Associate of Applied Science Degree
Radiologic Technology Program

Student Handbook
2024 - 2025

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Richmond, Virginia 23225
www.brightpoint.edu

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Introduction

The purpose of this handbook is to provide policies and procedures specific to the Brightpoint Community College Radiologic Technology Program. It is intended to be used by faculty and students in conjunction with the Brightpoint Community College Catalog and Student Handbook.

Program Structure

The Radiologic Technology Program is a 21-month, 5 consecutive semesters of study leading to an Associate in Applied Science in Radiologic Technology (A.A.S.) degree. The program is designed to provide a quality entry-level education in radiologic technology through a competency-based didactic and clinical curriculum totaling 72 credits including 21 credits of general education courses and 51 credits of radiologic technology courses.

Radiologic technology course content studies principles of radiologic sciences, patient care, procedures, imaging, radiation protection, and hands-on practical experience. Courses are sequenced and may have pre-requisites. Didactic courses are taught at an approved off-campus instructional site (OCIS) located at the Chippenham Medical Office Building. Clinical education will take place at local hospitals, outpatient imaging centers, and free-standing emergency departments. Students can expect to be on campus or in the clinical facilities five days a week each semester.

Upon successful completion of degree requirements, graduates will be eligible to take the American Registry of Radiologic Technology (ARRT) examination leading to certification and registration as a Registered Technologist in Radiography: R.T.(R)(ARRT).

Program Organization

College President	Dr. William Fiege
Vice-President of Academic Affairs	Dr. Tara Adkins-Brady
Dean of Nursing and Allied Health	Dr. Bridget Wilson, PhD, MSN, RN, LNC
Program Director	Stacey Shell, MSED, R.T.(R)(BD)(ARRT)
Clinical Coordinator	Katie Christopher, BSRS, R.T.(R)(ARRT)
Faculty	Geneva Flexon, MBA, R.T.(R)(M)(ARRT)

Advisory Committee

The advisory committee is composed of stakeholders who have an interest in the mission, goals, and outcomes of the program. Members may include students, faculty, graduates, institutional administration, employers, clinical staff, individuals from other institutions and organizations, and/or individuals interested in educational activities in medical imaging. The committee shall meet annually during the fall semester.

Program Accreditation and Approvals

State Council of Higher Education for Virginia (SCHEV)

The program is certified to operate in the state by SCHEV.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Brightpoint Community College is accredited by SACSCOC to award the Associate in Applied Science in Radiologic Technology degree.

Joint Review Committee on Education in Radiologic Technology (JRCERT)

The program is in the process of obtaining initial program accreditation with the JRCERT.

Standards for an Accredited Educational Program in Radiography
The radiography standards are designed to promote academic excellence, patient safety, and quality healthcare. They require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

An individual associated with the program has the right to submit allegations against an accredited program if there is reason to believe that the program has acted contrary to accreditation standards and/or policies or if they believe that program conditions appear to jeopardize the quality of instruction or the general welfare of students. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint or believes the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT.

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone: (312) 704-5300
Email: mail@jrcert.org
Website: www.jrcert.org

There are six (6) standards. Each standard includes a narrative statement supported by specific objectives. The program adheres to and follows the standards.

Standard One: Accountability, Fair Practices, and Public Information
The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources
The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff
The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices
The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety
The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

American Registry of Radiologic Technologists (ARRT)

The program is an approved educational program by the ARRT through its recognition of Brightpoint Community Colleges accreditation with SACSCOC.

ARRT certification and registration recognizes individuals qualified to perform the role of a radiographer. To be eligible for certification and registration, an applicant must obtain an associate's degree or higher, complete an ARRT approved educational program, met ARRT ethical requirements, and pass the ARRT examination in radiography with at least a 75% within three attempts in three years.

Standards of Ethics

The Standards of Ethics provides guidance to motivate and promote a culture of ethical behavior within the profession. The standards are comprised of two parts: Code of Ethics and Rules of Ethics. The aspirational Code of Ethics serves as a guide for professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Rules of Ethics are mandatory standards of minimally acceptable professional conduct intended to promote the protection, safety, and comfort of patients. It is essential to act consistently with these enforceable rules. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence. Violations of any Rules of Ethics are subject to sanctions.

State License

State licensing differs from ARRT certification and registration. In some states, a state license is required before beginning work as a technologist. Licensing laws differ from state to state. To obtain a state license, technologists must meet the state's requirements and apply directly to the state. The college provides information for Virginia and out-of-state licensing agencies requirements.

Mission, Goals, and Student Learning Outcomes

Mission:

Provide a quality education that prepares competent entry-level radiologic technologists.

Goals and Student Learning Outcomes:

Goal 1: Students will demonstrate clinical competency.

- SLO 1.1 - Students will apply proper positioning skills.
- SLO 1.2 - Students will obtain images of diagnostic quality.

Goal 2: Students will communicate effectively.

- SLO 2.1 - Students will demonstrate effective oral communication skills.
- SLO 2.2 - Students will demonstrate effective written communication skills.

Goal 3: Students will exhibit critical thinking skills.

- SLO 3.1 - Students will analyze radiographic images.
- SLO 3.2 - Student will solve situational questions on written exam.

Goal 4: Students will demonstrate professionalism.

- SLO 4.1 - Students will exhibit professional behavior.
- SLO 4.2 - Students will recognize the importance of professional development.

Program Effectiveness Data

Program effectiveness data is collected, analyzed, and reported annually. The program publishes the five-year average credentialing examination pass rate, five-year average job placement rate, and annual program completion rate on the main page of the program's website.

Professional Organizations

American Society of Radiologic Technologists (ASRT)

The mission of the ASRT is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care. They strive to be the premier professional association through education, advocacy, research and innovation. Students are encouraged to join as student members while enrolled in the program to gain access to exam preparation materials, study resources, career tools, discounts, professional publications, access to advocacy efforts, current events, and professional development opportunities.

The ASRT Radiography Curriculum outlines a common body of knowledge that is essential for entry-level radiologic technologists. The program has adopted this curriculum to serve as the educational content that is delivered in courses including an introduction to medical imaging and health care, ethics and law, patient care, human anatomy and physiology, radiographic procedures, pathology, radiation physics, image production, image analysis, radiation biology, and clinical practice.

Virginia Society of Radiologic Technologists (VSRT)

The VSRT was organized in 1948 to serve imaging professionals throughout the Commonwealth of Virginia. They are dedicated to providing educational, networking, and leadership opportunities to members. Students are encouraged to attend a professional seminar.

