



Health Careers Department

Radiographer Program Student Handbook 2023-2024

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Health Careers Policies and Protocols

GENERAL INFORMATION

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State and National Organizations

American Registry of Radiologic Technologists (ARRT)
1255 Northland Drive
St. Paul, MN 55120-1155
(612) 687-0048
www.arrt.org

American Society of Radiologic Technologists (ASRT)
15000 Central Avenue SE
Albuquerque, NM 87123-3917
(505) 298-4500
www.asrt.org

Illinois Emergency Management Agency
Division of Nuclear Safety
1035 Outer Park Drive
Springfield, IL 62704
(217) 785-9915
www.iema.illinois.gov

Illinois State Society of Radiologic Technologists (ISSRT)
(800) 947-7789
www.issrt.org

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

Welcome

Welcome to the Radiographer Program at Illinois Central College. On behalf of the radiography faculty, I would like to express my pleasure that you have chosen ICC to make your dream of becoming a radiographer a reality. I recommend that you utilize the faculty, staff, and academic resources readily available to you to enhance your opportunity for success.

The 2023-2024 Radiographer Program Handbook, the ICC Student Rights and Responsibilities handbook, and the current ICC College Catalog will provide policies and procedures for which you will be held responsible to follow and accountable to adhere. In some cases, you will find that the requirements for the Radiographer Program may exceed the requirements of the College. It is recommended that you keep current editions of academic college references available as resources. If you have any questions regarding policies and procedures of the Radiographer Program, please contact the Program Director, your program advisor, or myself. We look forward to assisting you in being successful in meeting course objectives, graduate competencies, and program and professional standards.

*Wendee Guth, RN, MS, CNE
Dean of Health Careers*

Introduction

The Radiographer Program is committed to quality health care, quality education, and professional standards of accreditation and credentialing in the health professions. Educational standards and criteria are established in collaboration with professional organizations and accrediting services. This program meets or exceeds the standards set for education established by these bodies, and students completing the program are eligible to apply to take the certification examination of the American Registry of Radiologic Technologists and to apply for licensure in Illinois. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Academic coursework is developed, scheduled, and evaluated on a semester-to-semester basis. Course format, instructional techniques, evaluation methods, and rescheduling of exams or assignments missed because of student absence are at the discretion of each instructor. Instructors include full-time program faculty, adjunct program faculty, clinical preceptors at the clinical education centers, and occasional participation by faculty of the Health Careers Department. Additionally, students will take general education courses required for the Associate of Applied Science Degree of the College. The program curriculum plan is shown in Appendix A.

The educational program is updated continually in keeping with the rapid advancement of technology and in response to systematic evaluation and assessment. The program draws upon the instructional and human resources of a progressive college.

Illinois Central College is accredited by the Higher Learning Commission of North Central Association of Colleges and Schools. It is the policy of this College that no person, on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran's status, shall be discriminated against in employment, in educational programs and activities, or in admission. Inquiries and complaints may be addressed to the Title IX/Civil Rights Equity Coordinator, Illinois Central College, 1 College Drive, East Peoria, Illinois 61635-0001, (309) 694-8460 or email Title9@icc.edu.

Illinois Central College shall provide that no otherwise qualified individual with a disability, shall solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity engaged in by the college as required by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disability Act of 1990.

Students have the right to review their educational records and to limit the release of information under the College's policy on the Confidentiality of Student Records. This policy complies with the Family Educational Rights and Privacy Act of 1974.

Student's Right to Privacy & Access to Records

According to the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to (1) inspect and review their educational records; (2) request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; (3) restrict disclosure of information to other individuals or entities; (4) file a complaint with the Family Educational Rights and Privacy Act Office if the College fails to comply with the requirements of the Act.

The College considers the following directory information: (1) student's full name; (2) affirmation of student enrollment status (full/part-time) and class level; (3) dates of attendance, graduation, degree(s), certificate(s) earned, and honors received; (4) pertinent information relating to participation in officially recognized activities and sports.

The College will only disclose directory information to individuals or entities with legitimate education interests. Student schedules, grades, and other academic information will not be released to parents or guardians without written consent of the student. To restrict disclosure of directory information or to authorize release to specified individuals, contact Enrollment Services (309) 694-5600.

