109	Introduction to Radiology & Patient Care	2	_____	_____
_____	RADT 109L	Introduction to Radiology & Patient Care Lab (P/F)	0	_____	_____
_____	RADT 113	Med Term for Imaging Professionals	1	_____	_____
_____	RADT 112	Introduction to Clinical Radiography	<u>1</u>	_____	_____
<i>TOTAL</i>			4		

FIRST YEAR: Fall Semester

_____	MATH 101 OR 109	General Math/Algebra	3	_____	_____
_____	BIOL 210	Human Anatomy & Physiology I	3	_____	_____
_____	BIOL 211L	Human Anatomy & Physiology I Lab	1	_____	_____
_____	RADT 115	Radiographic Procedures I	3	_____	_____
_____	RADT 116	Radiographic Procedures I Lab (P/F)	0	_____	_____
_____	RADT 117	Clinical Radiography I	2	_____	_____
_____	RADT 118	Imaging Equipment and Acquisition I	<u>2</u>	_____	_____
<i>TOTAL</i>			14		

FIRST YEAR: Spring Semester

_____	BIOL 212	Human Anatomy & Physiology II	3	_____	_____
_____	BIOL 213L	Human Anatomy & Physiology II Lab	1	_____	_____
_____	ENGL 101	Composition I	3	_____	_____
_____	RADT 119	Radiographic Procedures II	3	_____	_____
_____	RADT 121	Radiographic Procedures II Lab (P/F)	0	_____	_____
_____	RADT 120	Imaging Equipment and Acquisition II	2	_____	_____
_____	RADT 122	Imaging Equipment and Acquisition II Lab (P/F)	0	_____	_____
_____	RADT 127	Clinical Radiography II	<u>2</u>	_____	_____
<i>TOTAL</i>			14		

SECOND SUMMER SEMESTER: First 5 Week Session

_____	RADT 201	Ethics and Law in the Radiologic Sciences	1	_____	_____
_____	RADT 212	Radiographic Pathology and Image Analysis	2	_____	_____
_____	RADT 216	Clinical Radiography III	<u>1</u>	_____	_____
<i>TOTAL</i>			4		

SECOND YEAR: Fall Semester

_____	RADT 220	Imaging Equipment and Acquisition III	2	_____	_____
_____	RADT 211	Radiographic Procedures III	2	_____	_____
_____	RADT 225	Radiation Biology & Protection	2	_____	_____
_____	RADT 226	Clinical Radiography IV	2	_____	_____
_____	ENGL 102	Composition II	<u>3</u>	_____	_____
<i>TOTAL</i>			11		

SECOND YEAR: Spring Semester

_____	RADT 218	Integration of Radiographic Principles	4	_____	_____
_____	RADT 227	Clinical Internship	3	_____	_____
_____	COSC 102	Computers and Society	3	_____	_____
_____	PSYC 103	General Psychology	<u>3</u>	_____	_____
<i>TOTAL</i>			13		

**TOTAL**

**60**

ACT Scores: Eng \_\_\_\_\_  
 Usage/Mechanics (Sub score) \_\_\_\_\_  
 Math \_\_\_\_\_ Reading \_\_\_\_\_  
 Sci Reasoning \_\_\_\_\_ Comp \_\_\_\_\_  
 45 Hr. Evaluation Submitted \_\_\_\_\_  
 Total Quality Points Earned \_\_\_\_\_  
 Quality Point Deficient Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

**This document is not a contract  
 but for guidance in advising only.  
 It does not supersede the college  
 Catalog or other requirements**

## LISTING OF COURSES AND TEXTBOOKS FOR THE BLUEFIELD STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

FIRST SUMMER SESSION – 2 <sup>nd</sup> 5 WEEKS				
Course Number	Course Name	Credit Hours	Instructor	Textbook
RADT 109	Intro to Radiology & Patient Care	2	Melissa Haye	Introduction to Radiologic & Imaging Science & Patient Care -- Adler/Carlton 7 <sup>th</sup> edition
RADT 109L	Intro to Radiology & Patient Care Lab	0	Amy Bennett	Introduction to Radiologic & Imaging Science & Patient Care -- Adler/Carlton 7 <sup>th</sup> edition
RADT 113	Medical Terminology for Imaging Professionals	1	Amy Bennett	Medical Terminology: A Short Course -- Chabner, Davi-Ellen Medical Dictionary
RADT 112	Introduction to Clinical Radiography	1	Clinic Instructors	