Curriculum

Course	Credits	Lecture Hours	Lab Hours	Clinical Hours
General Education Courses				
SDV 100 College Success Skills	1	15		
ENG 111 College Composition I	3	45		
BIO 141 Human Anatomy and Physiology I	4	45	45	
BIO 142 Human Anatomy and Physiology II	4	45	45	
MTH 154 Quantitative Reasoning	3	45		
PSY 200 Principles of Psychology or PSY 230 Developmental Psychology	3	45		
PHI 220 Ethics and Society or PHI 227 Bio-Medical Ethics	3	45		
General Education Course Total	**21**	**285**	**90**	
1st Semester (Fall I)				
RAD 100 Introduction to Radiology and Protection	2	30		
RAD 121 Radiographic Procedures I	4	45	45	
RAD 125 Patient Care Procedures	3	45		
RAD 131 Elementary Clinical Procedures I	3			225
Semester Total	**12**	**120**	**45**	**225**
2nd Semester (Spring I)				
RAD 111 Radiologic Science I	4	45	45	
RAD 132 Elementary Clinical Procedures II	3			225
RAD 221 Radiographic Procedures II	4	45	45	
Semester Total	**11**	**90**	**90**	**225**
3rd Semester (Summer)				
RAD 112 Radiologic Science II	4	45	45	
RAD 190 Coordinated Internship	3			225
RAD 246 Special Procedures	2	30		
Semester Total	**9**	**75**	**45**	**225**
4th Semester (Fall II)				
RAD 205 Radiation Protection and Radiobiology	3	45		
RAD 231 Advanced Clinical Procedures I	5			375
RAD 270 Digital Image Acquisition and Display	2	15	45	
Semester Total	**10**	**60**	**45**	**375**
5th Semester (Spring II)				
RAD 232 Advanced Clinical Procedures II	5			375
RAD 256 Radiographic Film Evaluation	3	45		
RAD 280 Terminal Competencies in Radiography	1		45	
Semester Total	**9**	**45**	**45**	**375**
Radiologic Technology Course Total	**51**	**390**	**270**	**1425**
Curriculum Total	**72**	**675**	**360**	**1425**

Grading Scale

The following is the grading scale used for all didactic and clinical radiologic technology courses:

Letter Grade	Numeric Score	Quality Points
A	92-100	4.0
B	84-91	3.0
C	80-83	2.0
D	70-79	1.0
F	Below 70	0.0

Textbooks

The following textbooks will be utilized throughout the program.

Title	ISBN
Introduction to Radiologic & Imaging Sciences & Patient Care	978-0-323-87220-1
Bontrager's Textbook of Radiographic Positioning and Related Anatomy	978-0-323-93613-2
Bontrager's Textbook of Radiographic Positioning and Related Anatomy WB	978-0-323-93615-6
Bontrager's Handbook of Radiographic Positioning and Techniques	978-0-323-93616-3
Radiologic Science for Technologists: Physics, Biology, and Protection	978-0-323-66134-8
Radiologic Science for Technologists: Physics, Biology, and Protection WB	978-0-323-70973-6
Radiation Protection in Medical Radiography	978-0-323-82503-0
Radiation Protection in Medical Radiography Workbook	978-0-323-82508-5
Digital Radiography and PACS	978-0-323-82698-3
Radiographic Image Analysis	978-0-323-93069-7
Mosby's Comprehensive Review of Radiography: The Complete Study Guide & Career Planner	978-0-323-69488-9

Health and Professional Requirements

There are numerous college and clinical affiliate requirements that must be completed within specified time periods prior to starting the program. Failure to complete these requirements may result in an offer of admission being withdrawn. Some requirements must be completed annually after starting the program. Failure to complete these requirements annually will result in students not being permitted to continue in clinical courses. Submission of falsified health and professional records will result in disciplinary action including program dismissal.

CastleBranch

Online compliance document tracking system utilized to manage student screenings and medical documents that ensures compliance with all program and clinical affiliate requirements. Students must purchase this system upon program acceptance, complete all required documents prior to starting the program, and maintain compliance throughout the program.

CB Bridges
Online clinical compliance platform that serves as a hub for managing required clinical documents. Allows for collaboration between the program and clinical affiliates. Students must purchase this platform and upload required documents.

Background Checks
Once the CastleBranch package has been ordered, the background check searches automatically start. A successful check is required for program admission and continuation. Students will be notified if results prevent participation at clinical affiliates. Students not able to participate in any clinical rotations at any time during the program will be required to withdraw. While enrolled in the program, students must immediately notify the Program Director of any charges or convictions related to a misdemeanor or felony. If not reported, students are subject to program dismissal. Students may be requested to complete additional background checks any time in the program if deemed necessary based on circumstances. Students who opt out of the program, for any amount of time, must complete a new background check before returning to the program.

The ARRT requires several types of misconduct, charges, and convictions to be reported. They include, but are not limited to: 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 such as patient abuse, violating patient confidentiality, and cheating. If there are concerns about potential ethics violations that may be barriers to taking the national certification examination, it is highly encouraged that applicants request an ethics review before applying to or enrolling in a program. This process can take several months to complete and there is a non-refundable fee. For more information or questions, visit the ARRT website at www.arrt.org or contact the Ethics Requirements Department at (651) 687-0048.

Urine Drug Screen
Utilize the eChain process through CastleBranch and receive a form to complete screening at a LabCorp specimen collection site. A negative screening is required for program admission and continuation. Some CBD products will result in a positive drug screen. A drug screen that is positive for medical marijuana and its derivatives will not meet program requirements, even with a medical card for use of marijuana. Positive drug screens will require documentation from a prescriber to the Medical Review Officer in connection with CastleBranch. Students may be requested to complete additional urine drug screens at any time in the program if deemed necessary based on circumstances. Students who opt out of the program, for any amount of time, must complete a new urine drug screening before returning to the program.

CPR Certification
Students must complete Basic Life Support (BLS) for Healthcare Providers from the American Heart Association (AHA) or the American Red Cross (ARC). Fully online courses are not accepted. Hands-on skills testing with an in-person certified instructor is required. If certification expires while enrolled in the program, the student must renew before the expiration. Upload front and back of card or ecard to CastleBranch prior to starting the program.

Physical Health Form
The school form must be completed and signed by a healthcare provider verifying the student meets specific performance and technical standards including communication capabilities, physical and motor capabilities, functional abilities, sensory capabilities, physical and mental health status. Upload completed documentation to CastleBranch prior to starting the program.

Students are required to report any changes in their ability to perform technical standards during program enrollment. Students who cannot perform technical standards may not be able to attend clinical rotations. Students who do not report changes are subject to dismissal and/or administrative withdrawal from clinical courses.

Student Performance Standards

Standards provide students with an understanding of the physical demands required of the program based on the ARRT tasks performed by entry-level radiologic technologists. Students must review the performance standards along with their examples related to communication, cognitive and critical thinking skills, motor skills, mobility, physical stamina, hearing, vision, and smell. Students must complete the self-assessment, sign, and upload to CastleBranch.

Students are required to report any changes in their ability to perform standards during program enrollment. Students who cannot perform standards may not be able to attend clinical rotations. Students who do not report changes are subject to dismissal and/or administrative withdrawal from clinical courses.

Communication	
Standard:	The ability to effectively exchange information with patients, families, and members of the healthcare team in written and verbal form.
Examples:	• Explain imaging procedures clearly to patients, ensuring they understand pre- and post-examination instructions. • Manage interpersonal interactions effectively, responding appropriately to inquiries from patients and their families. • Communicate relevant information to the care team, ensuring patient safety and continuity of care. • Document required information on the patient's medical record, including imaging procedure details, observations, and any adverse events.
Cognitive and Critical Thinking Skills	
Standard:	The ability to use judgment and reasoning to analyze and solve problems.
Examples:	• Evaluate patient's ability to understand and comply with examination requirements. • Sequence imaging procedures to avoid affecting subsequent examinations. • Verify accuracy and appropriateness of examination requests and patient history.
Gross Motor Skills	
Standard:	The ability to perform tasks requiring physical strength and coordination.
Examples:	• Assist patients in moving to and from imaging tables. • Use proper body mechanics to prevent personal injury while moving equipment or assisting patients. • Position patients accurately to demonstrate the desired anatomy for imaging.
Fine Motor Skills	
Standard:	The ability to perform tasks requiring precise movements and manipulation.
Examples:	• Perform venipuncture for contrast agent administration. • Use positioning aids and tools to ensure accurate imaging.