Educational Rights & Responsibilities

Students have the same rights accorded all citizens, including the right to free, open, and responsible discussion and inquiry, and the right to a quality education in a program of study provided by competent instructors. It is the right of each student at Illinois Central College to:

- study any controversial issue with a political, economic, or social significance and concern.
- have free access to all relevant information, including materials which circulate freely in the community.
- study under competent instructors in a healthy, responsive atmosphere free from bias and prejudice.
- form and express personal opinions on controversial issues without jeopardizing their relationship with instructors or the College.
- be treated fairly and with full respect; and
- be accorded the best efforts of instructors, including access to them through regular hours.

In return, students are expected to conduct themselves as responsible members of the academic community and to treat other students, faculty, and staff with respect and courtesy. Disruption of the educational process and violation of the rights of others constitutes irresponsible behavior.

Specific responsibilities of Illinois Central College students include:

- attending classes regularly and explaining reasons for absences to instructors
- intelligent care of equipment and facilities used
- actions characterized by honesty. Contrary actions, such as plagiarism or giving unauthorized help on examinations, may result in disciplinary action ranging from a failing grade for the assignment or exam to dismissal from the College (see Academic Misconduct, *ICC College Catalog*)
- refraining from:
 - giving false or misleading information to any College official or tampering with any College record
 - possessing or taking any narcotic, stimulant, or drug except as prescribed by a physician
 - giving, exchanging, or selling any drug to another person
 - possessing or consuming any alcoholic beverage on campus
 - giving, exchanging, or selling such beverages to another
 - using the College name or emblem in an unauthorized or unseemly manner

Students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. These are enforced by appropriate civil, state, or College authorities. If students are in doubt about any matter, they should consult the Vice President of Academic Affairs (309) 694-8584.

Grievance

A student grievance is defined as a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the ICC community, which in any way adversely affects the status, rights, or privileges of any student. A student alleging unfair treatment may make a complaint to the Program Director or Dean of Health Careers within five (5) days of the receipt of the complaint, an attempt shall be made to resolve the problem through a review of the complaint and informal discussion among the parties. If the complaint is not satisfied with the informal resolution, additional steps may be taken as defined in the grievance procedure available in the *ICC Student Rights and Responsibilities handbook*, at <https://icc.edu/student-feedback/formal-grievance>.

The radiographer program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) according to the *Standards for an Accredited Educational Program in Radiologic Sciences*. Using these *Standards*, the goals of accreditation include promoting academic excellence, stimulating programmatic improvement, and protecting the student and the public. A student may obtain a copy of the *Standards* by contacting JRCERT, 20 N Wacker Drive, Suite 2850, Chicago IL 60606-3182, (312) 704-5300, or at <http://www.jrcert.org>. In addition, copies of the *Standards* are available in the Program Director's office and radiography classroom.

Any and all allegations of program noncompliance to the *Standards* will be given prompt, fair and continued consideration until resolved and must be submitted in writing to the Program Director and include name of student (or other individual) filing allegation; specific *Standard* (e.g., *Standard 2.5*) of noncompliance; date(s) and example(s) of when and how the program was noncompliant with the *Standard*; and date of submission of the complaint of non-compliance. The Program Director will immediately notify the JRCERT that a radiography student (or other individual) has submitted a complaint of noncompliance. Within fourteen (14) days, the Program Director will provide a written response to the student (or other individual) and JRCERT indicating how the complaint of noncompliance was resolved. If the program's resolution was not satisfactory, the student (or other individual) may next choose to contact JRCERT. The Program Director will keep a record of all complaints and resolutions of alleged noncompliance.

Grade Appeal Procedure

The purpose of the grade appeal procedure is to afford the student the opportunity to appeal a grade if the student feels that the grade is not representative of their performance according to the instructor's specified grading standards or system. It is the intent of this procedure to afford students a fair and equitable process by which to appeal a grade while protecting faculty rights and the integrity of the grading system. The grade appeal procedure steps are outlined in the *ICC Student Rights and Responsibilities handbook*.

Tuition Costs

Tuition is calculated on a per-semester-hour basis and is that amount as established by the College and published in the *ICC College Catalog*. The student is responsible for tuition, textbooks, transportation, housing, uniforms, duty shoes, and any other fees as required and/or published in the *ICC College Catalog*.

In addition to tuition, which is billed to the student's account each semester, course lab fees to cover the instructional costs associated with lab hours for enrolled courses will be billed to the student's account. During the first semester following acceptance into a Health Careers program, a fee for the cost of the drug screen and fingerprint background check at IWIRC will also be applied to the student's account. Questions regarding billing may be forwarded to Student Accounting at studentaccounting@icc.edu. Please note that additional costs, contractually required by specific

agencies for assigned student clinical learning, are subject to change and are the responsibility of the student.