FIRST SEMESTER -- FALL TERM				
Course Number	Course Name	Credit Hours	Instructor	Textbook
MATH 101 OR 109	General Mathematics OR Algebra	3	Math Instructor	
BIOL 210	Human Anatomy & Physiology I	3	Biology Instructor	
BIOL 211	Human Anatomy & Physiology I Lab	1	Biology Instructor	
RADT 115	Radiographic Procedures I	3	Vanessa Godfrey	Merrill's Atlas of Radiographic Positions and Procedures -- Frank/Long/Smith
RADT 116	Radiographic Procedures I Lab	0	Vanessa Godfrey	Merrill's Atlas of Radiographic Positions and Procedures -- Frank/Long/Smith
RADT 117	Clinical Radiography I	2	Clinic Instructors	Merrill's Atlas of Radiographic Positions and Procedures -- Frank/Long/Smith
RADT 118	Imaging Equipment & Acquisition I	2	Amy Bennett	Principles of Radiographic Imaging: An Art and A Science Carlton/Adler Digital Imaging Text Essentials of Radiologic Science -- Orth Essentials of Radiologic Science Workbook -- Mason

<b>SECOND SEMESTER -- SPRING TERM</b>				
<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Instructor</b>	<b>Textbook</b>
BIOL 212	Human Anatomy & Physiology II	3	Biology Instructor	
BIOL 213	Human Anatomy & Physiology II Lab	1	Biology Instructor	
ENGL 101	Composition I	3	English Instructor	
RADT 119	Radiographic Procedures II	3	Vanessa Godfrey	Merrill's Atlas of Radiographic Positions and Procedures – Frank/Long/Smith
RADT 121	Radiographic Procedures II Lab	0	Vanessa Godfrey	Merrill's Atlas of Radiographic Positions and Procedures – Frank/Long/Smith
RADT 120	Imaging Equipment & Acquisition II	2	Amy Bennett	Principles of Radiographic Imaging: An Art and A Science Carlton/Adler Digital Imaging Text Essentials of Radiologic Science – Orth Essentials of Radiologic Science Workbook -- Mason
RADT 122	Imaging Equipment & Acquisition II Lab	0	Amy Bennett	Principles of Radiographic Imaging: An Art and A Science Carlton/Adler Digital Imaging Text Essentials of Radiologic Science – Orth Essentials of Radiologic Science Workbook – Mason
RADT 127	Clinical Radiology II	2	Clinic Instructors	Merrill's Atlas of Radiographic Positions and Procedures – Frank/Long/Smith

<b>SECOND SUMMER SESSION – 1<sup>st</sup> 5 WEEKS</b>				
<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Instructor</b>	<b>Textbook</b>
RADT 201	Ethics and Law in the Radiologic Sciences	1	Melissa Haye	Legal and Ethical Issues for Health Professionals – Nguyen 4 <sup>th</sup> ed.
RADT 212	Radiographic Pathology & Image Analysis	2	Amy Bennett	Merrill's Atlas of Radiographic Positions and Procedures – Frank/Long/Smith Essentials of Radiologic Science – Orth Essentials of Radiologic Science Workbook – Mason
RADT 216	Clinical Radiography III	1	Clinic Instructors	Merrill's Atlas of Radiographic Positions and Procedures – Frank/Long/Smith

<b>THIRD SEMESTER – FALL TERM</b>				
<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Instructor</b>	<b>Textbook</b>
RADT 211	Radiographic Procedures III	2	Vanessa Godfrey	Merrill's Atlas of Radiographic Positions and Procedures – Frank/Long/Smith Mosby's Comprehensive Review of Radiography – Callaway
RADT 220	Imaging Equipment & Acquisition III	2	Amy Bennett	Principles of Radiographic Imaging: An Art and A Science Carlton/Adler Essentials of Radiologic Science – Orth Essentials of Radiologic Science Workbook – Mason
RADT 225	Radiobiology & Protection	2	Melissa Haye	Radiation Protection in Medical Radiography Statkiewicz-Sherer/Visconti/Ritenour/Haynes
RADT 226	Clinical Radiography IV	2	Clinic Instructors	Merrill's Atlas of Radiographic Positions and Procedures – Frank/Long/Smith
ENGL 102	Composition II	3	English Instructor	