	• Handle, label, and submit laboratory specimens correctly.
Mobility	
Standard:	The ability to move efficiently within a healthcare environment to provide patient care.
Examples:	• Navigate between different imaging rooms and equipment. • Assist patients in wheelchairs or on stretchers to imaging areas. • Operate mobile radiographic units in various settings, including surgical and emergency environments.
Physical Stamina	
Standard:	The endurance to maintain physical activity over prolonged periods.
Examples:	• Stand for extended periods while performing imaging procedures. • Assist multiple patients consecutively without compromising quality of care. • Perform emergency care procedures such as CPR when necessary.
Hearing	
Standard:	The ability to perceive and interpret auditory information.
Examples:	• Monitor and respond to auditory alarms and patient distress calls. • Communicate effectively with patients and healthcare team members despite background noise. • Follow verbal instructions accurately during imaging procedures and emergency situations.
Visual	
Standard:	The ability to accurately perceive and interpret visual information.
Examples:	• Evaluate images for diagnostic quality, ensuring clear visibility of anatomical structures. • Recognize and respond to changes in patient's condition as observed visually. • Use digital imaging devices and information systems, including PACS and HIS.
Smell	
Standard:	The ability to detect and identify odors.
Examples:	• Recognize unusual or hazardous smells in the imaging environment (e.g., burning, chemical odors). • Identify patient conditions that may be indicated by smell (e.g., infection, wound drainage). • Ensure the imaging area is free from contaminants that could impact patient safety or image quality.

Influenza

A flu vaccine for the current flu season is required or a signed school declination form. Yearly flu vaccines typically become available beginning in August. Upload documentation to CastleBranch by October 31st. Students who decline the flu vaccine may be required to wear a face mask for the duration of the flu season during all clinical rotations.

Varicella
Documentation of two chicken pox vaccines or a positive antibody titer lab report within one year of starting the program is required. If the titer is negative or if a student is currently in the vaccine process, submit documentation in CastleBranch of current stage in the series and a new alert will be created to finish this requirement. This must be completed prior to starting the program.

Measles, Mumps, Rubella (MMR)
Documentation of two vaccines or a positive antibody titer for all three components lab report within one year of starting the program is required. If the titer is negative or if a student is currently in the vaccine process, submit documentation in CastleBranch of current stage in the series and a new alert will be created to finish this requirement. This must be completed prior to starting the program.

Tetanus-Diphtheria-Pertussis (Tdap)
Documentation of full Tdap vaccine administered within the past 10 years is required. Td or tetanus alone is not accepted. Upload completed documentation to CastleBranch prior to starting the program.

Hepatitis B
Documentation of three vaccines, a positive antibody titer lab report within one year of starting the program, or a signed school declination form is required. If the titer is negative or if a student is currently in the vaccine process, submit documentation in CastleBranch of current stage in the series and the school declination form until the series is finished. This must be completed prior to starting the program.

Tuberculosis (TB)
Students must provide documentation of a negative 2-step skin test, a QuantiFERON-TB Gold blood test, or a T-Spot blood test within one year of starting the program. Upload completed documentation to CastleBranch prior to starting the program. If results are negative, for annual renewal, submit one of the following: 1-step skin test, QuantiFERON Gold blood test, T-Spot blood test.

If results are positive, submit all of the following to CastleBranch prior to starting the program: proof of the positive result, a negative chest x-ray performed within the past year, and a symptom free TB Screening questionnaire. For annual renewal, submit the symptom free TB questionnaire.

If a student shows signs and symptoms of active TB, the student is prohibited from attending classes or clinical until a primary care provider verifies the absence of active disease. If the student is treated for active TB, the student will be withdrawn from the program and may return the following year in accordance with the return policy when the primary care provider verifies the absence of active disease.

Mask Fit Testing
Method of testing to ensure mask is properly fitted to students face. Testing will be completed by program officials during clinical orientation and annually. Upload completed documentation to CastleBranch prior to attending clinical rotations.

MRI Screening
Students must download the screening form in CastleBranch and complete it. The form must be submitted to the Clinical Coordinator during program orientation. The Clinical Coordinator and a qualified MRI Technologist will review the form and provide an approval signature. Once signed, the form will be

returned to the student to upload in CastleBranch prior to attending clinical rotations. Students must notify the Program Director if any changes to the screening form occurs during program enrollment.

Onboarding Information

In addition to completing the health and professional requirements, incoming students will also need to complete the following requirements.

Identification Badge

Once course registration has been completed, badges can be processed through the Office of Student Activities. This requirement will be scheduled and completed during program orientation. Badges must be worn at all times while on campus and during clinical rotations.

Uniforms

Clinical uniforms can be tried on at the Chester Campus Bookstore. Once the best fit and size has been determined, complete the uniform order form and e-mail it to the Program Director. You are required to order 2 embroidered navy scrub tops, 2 black scrub pants, and 1 embroidered warmup jacket. Once all order forms have been received, the bookstore will order the uniforms.

Uniforms will be available for purchase and pick up from the bookstore. A Radiologic Technology Badge Buddy will also need to be purchased at this time.

Students must purchase black shoes that cover the back of the foot and have no open holes to wear during clinical rotations. These can be purchased from any retailer. Students will be required to wear scrubs while on campus. This can be any medical scrubs or the required clinical uniform.

Textbooks

Program textbooks can be purchased through the bookstore, from a retailer, or directly from the publisher. Textbook bundles purchased through the bookstore for semesters 1, 2, and 3 will be listed in the RAD 100 course and semesters 4 and 5 will be listed in the RAD 205 course.

Technology Requirements

Laptops are required for the program and should meet the following requirements:

	Required	**Recommended**
Operating System	Windows 10 or macOS Catalina	Windows 11 or macOS Monterey
Processor	Intel i5 or AMD Ryzen 5	Intel i7 or AMD Ryzen 7
Memory	8 GB RAM	16 GB RAM
Hard Drive	256 GB SSD	512 GB SSD or higher
Display	13-inch, 1080p resolution	15-inch, 4K resolution
Miscellaneous	Microsoft Office, Chrome web browser, antivirus software, reliable high-speed internet	

The college library is able to loan students laptops and Chromebooks, calculators, web cameras, and Wi-Fi hotspots.

Radiation Dosimeters
Dosimeters are devices used to measure ionizing radiation exposure. These are part of the student uniform and must be worn during class, laboratory, and clinical rotations. Students will set up an account with Mirion to purchase the Instadose VUE Wireless Dosimeter.

Radiographic Markers
Markers are small devices used to label images during radiographic procedures. Students must purchase two sets of radiographic markers from MXM Medical that includes their 3 initials (first, middle, and last initial), has a vertical orientation, and is composed of lead material. Students have the option of purchasing marker adhesive and a marker holder.