Financial Assistance

Financial assistance available to college students includes state and federal grants, ICC Educational Foundation scholarships, local and state scholarships, long-term loans, and employment opportunities. Students who need assistance should contact the Financial Assistance Office (L211 at ICC East Peoria or Arbor Hall A002 at ICC Peoria).

Contact information: call (309) 694-5311 or email at FinancialAid@ICC.edu.

Tutoring in required classes and financial assistance to purchase necessary equipment and supplies are available for qualified radiography students. Personalized assistance is also available to students having difficulty with any class because of the need to improve study skills or basic academic skills. For more information, contact the Coordinator of Special Academic Services (Arbor Hall 102, ICC Peoria Campus). Contact information: call (309) 690-6881.

Student Services

The College provides numerous student services including, but not limited to:

Academic Advisement	Academic Support Center
Counseling Services	Office for Access Services
Academic Placement Testing	Transfer Center
Career Services	Veterans Affairs
Library	Testing Center
Student Activities	Child Center and Child Care

For additional services and information, refer to the *ICC College Catalog* and website.

Smoking Regulations

Smoking and/or use of all tobacco products is prohibited on all premises and property of ICC, including but not limited to campus grounds, buildings, College-owned vehicles, etc. Smoking and/or use of all tobacco products is also prohibited on the premises and grounds of the clinical education centers.

Advisement and Appointments

Program faculty members welcome the opportunity to meet with students on an individual or group basis. Each student has a program faculty member assigned to serve as his/her academic advisor. Each faculty member posts office hours, and appointments should be made through the department's administrative assistant.

Counseling

Counseling services are available at ICC East Peoria Campus, Room CC200 to help students with personal or academic problems. Counselors are available Monday from 8:00 a.m. to 4:30 p.m., Tuesday from 8:00 a.m. to 6:00 p.m., and Wednesday through Friday from 8:00 a.m. to 4:30 p.m. Contact information is phone: (309) 694-5281 and email: Counseling@ICC.edu.

Learning Resources

The library has a fine collection of medical reference materials and related subjects. Additional medical imaging texts are available in program faculty offices and the classroom for student use. The library is linked electronically with many public, special, and academic libraries in west central Illinois. Students may use these libraries as well as the Illinois Central College libraries.

Students are automatically provided a free email account, access to online courses, and a student login to the College's network. Details on obtaining and using these services are available on the ICC website at www.icc.edu.

Instructional computer labs are located on both campuses. Some are available for general use and others for specific courses. Radiography software is available in the library and radiography classroom for use by students. Directions should first be obtained from program faculty members.

Bookstore/Textbooks

Radiography textbooks and course materials are available in the ICC bookstore. Radiography students are to purchase all required texts. Do **not** sell back radiography texts as they are used throughout the two-year program.

Emergency Messages

For a medical emergency, Campus Police or program faculty members will attempt to locate students in class and provide a message. Non-emergency messages will not be delivered. In non-emergency cases (change of plans for transportation, etc.), schedules will not be released to a third party without the student's prior written consent. Students are, therefore, encouraged to provide family members or childcare providers with their schedules for use in non-emergency situations. The use of cell phones and pagers is prohibited during class, laboratory, and clinical experiences.

Emergency Closings

Classes including clinical experiences will meet as scheduled unless inclement weather or other emergency circumstances create conditions that necessitate closing the College. Students will be notified of the closing of the College as soon as possible through the College emergency notification system, the College website, and area radio and television stations. The decision to close the College for day classes is usually made by 5:00 a.m. and by 3:00 p.m. for evening classes.

RADIOGRAPHER PROGRAM ACADEMIC POLICIES AND PROCEDURES

Program Mission

The mission of the Radiographer Program is to prepare competent entry-level radiographers able to function within the health care community.

Program Philosophy

Faculty members believe that educational opportunities should be provided in the preparation of radiographers for entry-level positions. The curriculum for the Associate in Applied Science in Radiography is designed to meet the standards of the Joint Review Committee on Education in Radiologic Technology and to provide a foundation of general education courses for personal growth. Additionally, the curriculum is designed to support and integrate the College philosophy of learning.