<b>FOURTH SEMESTER -- SPRING TERM</b>				
<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Instructor</b>	<b>Textbook</b>
RADT 218	Integration of Radiographic Principles	4	Melissa Haye/Vanessa Godfrey	Mosby's Comprehensive Review of Radiography – Callaway (This text is bought in the 2 <sup>nd</sup> Fall semester to begin preparation for this course)
RADT 227	Clinical Internship	3	Clinic Instructors	Merrill's Atlas of Radiographic Positions and Procedures – Frank/Long/Smith
COSC 102	Computer Course	3	Computer Instructor	
PSYC 103	General Psychology	3	Psychology Instructor	

Courses that do not contain the RADT prefix may be taken prior to or within the program curriculum as scheduled in the semester blocks. A "C" or better MUST be maintained in ALL Radiology courses, General Mathematics/Algebra, Human Anatomy & Physiology I & II, Human Anatomy and Physiology I & II Lab. If a "C" or lower is obtained in Anatomy I & II w/ lab and/or General Mathematics/Algebra the student will not be allowed to continue in the program sequence. If a student does not maintain a "C" or better in all general education requirements they may be dismissed from the program or unable to graduate from the program. A 2.0 or higher program GPA is required for graduation from the program. Please see re-admission policy for further information. Textbooks for the courses listed are subject to change.

revised January 2000/April 2001/April 2002/April 2003/May 2004/February 2005/May 2006/May 2007/May 2008/May 2009/May 2010/May 2012/May 2013/May 2014/May 2015/May 2016/May 2017/May 2018/May 2019/May 2020

BLUEFIELD STATE COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
STUDENT SUGGESTION FORM

Purpose of Form: The purpose of this form is to facilitate student input into program policy and/or procedure through an ongoing process of review. This form may be completed by students at any time during their tenure as an enrolled student in the BSC Radiologic Technology Program for constructive criticism of program policy and/or procedures. This form is not meant to become an avenue for personal attacks upon faculty members, clinical facilities, or fellow students. It is meant to provide information, in a timely fashion, to the program director for review and possible revision of said program policies and/or procedures. These also may be completed in anonymity, if the student or students wish. At no time will this form or information provided on the form be used to criticize a student or be the sole information that is used to change policy and/or procedure of the program. **This form will be reviewed by the program director ONLY and issues discussed with faculty only when a change in policy and/or procedure is warranted.**

Suggestion for Review of Policy/Procedure (please give reference pages in handbook or clinical objective manual) (use back of sheet if necessary):

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Suggested Solution to Policy/Procedure (use back of sheet if necessary):

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Date of Submission: \_\_\_\_\_

Student Name(s) (not mandatory): \_\_\_\_\_

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

Solution (decision):

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Adopted 2/2000-moh

## PERSONAL DATA FORM (Class 2020-2022)

Student ID #: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS: \_\_\_\_\_  
Street or P.O. Box Number  
\_\_\_\_\_  
City  
\_\_\_\_\_  
State Zip Code

TELEPHONE NUMBER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Cell Home Work

DATE OF BIRTH: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_  
Bluefield State E-Mail Address will **ONLY** be used effective May 24, 2010

PARENT/SPOUSE NAME: \_\_\_\_\_

PARENT/SPOUSE ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARENT/SPOUSE TELEPHONE #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Cell Home Work

**IN CASE OF EMERGENCY WE ARE TO NOTIFY:**  
NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
cell Home Work

If my personal information should change during the course of the program new data should be given to the program director of Radiologic Technology as soon as possible.

I acknowledge that I have been given directions as to where I may obtain a copy of my student handbook and additional policies manual for the AS Radiologic Technology Program (class of 2020-2022). I agree to abide by the rules and regulations contained within it.