Trajecsys
Online clinical recordkeeping system will be utilized to manage time records, activity reports, and competencies. Students can purchase through the bookstore or directly from Trajecsys. If purchasing through the bookstore, students will need to purchase when purchasing textbooks. Students will then complete system registration during clinical orientation. If purchasing directly from Trajecsys, students will need to complete system registration during clinical orientation first, then pay Trajecsys directly. Must purchase access for 24-months.

Clover Learning
Learning resource that will be utilized throughout the program to compliment course content and provide mock registry prep. Students must purchase access code for 26 months through the college bookstore.

Corectec
Online resource that will be utilized during the last semester of the program in RAD 280. This resource provides review of curriculum content and mock registry prep. Students must purchase 6-month access directly through the Corectec website.

Course Enrollment
Students must self-enroll in program courses through the college's student information system. Students may not add or drop any courses without discussing the changes with the Program Director.

Program Orientations
All students are required to attend all scheduled program orientations held prior to the first day of classes and clinical orientation held prior to the first day of clinical rotations. This is mandatory for all students. If an emergency occurs and the student cannot attend orientation, they must contact the Program Director or Clinical Coordinator prior to orientation starting. Not properly notifying the appropriate personnel or not attending the scheduled orientation can result in program dismissal. There will be an attempt to reschedule the orientation, but there is no guarantee that the orientation can be rescheduled. Students will not be allowed to attend their clinical rotations until they have completed the clinical orientation.

Program Policies

Dress Code
While on campus, students are expected to conform to high standards of personal appearance and hygiene. Students must wear the approved program clinical uniform or medical scrubs (top and pants) along with the college issued identification badge, badge buddy, radiation dosimeters, and radiographic

markers secured to the uniform or scrubs at all times when attending classes and laboratories. Students who are not in compliance with the dress code will be sent home and will accrue a class and/or laboratory absence.

Food and Drink
Minimal food and lidded drinks may be allowed in the classroom at the faculty's discretion. No eating should take place during instruction time to assist with decreasing distractions. Students have scheduled times throughout the day to eat in designated areas. No food or drinks are allowed in laboratory areas.

Campus Visitors
In order to provide a conducive learning environment, children, family members, or guests are not permitted to accompany students to any learning setting unless it is an approved program event.

Social Media
Students must use caution when using social media platforms in relation to the educational experience. Digital content cannot be erased and inappropriate use can damage the reputations of the student, college, program, employers, and the community. Posting information related to the college, program, clinical sites, patients or their families, faculty, and didactic course content could be considered a student conduct violation. This could lead to disciplinary action, including program dismissal.

Academic Advising
The purpose of student advising is to assist students in creating a plan to successfully complete degree requirements. Individual student advising sessions will be held at a minimum mid-semester and at the end of the semester. Advisement may cover academic standing, clinical performance, professional demeanor, policy adherence, attendance, areas of strength and weakness, and course registration and completion.

Each student is expected to actively participate in the advising process. Final responsibility for attaining degree requirements rest solely with the student. Should any difficulties arise that may impact the student's education, the student is expected to meet with the Program Director to communicate concerns.

Additional advising sessions are held as deemed necessary by faculty and/or students. Action plans are created for students having difficulties being successful in courses. All faculty maintain an open-door policy. Any student may come to the faculty at any time to discuss program performance and to seek guidance or advice.

Students have ongoing access to course grades in the learning management system. Students can access their full academic record in the college student information system. Other resources are available to students through Brightpoint Community College's Help Hub.

Attendance
College admission requires tracking of student attendance for program outcomes and financial aid purposes. Regular attendance is required to meet course objectives and achieve academic success. Students can miss no more than 10% of course time. Courses with labs are equivalent to any combination of missed lecture and/or lab. Frequent absences may result in administrative withdrawal from a course. Clinical course attendance requirements can be found under clinical policies.

For a 15-week regular session, students can miss no more than 10% of a course which is equivalent to 1.5 weeks of missed course meetings.

- Courses that meet once per week equals 2 total class absences per semester
- Courses that meet twice per week equals 3 total class absences per semester

For a 10-week regular session, students can miss no more than 10% of a course which is equivalent to 1 week of missed course meetings.

- Courses that meet twice per week equals 2 total class absences per semester

Absences are not defined as "excused" or "unexcused." A student either attends a course meeting or is counted absent. The only absences treated as excused are those concerning military service, jury duty, or other extenuating circumstances protected under federal or state law (for example, religious holidays). Hospitalizations will be handled on a case-by-case basis. Class absences in these instances with the proper documentation will not be counted toward the 10% limit. A tardy will be awarded if a student is absent from a course meeting for more than 5 minutes. Three tardies will be considered one absence. When a student exceeds the permitted number of absences for the semester, the student will be withdrawn from the class and assigned a grade of "W".

Absence Notification

Students who are unable to attend a scheduled course meeting, must inform faculty prior to the absence by phone or email. It is not acceptable for anyone other than the student to initiate contact regarding attendance. The student must contact each faculty member for each missed course. Students will be responsible for obtaining lecture notes from other students and must submit any work due by the due date.

If an absence occurs on a lab competency or exam day, the student will receive a 10-point deduction on the lab competency or exam grade. The student will be required to complete the lab competency or exam the next scheduled school day unless other arrangements have been made with faculty. The student may need to come in on a non-class/clinical day to complete the make-up. Faculty have the discretion of administering a different exam. Failure to take the lab competency or exam make-up as scheduled will result in a 5-point deduction from the original lab competency or exam grade for each day past the scheduled make-up date.

If an absence occurs on a final exam day, the student will receive a final exam grade of no higher than 80%. The student will be required to complete the final exam the next scheduled school day unless other arrangements have been made with the Program Director. Faculty have the discretion of administering a different exam. Failure to take the exam make-up as scheduled will result in a 5-point deduction from the original exam grade for each day past the scheduled make-up date.

Outside Employment

Students should be aware that excessive outside employment might jeopardize successful program completion. Students should plan to study 2 to 3 hours per week for each semester hour of credit, remembering that radiologic technology courses tend to require more time. Thus, students are encouraged to work no more than 20 hours per week. Employment schedules must not conflict with the program semester schedules. Schedules will not be revised to comply with a student's employment schedule. Students may be employed at a clinical affiliate but their employment status is not affiliated with the Brightpoint Community College Radiologic Technology Program. Students are not allowed to use the procedures completed during scheduled work hours to fulfill program requirements. Program uniforms,

radiation dosimeters, radiographic markers, and identification badges may not be utilized during employment.

Personal Electronic Devices

Students may not use personal electronic devices during course meetings, laboratory sessions, or clinical rotations for any reason. Students wishing to use a device for notetaking during lectures must gain prior approval by each course faculty. Personal laptops with a lockdown browser are approved for course testing.

Learning Management System (LMS)

Canvas is the learning platform students will use to access course information and documents. Students are expected to access the LMS on a continual basis. A mobile app is available for download.

Energized Radiography Laboratory

Students are not allowed in the on campus energized lab without faculty supervision. Each student is responsible for practicing appropriate radiation safety practices including:

- Students must always wear their radiation dosimeter when in the energized lab.
- Exposures may only be are made for reasons consistent with a class, lab, or clinical assignment.
- Exposures may only be made under the direct supervision of program faculty.
- Exposures may only be made on phantoms or inanimate objects and never on a living human.
- Exposures may only be made if the door is tightly closed.
- Radiographs must be properly identified with the marker of the student taking the exposure.
- Proper radiation beam restriction techniques should be employed.
- Exposures should only be made when all room occupants are fully shielded and/or behind the control booth barrier.