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

\_\_\_\_\_  
Date

**BLUEFIELD STATE COLLEGE**  
**ASSOCIATE DEGREE IN RADIOLOGIC TECHNOLOGY**

**STUDENT RESPONSIBILITY STATEMENT**

Instructions: Please read carefully and determine if you can and will commit to the requirements. Your signature on this document indicates that you have been given this document as well an explanation of each section and that you accept the conditions of the agreement and also agree to abide by program rules.

1. I am aware that the following essential functions are necessary to complete the radiologic technology program and be employed as a radiologic technologist.
  - a. Be able to independently lift and carry up to 35 pounds.
  - b. Be able to independently push or pull less than 100 pounds frequently. Shall be able to independently push or pull in excess of 100 pounds occasionally.
  - c. Be able to stand and/or walk for a great percentage of the work day.
  - d. Be able to reach above shoulder level constantly and below shoulder level frequently.
  - e. Be able to work indoors 100% of the work day.
  - f. Be able to work well with others and practice interpersonal skills. Be able to exercise independent judgment as well as work in a team environment.
  - g. Have a high stress tolerance level and mental alertness.
  - h. Be able to hear and have the ability to independently communicate with patients, other health care workers and faculty.
  - i. Be able to adapt to variable work schedules.
  - j. Be able to move heavy equipment frequently (i.e., portable x-ray machines and fluoroscopy equipment).
2. I understand that upon admission, I will be required to participate in assessment as dictated by the college and the program.
3. I understand that there will be a programmatic fee of \$225.00 (subject to change) per semester/term while I am enrolled in the radiologic technology program and said fee must be paid to the business office prior to each semester/term as dictated by the college.
4. As a student in the Radiologic Technology Program, I will be required to complete twenty (20) hours of volunteer service. Ten (10) hours of the twenty (20) hours **MUST** be completed and submitted to the Program Director and/or Clinical Coordinator between June 22, 2020 and May 1, 2021 of Clinic II or a Failure in Clinic II (RADT 127) will be recorded and the final ten (10) hours being completed and submitted to the Program Director and/or Clinical Coordinator no later than December 1, 2021 of Clinic IV (RADT 226) or a Failure in Clinic IV will be recorded. Failures recorded will prohibit the student from progressing in the program to the next semester therefore being dismissed from the program. I understand that these hours are outside of the scope of the program and must be approved by the program director and the clinical coordinator **prior** to completing the volunteer service. These hours can be health care, college or humanitarian related. These volunteer hours cannot be completed in a radiology department or during any scheduled class time (refer to Volunteer/Service Learning).
5. Once admitted to the radiology program, I understand it is my responsibility to read and adhere to all policies and procedures of Bluefield State College as defined in the College Catalog, Student Handbook, and the Radiologic Technology Student Handbook (i.e., dress code, attendance, criminal background check, drug screening, cell phone, etc.). These handbooks will be reviewed and access provided to the students prior to the first day of class. I have been given a copy of the current uniform dress code for review and understand that it is subject to change, if necessary.
6. I agree to not obtain any additional piercings, gauging, and/or potentially visible tattoos that are not in compliance with the Radiologic Technology Dress Code until completion of the program. Failure to comply with the dress code could result in dismissal from the program.
7. It is my responsibility, once admitted to the program, to see that a completed health assessment form, immunization records (that are requested on form), technical standards form, insurance information, and all additional requirements are uploaded to Castle Branch prior to July 1, 2020.

8. I realize that due to the nature of ionizing radiation, it is recommended that the pregnant woman not be subjected to any radiation source whatsoever. There are possible genetic consequences to the fetus which may rise should one become pregnant during the two years in the radiologic technology program. I understand that if I am female and should become pregnant that I will be allowed Option I and Option II in the “pregnancy policy.” I have received a copy of these options. Additionally, I will receive in-service education on the hazards of radiation from a radiation safety officer or the program director within the five week summer term (2020) and will receive a “Release and Verification Form” that must be turned in to the program director at a date to be specified after orientation.

9. I am aware that any major change in health status must be reported to my advisor and clinical instructor. An additional evaluation and release of information by an appropriate health care provider may be required.

10. I realize that since I am a student in the radiologic technology program at Bluefield State College that I must complete a criminal background check (on admission) and have mandatory drug and alcohol testing (each semester). The cost of the drug screening is included in the RADT student fees, excluding any random screens that may be necessary (see School of Nursing and Allied Health Drug and Alcohol Policy). The criminal background check will be completed through Castle Branch (<https://www.castlebranch.com/>) and must be completed prior to July 1, 2020. Any positive background checks will require the student to complete the ARRT Ethics Review Pre-Application in order to continue in the program. Copies of the policy are available upon request and will be included in the student handbook. Random drug testing, if necessary, will also be the responsibility, and at the expense, of the student. Unauthorized use of controlled substances may result in restriction from the classroom and clinical areas and/or dismissal from the program. All students are reminded of the need to remain drug and alcohol free during their tenure as a student as well as throughout their professional health care career.

11. I realize that I am expected to attend **ALL** radiology (didactic) and clinical courses. I further understand that all courses within the curriculum must have a “C” or better in order to successfully complete the program. It is specified that General Mathematics **OR** Algebra as well as Human Anatomy & Physiology I & II and the associated labs or progression to the next semester will not be permitted. I realize that I must have a 2.0 or higher program GPA in order to graduate from the radiologic technology program.

12. I understand that travel is required, for clinical (including days/evenings/weekends) and didactic courses, while enrolled in the radiologic technology program and that said travel is my responsibility. If I am enrolled as a student at the Beckley Campus, I understand that there will be travel to the Bluefield Campus for some radiologic technology courses and that this is also my responsibility. On occasion there is also travel for Bluefield based students to the Beckley Campus.

13. I have been informed that Bluefield State College does NOT provide individual health and accident insurance. Health care coverage is **required** and **proof** must be uploaded to Castle Branch along with a letter of verification of dates of health care coverage prior to July 1, 2020 and updated within one year of submission to ensure healthcare coverage. I understand that I will be responsible for any expense incurred as a result of illness or accident while in the radiologic technology program.

14. I understand that e-mail is utilized as a method of communication within the program and will check my BSC e-mail account **DAILY** in order to ensure that I have received information from instructors as well as any programmatic information that may be communicated through e-mail. I also understand that ALL communication from BSC faculty and Clinical Faculty will be through the **BSC e-mail address** and **NO PERSONAL** e-mail addresses will be utilized. This BSC e-mail account is free and must be utilized by RADT students throughout their tenure in the radiology program. This account can be utilized as long as the student wishes beyond graduation as well. You may forward the BSC account to your personal account if that is what you wish to do but the faculty will use the BSC e-mail address for all correspondence. The Jupiter grade system should also utilize the BSC E-mail address.

15. I understand that the program will be utilizing the Trajecs system for all clinical competencies, weekly evaluations and as a time clock system. This will incur a one-time cost for the students (approximately \$150.00), unless a student is re-admitted and that may incur additional costs.



16. I understand that if I leave the radiologic technology program for any reason that I must abide by the rules of the re-admission policy. I also understand that re-admission is on a space available basis and is not guaranteed. I also understand that upon re-admission I would have to complete a new background check and health assessment, as well as comply with all policy/procedures within the program.

17. I understand that while I am participating in the radiologic technology program as a student that I must abide by Article 23: 2 & 3 of Chapter 30 of the West Virginia Code. This code states that I may participate in the radiography of patients as a course of study and NOT as outside employment.

18. I am aware that I may not be allowed to take the certification examination by the American Registry of Radiologic Technologists (ARRT) if I have been convicted of a misdemeanor and/or a felony. This may indicate a lack of good moral character for ARRT purposes. I understand that I may request an ethics review pre-application packet to allow ARRT to check to see if I will be eligible. This may be done any time prior to or upon the first day of admission to the program (June 22, 2020). I understand that if my criminal background check comes back positive I **MUST** complete the pre-application and the cost of this is at my own expense. I also understand that if anything occurs during the program that would jeopardize being permitted to take the certification examination I should discuss this with the program director immediately.