Violations of radiation safety practices during lab will result in disciplinary actions including program dismissal.

Exam Protocols

Course exams including final exams will be given in a proctored setting on campus. Everything must be removed from the testing area except a writing utensil and scratch paper provided by faculty. If a student is tardy for an exam, the student must complete the exam in the remaining scheduled class time. Upon exam completion, students may quietly leave the room until the scheduled class time is over.

Students will not have access to their individual scores until after all students have taken the exam and grades have been reviewed by faculty. Exam grades will be available in the LMS gradebook within one week of the exam. No exam grades will be given over the phone or by e-mail.

Exam Review

Once exam grades are posted, faculty may perform a classroom review by discussing questions that were frequently missed. Students must remove everything from the review area including placing all electronic devices at the front of the classroom. Students will not have access to their individual test questions during reviews. Exam review for students absent during the classroom review will be at the faculty's discretion. There will be no review for course final exams.

Course Exam Retakes
A course exam score of less than 80% requires the student to retake the exam. The retake must be completed the next scheduled school day following the exam review unless other arrangements have been made with faculty. The student may need to come in on a non-class/clinical day to complete the retake. Failure to take the retake as scheduled will result in a 5-point deduction from the original exam score for each day past the scheduled retake date. The student must achieve a score of 80% on the retake. If this is not achieved, the student must meet with the course faculty to evidence competency of content. Competency must be reached before the next exam can be taken. Only the first exam score will be used to tabulate the course grade. There will be no course final exam retakes.

Program Completion
Students must complete the program within 150% of the published program length. Successful program completion is dependent on satisfactory performance in all program courses. A minimum final grade of "C" is required in all courses and an overall GPA of 2.0 is needed to continue in the program and graduate.

Each radiologic technology course must be completed in sequence with a minimum grade of "C" which is a numeric score of at least 80%. Receiving less than a "C" grade will prohibit the student from continuing in the program. The course must be repeated when it is offered the following year. A student who receives any two course failures ("D" or "F"), any two course withdrawals, or a combination of any one course failure and any one course withdrawal will be dismissed from the program. Any first semester course failures or withdrawals will require the student to reapply to the program.

While enrolled in the program, the student must complete PSY 200 or 230 and PHI 220 or 227 by the end of the third semester earning a "C" or better. If this is not achieved, the student will be dismissed from the program.

Students granted an academic incomplete will have until the beginning of the next semester to complete course requirements. If course requirements are not met by the beginning of the next semester, the student will receive a grade of "F".

Program Withdrawal
Students may withdraw from the program at any time. It is in the best interest of the student to consult with the Program Director concerning withdrawal. Students must submit a "Program Withdrawal Form" providing the reason for withdrawal. It is the student's responsibility to officially withdraw from all registered courses following the procedure as described on the college's website. Program withdrawal may have implications on student status, financial aid, and other benefits.

Students will be responsible for returning their identification badge and radiation dosimeter to the Program Director. Failure to submit a withdrawal form, return badge, and return dosimeter will prevent students from program readmission.

Program Return
Students must return within one year of the course failure or withdrawal. For example, if a student failed or withdrew during the spring semester, that student must return the following spring semester. If the student does not return, the student will be required to reapply to the program and begin the program from

the beginning. Any first semester course failures or withdrawals will require the student to reapply to the program and begin the program from the beginning.

Students returning to the program must complete the following requirements:

- Students must complete the "Program Readmission Request Form" and submit it to the Program Director by the first day of the semester prior to the requested returning semester. Readmission to repeat a course will be contingent on a space-available basis. Students will be notified of permission to repeat the course by the Program Director within two weeks of form submission. If the student is not readmitted, the student must submit a new application for admission and begin the program from the beginning.
- Ensure compliance requirements are up to date including immunizations, drug screening, criminal background check, and CPR certification.
- Successfully completed required general education course(s) with at least a "C" grade, if applicable.
- Successfully repeat RAD courses with at least a "C" grade.
- Successfully repeat the last completed clinical course.
- Successfully repeat all completed clinical competencies.

Program Dismissal

Students whose actions or behaviors go against the college's or Radiologic Technology program's policies may lead to dismissal from the program with no possibility for readmission. Reasons for dismissal include, but are not limited to:

- Any two course failures, any two course withdrawals, or a combination of any one course failure and any one course withdrawal.
- Being asked to be withdrawn from a clinical affiliate due to serious breach of policy.
- Failure to comply with college, program, or clinical affiliate policies and procedures.
- Falsification of college, program, or clinical affiliate records.
- Unprofessional or unethical conduct.
- Any action that jeopardizes patient safety.
- Failure to maintain confidentiality of patients, students, and hospital staff.
- Possession or under the influence of a substance while on campus or in the clinical setting.
- Theft of any articles from campus, clinical affiliates, or patients.
- Abuse or destruction of campus or clinical affiliate property.
- Engaging in an act of academic dishonesty.
- Any other behavior deemed inappropriate by the college and program officials.

Prior to dismissal, the Program Director will investigate the circumstances involving the student and their actions/behaviors. During this investigation the student may be suspended from class and/or clinical. Dismissal notifications will be made in writing by the Program Director. Students may appeal the dismissal decision through the grievance procedure outlined in the Brightpoint Community College Catalog and Student Handbook. The student will also be responsible for returning their identification badge and radiation dosimeter to the Program Director.

Program Transfer

All transfer requests to the Brightpoint Community College Radiologic Technology Program from another VCCS program must be approved by the Dean of Nursing and Allied Health. Before any request will be considered, the student requesting transfer must submit:

- A letter from the transfer institutions program leader stating the student is in "good standing and able to return to the transferring program" sent directly to the Dean of Nursing and Allied Health.

- Documentation sent directly to the Dean of Nursing and Allied Health from the transferring program Dean or Director verifying all completed courses and clinical competencies.
- A letter from the student explaining the reasons for their transfer sent directly to the Dean of Nursing and Allied Health.
- Students must have a 2.0 GPA to be eligible to transfer to Brightpoint Community College.
- Completion and submission of the Brightpoint Community College "Transfer Credit Request Form" and all required attachments.
- Priority standing for all transfers is given to students who relocate and reside in the Brightpoint Community College service areas.
- Transfers may not take place in the middle of a semester.
- Transfers are considered based on seat availability, faculty resources, and clinical site availability.
- Transfers are not guaranteed and Brightpoint Community College Radiologic Technology Program reserves the right to cancel any approved transfer request if the program cannot support the student learning needs based on unforeseen changes in seat availability, faculty, or clinical availability that occur prior to the class start date.
- Students are responsible for any fees associated with meeting transfer requirements, course materials, supplies, etc.
- Once a transfer is complete, students must comply with all requirements stated in the Brightpoint Community College Catalog and Student Handbook and Radiologic Technology Handbook.
- At least 25% of the credits required for a major must be earned at Brightpoint Community College.

Pregnancy

Declaration of pregnancy is completely voluntary but highly recommended for proper protective measures and monitoring. The program's goal is to keep radiographic exposure as low as reasonably achievable, not exceeding 5 mSv (500 mrem) during the entire duration of pregnancy as outlined in the Virginia Administrative Code 12VAC5-481-710.

Declaration of Pregnancy Procedure:

If a student chooses to declare her pregnancy, she must notify the Program Director in writing by submitting the "Pregnancy Form". The student must choose one of the following options on the form:

1. Continue in the program with no modifications.
   - Student continues both didactic and clinical components with no restrictions and follows all course attendance policies.
2. Withdraw from the program and return within one academic year.
   - If the student successfully completed the first semester, the student will need to complete the program return procedures and requirements. Readmission is contingent on a space-available basis.
3. Withdraw from the program permanently.

The student will be provided a copy of the U.S. Nuclear Regulatory Guide 8:13 on prenatal radiation exposure and sign a statement acknowledging receipt. The Program Director will counsel the pregnant student concerning methods to reduce radiation exposure to the embryo/fetus and answer any questions concerning prenatal radiation exposure.

Continuing in the Program:

1. Radiation Safety Measures: The Clinical Coordinator will provide a fetal radiation monitoring badge, to be worn at waist level at all times in the clinical setting. The student will be responsible

for the cost of the fetal badge. If fluoroscopy and mobile radiography are performed, the student must wear an apron with a minimum of 0.5 mm lead equivalent. If available, a 1.0 mm lead equivalent apron should be worn. Monthly exposure reports will be reviewed. Exposures exceeding 25 mrem monthly will prompt counseling on radiation protection methods, with findings documented in the student's file.

2. Academic Responsibilities: The student must keep up with all didactic and clinical coursework.
3. Clinical Rotations: The Clinical Coordinator will schedule clinical rotations as normal.
4. Post-Delivery: The student may return to didactic and clinical rotations with a physician's release form. Incomplete grades must be resolved before the beginning of the next semester.
5. Failure to Complete Course Requirements: If course requirements are not met by the beginning of the next semester, the student will receive a grade of "F".

Withdrawal of Declaration of Pregnancy Procedure:
The declaration of pregnancy can be withdrawn at any time. If a student chooses to withdraw her pregnancy declaration, she must notify the Program Director in writing by submitting the "Pregnancy Form".

Student Grievances
The program is committed to providing a supportive and fair learning environment for all students. These guidelines apply to students who have complaints of unfair and/or unlawful treatment in regards to the application of college and program rules, policies, procedures, and regulations. If at all possible, an attempt to resolve the complaint should be made without initiating the formal grievance procedure, as open and respectful communication often resolves most issues. The program follows the Student Grievances policy as outlined in the Brightpoint Student Catalog and Handbook.

Student Grade Appeal Policy
The program is committed to providing a supportive and fair learning environment for all students. This policy applies to a student who believes their final course grade was determined in an unfair, arbitrary, or capricious manner. This policy is not applicable to grades on individual tests, exams, reports and other assignments prior to the posting of the final course grade. A student may appeal a final course grade for allegations that (1) the methods or criteria for evaluating academic performance as stated in the course syllabus or as communicated by the faculty by email or Canvas announcement were not adhered to in determining the final grade; (2) the faculty applied grading criteria unfairly or arbitrarily; and/or (3) that the faculty so exceeded their discretion in evaluating academic performance in the course as to be found unreasonable by the faculty's peers at the college. The program follows the Student Grade Appeal Policy as outlined in the Brightpoint Student Catalog and Handbook.

Non-Academic Student Concerns
The program provides a process for students to raise concerns and seek resolution through a designated process regarding issues not related to their coursework or academics. Concerns may be in regards to the parking lot, sidewalks, facility, equipment, furniture, and cleanliness. Students are encouraged to attempt to resolve the issue directly with program staff. If the concern is not resolved, the student may electronically submit the Non-Academic Student Concerns Form to the Program Director. The form is located under Program Forms in this document. The Program Director will review the concern, gather necessary information to investigate the issue, and forward the concern to the responsible party, if needed. Based on the findings, an electronic response will be sent to the student. If the concern is not resolved, the student may notify the Dean of Nursing and Allied Health.

Clinical Policies

Professional Guidelines

Students are expected to maintain the highest standards of professional conduct as outlined in the ARRT Standards of Ethics. This includes demonstrating integrity, respect, and ethical behavior at all times. Students must keep patient information confidential as per HIPAA regulations and exhibit professionalism through appropriate attire, punctuality, and preparedness. Providing excellent patient care is essential, which involves ensuring patient safety by following radiation protection principles, communicating effectively to explain procedures, and showing empathy and compassion.

Students must also develop technical proficiency by learning to operate radiologic equipment competently, ensuring high-quality images, and following established procedural protocols. Working collaboratively with healthcare teams, adapting to environments, and applying critical thinking and problem-solving skills are key to providing high-quality care and achieving success in the radiologic technology profession.

Clinical Education

The clinical evaluation system is designed to test the students' performance at various levels of competency. For successful procedure completion, the following must be completed.

- Students complete lecture in the classroom and demonstrate competency on written exams.
- Students perform hands-on practice in the lab with fellow students and/or simulation mannikin.
- Students successfully complete the laboratory competency.
- Students observe and assist qualified radiographers in performance of clinical procedures.
- Students complete at least two (2) practices on patients under direct supervision.
- Students successfully complete clinical competency.
- Students perform comped procedures under indirect supervision.
- Students successfully complete continued competencies, as required.

Clinical Orientation

Students will complete three (3) weeks of clinical orientation prior to starting clinical rotations. This orientation will review clinical policies and procedures and include on-site clinical visits.

Dress Code

While participating in clinical rotations, students are expected to conform to high standards of personal appearance and hygiene. Students must wear the approved program clinical uniform. The uniform is comprised of a:

- Embroidered navy scrub top and warmup jacket
- Black scrub pants
- Black shoes that cover the back of the foot and have no open holes
- College issued identification badge with Radiologic Technology Badge Buddy
- Radiation dosimeter
- Radiographic markers

Additional guidelines that are required to meet infection control and safety standards in the clinical setting include the following:

- All clothing and footwear must be neat, clean and appropriate for professional work. Clothing should never be tight-fitting or revealing in any way.

- Navy, black, or white undershirts may be worn under the uniform top. Sock color must be black.
- Identification badge must be worn at all times and located at chest level and clearly visible.
- The only acceptable body piercings are studded earrings with a maximum of two holes per ear. All other piercings must have a clear or skin-toned retainer.
- Analog or digital watches and/or band rings (no large stones) are permitted. Other rings, bracelets, necklaces, etc. are not allowed.
- Any visible tattoos are discouraged; however, small, non-offensive tattoos may be worn discreetly.
- Fingernail length should not exceed one-quarter inch beyond the tip of the finger. Must be free of decorations or adornment on the nail. Polish is discouraged but if worn should be transparent. Chipped polish, acrylic and/or artificial nails are not allowed.
- Strong fragrances (body odor, smoke, perfume, etc.) are not permitted.
- Hair must be natural in color, clean, neat, off the collar and face, and secured with a professional style using appropriate accessories.
- Beards and mustaches must be neat and closely trimmed.

Personal Electronic Devices in Clinical

Students may not use personal electronic devices during clinical hours. These devices should only be used during breaks in designated areas. Students must not capture, store, or share patient information using any electronic device. In case of an emergency, students should inform their clinical preceptor. Violation of this could lead to disciplinary action including program dismissal.