19. I understand that while in the AS RADT program there may be semesters that additional courses will be needed to be considered full time status at BSC. Faculty advisors will guide students using the current BS Imaging Science curriculum. I understand that I must apply to the BS Imaging Science program after graduation from the AS RADT program and upon completion of the ARRT Certification Examination. If the BS Imaging Science curriculum changes I understand that I will be admitted under the new/updated curriculum.

20. I further understand that failure to provide the above information or any falsification of records will result in immediate dismissal from the radiologic technology program.

Reasonable accommodations that will not alter the scope of the program for any of the above requirements may be requested in writing to the Director of the Radiologic Technology Program. Requests will be evaluated by the Director and the Radiologic Technology Faculty on an individual basis. If any of the above statements are not fully understood, it is my responsibility to request clarification from the Director of the Radiologic Technology Program.

With a clear understanding of what is required of me to be admitted to and to remain in the Associate of Science Radiologic Technology Program, I will date, sign and retain a copy of this statement for future reference.

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Student Signature

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Student Printed Name

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Date

Revised: 4-98/3-99/2-00/4-01/4-02/4-03/4-04/2-05/4-06/4-07/4-08/4-09/4-10/4-11/4-12/4-13/4-14/4-15/4-16/4-17/4-18/4-19/4-2020

# Standards for an Accredited Educational Program in Radiologic Sciences\*

<https://www.jrcert.org/programs-faculty/jrcert-standards/>

If a copy is desired, you may visit the web site listed above or contact the program director.

## Standards for an Accredited Educational Program in Radiography

### Table of Contents

**Standard One: Integrity ..... 4**

The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

**Standard Two: Resources .....23**

The program has sufficient resources to support the quality and effectiveness of the educational process.

**Standard Three: Curriculum and Academic Practices .....35**

The program’s curriculum and academic practices prepare students for professional practice.

**Standard Four: Health and Safety .....47**

The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

**Standard Five: Assessment .....57**

The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

**Standard Six: Institutional/Programmatic Data ..... 64**

The program complies with JRCERT policies, procedures, and **STANDARDS** to achieve and maintain specialized accreditation.

**Awarding, Maintaining, and Administering Accreditation.....73**

These are effective January 1, 2014 per [www.jrcert.org](http://www.jrcert.org)

## GROUNDS FOR DISMISSAL

The **Grounds for Dismissal** are listed below. It should be pointed out that a student can be suspended from the program at any time during their training for violation of any of the reasons listed below.

1. Receiving a "D" or "F" grade in any radiology course, general mathematics/algebra, anatomy and physiology I & II, anatomy and physiology I & II labs, and including all general education requirements for the program (see catalog for reference). Additionally, I understand that in the final course in the program (RADT 218) that I must make a passing grade (74.5% or higher) in the course (different scale from all other RADT courses) as well as a passing grade (74.5% or higher) on the final exam. If I fail the final exam **and** am passing the course (passing course average of 74.5% or higher), I will be permitted to complete remediation and re-take an exam, at my expense, of which I must make a passing grade (74.5% or higher) in order to be able to be successful in the program/course. If I fail the final exam **and** fail the course (failing course average of 74.4% or lower) I will be given the grade that is averaged and not be able to remediate and re-take the an additional final exam to pass the course.
2. **INSUBORDINATION** (defined – not submitting to authority; disobedient) **and/or** Acts of Incivility (defined as rude or unsociable behavior, an impolite or offensive comment).
3. The conviction and/or known use of, distribution of, or possession of illegal drugs, or controlled substances.
4. Failure to accomplish clinical assignments and objectives.
5. Unprofessional or unethical conduct
6. Cheating in related or professional courses
7. Failure to adhere to policies as set forth by the program and School of Nursing and Allied Health
8. The participating hospitals *retain the right to reject any student whose*

*behavior may be hazardous to the agency.*

Please sign this form, and if under age please have a parent or guardian sign also, that you agree to the policies/procedures of the program. This indicates that you are aware of these policies before entering the program.

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Student Signature

Date

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Parent/Guardian Signature (if student is under the age of 18 years)

Date