Clinical Affiliates

The Clinical Coordinator will conduct clinical affiliate visits on a regularly scheduled basis. Student clinical rotations will be scheduled at the following approved clinical sites. The mileage from the off-campus instructional site to the approved clinical sites are provided. Students must be able to attend all clinical sites throughout program enrollment.

- Appomattox Imaging Center – Colonial Heights, Virginia (24.5 miles)
- Chesterfield Imaging Center – Midlothian, Virginia (13.3 miles)
- Chippenham Hospital – Richmond, Virginia (0 miles)
- Fredericksburg ER – Fredericksburg, Virginia (60.9 miles)
- Hanover Emergency Center – Mechanicsville, Virginia (13.4 miles)
- Henrico Doctors' Hospital – Richmond, Virginia (10.0 miles)
- Independence Park Imaging – Richmond, Virginia (14.3 miles)
- Johnston-Willis Hospital – Richmond, Virginia (5.6 miles)
- Parham Doctors' Hospital – Richmond, Virginia (12.0 miles)
- Prince George Emergency Center – Prince George, Virginia (25.2 miles)
- Retreat Doctors' Hospital – Richmond, Virginia (5.1 miles)
- Spotsylvania Regional Medical Center – Spotsylvania, Virginia (56.6 miles)
- Swift Creek Emergency Center – Chesterfield, Virginia (14.9 miles)
- TriCities Hospital – Hopewell, Virginia (23.7 miles)

Clinical Schedules

Clinical rotations are established by the Clinical Coordinator ensuring equitable and educationally valid clinical experiences for all students. Clinical rotations are dependent on providing a wide range of procedures for competency achievement. There will be one (1) student assigned to one (1) qualified technologist during all clinical rotations. Clinical schedules are subject to change with notification.

Clinical rotations may be scheduled Monday through Friday between 8am and 10pm depending on the semester. Students are responsible for their own clinical transportation. Students are limited to no more than 10 hours per day for clinical rotations. Students will not be scheduled on Brightpoint Community College observed holidays. There are numerous college and clinical affiliate requirements that must be completed prior to starting and annually after starting the program. The specific requirements are detailed under the "Health and Professional Requirements" in this handbook.

Modality and Specialty Rotations

Students will participate in various modality and specialty learning opportunities. All students will be assigned rotations in Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) throughout the 4th and 5th semesters. Students will have the option to rotate through additional modalities and/or specialties in the 5th semester once all ARRT competencies have been completed.

Breast Imaging Rotations

Students will be offered the opportunity to participate in mammography procedures during clinical rotations. The program will make every effort to place students in a mammography clinical rotation if requested; however, the program is not in a position to override clinical affiliate policies that restrict clinical experiences in mammography. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of the clinical affiliate.

Clinical Attendance

Regular attendance is required to meet clinical objectives and achieve academic success. Students can miss no more than 10% of clinical time. Frequent absences may result in administrative withdrawal from the clinical course.

For a 15-week regular session, students can miss no more than 10% of a course which is equivalent to 1.5 weeks of missed course meetings.

- Courses that meet twice per week equals 3 total clinical absences per semester
- Courses that meet three times per week equals 4 total clinical absences per semester

For a 10-week regular session, students can miss no more than 10% of a course which is equivalent to 1 week of missed course meetings.

- Courses that meet three times per week equals 3 total clinical absences per semester

Absences are not defined as "excused" or "unexcused." A student either attends a clinical rotation or is counted absent. The only absences treated as excused are those concerning military service, jury duty, or other extenuating circumstances protected under federal or state law (for example, religious holidays). Hospitalizations will be handled on a case-by-case basis. Clinical absences in these instances with the proper documentation will not be counted toward the 10% limit. When a student exceeds the permitted number of absences for the semester, the student will be withdrawn from the clinical course and assigned a grade of "W".

Tardies

Students are expected to arrive to the clinical rotation on time. A tardy will be awarded if a student is absent from a clinical rotation for more than 5 minutes. Three tardies will be considered one absence. Students who expect to be tardy must notify the Clinical Coordinator and clinical affiliate immediately upon learning of the arrival delay.

Absence Notification
Students who are unable to attend a scheduled clinical rotation, must inform the Clinical Coordinator and clinical affiliate prior to the absence by phone or email. It is not acceptable for anyone other than the student to initiate contact regarding attendance. Students must also record a time exception in Trajecsys noting their absence.

Failure to Notify
Students who fail to notify the Clinical Coordinator and clinical affiliate regarding tardies, absences, or early departure are subject to disciplinary action including point deductions from the clinical documentation grade.

Daily Time Record
Students must clock in and out using Trajecsys on the designated clinical affiliate computer. Students may not clock in or out more than five minutes before or after their scheduled start and end time. Documenting time records on personal electronic devices is not allowed unless there are extenuating circumstances. In this event, students may use their personal device to clock in or out as long as the student is physically in the radiology department at the clinical site. Students must allow the "location" feature through Trajecsys to ping their location with timestamp.

Lunch Break
Breaks should be scheduled by the Clinical Preceptor or clinical staff. The clinical rotation should not be shortened due to a missed lunch break. Students are required to have a thirty (30) minute lunch break.

Falsification of Records
Any falsification of attendance records will result in disciplinary action including program dismissal.

Clinical Makeup
Clinical make-up time is scheduled by the Clinical Coordinator for extenuating circumstances. Students may make-up clinical time during semester scheduled breaks and final exam week but appropriate supervision must be available. Make-up time must be completed by the beginning of the next semester to complete course requirements. If course requirements are not met by the beginning of the next semester, the student will receive a grade of "F".

Clinical Experience Records
Students are required to maintain accurate and timely records of their clinical experience using the Trajecsys online clinical recordkeeping system. This includes time logs, daily activity logs, and evaluations.

Time Log
Students are responsible for clocking in and out of clinical on time and must record their hours in Trajecsys daily. If a student forgets to clock in or out, a time exception must be entered.

Daily Activity Log
Students are required to log all procedures they observed, assisted, or performed. The log must be submitted in Trajecsys at the end of each clinical week by Sunday at 11:59 PM.

Evaluations
Must be completed by the clinical preceptor or a qualified radiographer with one (1) year of experience that the student worked with during the assigned rotation. Evaluations must be submitted in Trajecsys every two weeks by Sunday at 11:59 PM. Once submitted, students must review and make comments prior to the due date.

The Clinical Coordinator will review all clinical experience records and assign grades accordingly. Late and/or insufficient submissions are subject to a 2% deduction per occurrence from the bi-weekly clinical experience records grade. Any falsification of clinical experience records will result in disciplinary action.

Clinical Competency Requirements
Students must demonstrate competence in the following clinical procedures:

- 10 mandatory general patient care procedures
- 36 mandatory imaging procedures
- 15 elective imaging procedures selected from a list of 34 procedures
- 1 of the 15 elective imaging procedures must be selected from the head section
- 2 of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

Students must demonstrate clinical competence on procedures within a specified time frame. Semester requirements can be found in each clinical course syllabi. Failure to meet the specified requirements will affect the clinical course grade and successful program progression. Documented clinical competencies must be recorded on the daily activity log in Trajecsys and approved by the qualified radiographer within two (2) weeks of completion. If not completed within the two (2) week time frame, the clinical competency must be repeated. Clinical staff must have 1 year of clinical experience to complete clinical documentation including clinical competencies and evaluations.

Direct and Indirect Supervision
Appropriate student supervision assures patient safety and proper educational practices during clinical education.

Until the student achieves and documents the required competency on a given procedure, all clinical experiences will be *directly supervised* by a qualified radiographer. Once students have achieved competency, they may work under *indirect supervision*.

Direct supervision is defined as student supervision by a qualified radiographer who:

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

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

Indirect supervision is defined as student supervision by a qualified radiographer who:

- is immediately available to assist the student at any level of achievement, and
- reviews and approves the procedure and/or image.

"Immediately available" requires the qualified radiographer to be physically present within the department or adjacent room where the radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

Failure to adhere to the clinical supervision policy will result in a 10% deduction in the clinical course final grade. Repeat offenses may result in program dismissal.

Students must not hold image receptors or patients during any radiographic procedure. Students should not process or send images to PACS, unless approved by a qualified radiographer. Students must have all images approved by a qualified radiographer before the patient leaves the department. Failure to adhere to this will result in a 5% deduction in the clinical course final grade. Repeat offenses may result in program dismissal.

Medical Imaging Repeats

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. Student's must obtain prior-authorization for repeat imaging and they must be completed under *direct supervision*. Students must document the qualified radiographer overseeing the procedure for repeat images and the procedure must be verified on the daily activity log. Failure to adhere to this will result in a 10% deduction in the clinical course final grade. Repeat offenses may result in program dismissal.

Radiation Exposure Monitoring

Radiation Dosimeters

A radiation dosimeter is a personal monitoring device that measures the amount of radiation the student has been exposed to. The Clinical Coordinator is the administrator for the dosimeters and dose reports. Dosimeters will be issued to all students at the beginning of the program for the duration of their enrollment in the program. Dosimeters are considered to be a part of the daily uniform and shall be worn at all times during class, lab, and clinical.

During clinical rotations, the dosimeter must be worn on the collar outside of the lead apron and thyroid shield during fluoroscopy procedures. Proper use and care of the dosimeter is the responsibility of the student. They should be kept away from excessive heat, cold, and moisture to prevent damage. Any damage or loss of the badge must be reported to the Clinical Coordinator immediately. Any student who damages, misplaces, or loses their dosimeter will not be allowed in the clinical setting until it has been found or replaced. Replacement costs will be the responsibility of the student. Dosimeters should not be worn for personal reasons or while in the capacity of employment. At the end of the program, students are required to return their dosimeter to the Clinical Coordinator. Failure to do so will result in additional costs to the student.

Radiation Dosimeter Reports

Students are required to manually synchronize their dosimeters with the Instadose app on the first day of each month which will automatically generate the monthly dose for student viewing. The following week, the Clinical Coordinator will generate a report confirming students have successfully performed their monthly dose reading and ensure their compliance with established dose levels. The Clinical Coordinator will provide students with their monthly dose report and students must attest they have accessed and

reviewed their report. Monthly dose reports and investigation documents will be maintained electronically with the Clinical Coordinator.

The program has established dose levels that are lower than the recommended Nuclear Regulatory Commission and Virginia Administrative Code levels. Investigational levels are provided below and are evaluated on a quarterly basis.

	Level I	**Level II**
Whole body dose	125 mrem (1.25 mSv)	375 mrem (3.75 mSv)

Student exposures equal to, or greater than Level I, are investigated by the Clinical Coordinator. The student must complete the "Radiation Exposure Investigation Questionnaire" regarding the exposure levels. The Clinical Coordinator will discuss the results of the investigation and review proper radiation protection methods.

Student exposures equal to, or greater than Level II, are investigated by the Clinical Coordinator with the assistance from the Radiation Safety Officer (RSO). The student must complete the "Radiation Exposure Investigation Questionnaire" regarding the exposure levels. The Clinical Coordinator will discuss the results of the investigation, actions needed based on findings, and suggestions provided by the RSO if warranted.

Radiographic Markers

Students are required to use their own initialed right and left lead markers during laboratory and clinical rotations. All clinical and laboratory procedures must be clearly marked with the student's personal marker. Under no circumstance will a student lend their markers to anyone or borrow someone else's. Students must purchase two (2) sets of markers from MXM Medical at the following address: Required Radiographic Markers.

If a student loses their markers and/or does not have a complete set, it is their responsibility to immediately notify the Clinical Coordinator. Any student who damages, misplaces, or loses their markers will not be allowed in the clinical setting until they have been found or replaced. Replacement costs will be the responsibility of the student.

Magnetic Resonance Imaging (MRI) Safety

The MRI system has a very strong magnetic field that may be hazardous to individuals entering the environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. To assure students entering the MRI environment are safe, the program has established the following protocols.

- Students must complete a "MRI Student Screening Form" during program orientation. The form will be reviewed and approved by the Clinical Coordinator and a qualified MRI Technologist. The student will need to upload the approved form to the compliance system prior to beginning clinical rotations. Students must notify the Program Director if any changes to the screening form occurs during program enrollment.
- Students must complete MRI safety training that reflects the American College of Radiology (ACR) safety guidelines prior to beginning clinical rotations.

Clinical Related Injury

The college carries a medical malpractice liability policy on program students, which is not medical insurance and will not cover personal medical illness or injuries. Students are encouraged to have

personal medical insurance. The program is not responsible for injuries incurred at clinical affiliates during scheduled clinical rotations and any costs related to exposure, triage, and treatment. This includes physical injuries and also injury due to contact with blood borne pathogens, body fluids, or communicable diseases through mucus membranes or infectious needle sticks.

Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve body fluids. Any direct exposure to body fluids must be reported immediately to the Clinical Preceptor. Students exposed to body fluids shall follow the following guidelines:

- Wash the area with a disinfectant agent; for eye splashes rinse the area with clean water
- Report the incident to the Clinical Preceptor
- May go to emergency department, employee health, or urgent care to seek triage and treatment
- Clinical Preceptor and student should notify the Imaging Director and Clinical Coordinator
- Clinical Coordinator and student will complete an occurrence report

Program Forms

Clinical Supervision Attestation

Handbook Acknowledgements

Non-Academic Student Concern Form

Pregnancy Form

Program Readmission Request Form

Program Withdrawal Form

Radiation Exposure Investigation Questionnaire

College Policies and Procedures

The purpose of this section of the handbook is to provide hyperlinks to commonly requested and utilized Brightpoint Community College policies and procedures. These are to be used by faculty and students in conjunction with the Radiologic Technology Program Handbook.

Academic Policies

Student Rights and Responsibilities

Campus Safety and Security/Emergency Preparedness

Student Emergency Information

Student Conduct

Academic Dishonesty

Student Disciplinary Actions

Title IX: Policy on Sexual Harassment

Policy Governing the Use of Alcohol and Other Drugs

Tobacco Products Policy

Student Grievances

Student Grade Appeal Policy

Contagious Disease Policy

Nondiscrimination Policy

Student Accessibility Services

Career Services

Financial Aid

Graduation Requirements

Library Information

Student Support

Technology Support

Tutoring

VCCS Computer Ethics Policy

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In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links for references to other materials and web sites provided in the above referenced sources are for information purposes only and to not constitute the College's endorsement of products or services referenced.