Educational objectives are developed to provide an atmosphere that combines academic instruction in the technical aspects of radiography with appropriate clinical experiences. As the student progresses through the educational program, opportunities are provided which allow for the assumption of increased responsibility for patient care to foster independence. Achievement of program goals and learning outcomes are assessed using a variety of methods to ensure effective student preparation for a career in diagnostic radiography and to ensure program achievement of the JRCERT *Standards* for program completion, national registry exam success, and job placement.

Faculty members are chosen for their demonstrated professional ability and academic preparation. Dedicated to improving diagnostic radiography as a profession, they are committed to expanding their own teaching and professional abilities.

Program applicants should have an interest in the life, physical, and behavioral sciences and should possess a desire to contribute to health care. Program graduates are expected to ethically respond to the needs of their patients with technical competence and compassion. They are aware of the need to update their knowledge and skill through active participation in professional societies, continuing education activities, and lifelong learning.

Program Goals and Student Learning Outcomes

Goal: Students/Graduates will be clinically competent.

Student Learning Outcomes: Students/graduates will accurately evaluate radiographic images.

Students/graduates will select appropriate technical factors.

Goal: Students/Graduates will demonstrate communication skills.

Student Learning Outcomes: Students/graduates will use effective oral communication skills.

Students/graduates will practice written communication skills.

Goal: Students/Graduates will develop critical thinking and problem-solving skills.

Student Learning Outcomes: Students/graduates will appropriately assess image quality and determine corrective action to ensure optimal images.

Students/graduates will modify routine procedures to meet patient needs.

Application for Admission to Program

Applications for Health Careers programs are accepted at all times, but the deadline for fall admission to the Radiographer Program is January 15. Completed applications should be submitted to the Health Careers Department and include: completed ICC application, high school transcript or GED, radiography program checklist, and all college transcripts. Specific eligibility and program requirements are listed in the Health Careers Booklet and ICC website. From the applicants, a predetermined number of students, usually 18, will be selected on the basis of program checklist score/points highest

to lowest. If two or more applicants hold the same score, the student cumulative GPA will be used and students will be selected from highest to lowest. Students who are not admitted are encouraged to review admission requirements and program checklist to continue coursework to satisfy requirements.

Transfer Credit

Students wishing to have courses evaluated for transfer to ICC for the purpose of receiving a degree or certificate or to have coursework earned at another college or university applied to the ICC record must have an official transcript from each institution attended sent to ICC.

Transfer of students from other radiography programs into the ICC Radiographer Program is not permitted. Admission to the program through the normal application process is required.

ICC students have access to the Transfer Center, which will provide accurate information to help them achieve a seamless transfer to the four-year institution of their choice. For more information, contact the center at (309) 694-5322.

Core Performance Standards & Criteria of Admission and Progression

Core Performance Standards are nonacademic criteria for admission and continued program participation. They are directly related to the curriculum and utilize performance criteria that can be applied to all program applicants and participants. These standards are essential functions a student must demonstrate to fulfill program and professional requirements. The Core Performance Standards should be used to assist in determining whether accommodations or modifications are necessary for a student to meet program requirements. A student who identifies potential difficulties with meeting the Core Performance Standards should communicate his/her concerns to the Program Director for possible referral to Access Services or other appropriate resources. The student has the responsibility to identify and document any disability and to request reasonable and appropriate accommodations as needed. All students must be otherwise qualified and able to perform independently in all areas. Determination is made on an individual basis as to whether any accommodations or modifications can be reasonably made. The skills and abilities necessary to meet curriculum requirements are shown in Appendix B.

Academic Progression Requirements

Students must earn a "C" or better or an "S" grade in all RADTK courses and maintain a "C" or better average while in the program each semester, including summer. Students must also continually meet the Radiographer Program Core Performance Standards, complete and maintain compliance with all health requirements, and meet all affiliated clinical agency requirements for drug screening and criminal background checks. Failure to meet any of the above requirements may result in dismissal from the program.

Registration and Accreditation Eligibility Requirements

Applicants seeking registration in radiography with the American Registry of Radiologic Technologists (ARRT) and/or accreditation by the Illinois Emergency Management Agency and Office of Homeland Security (IEMA-OHS), Division of Nuclear Safety, must answer the following questions. If your answer is 'yes' to any one of these questions, you should notify the Program Director as it may be necessary to complete an ARRT pre-application for clarification regarding your eligibility status. You may obtain information at www.arrt.org (Ethics section) or by calling the Ethics Department at (651) 687-0048 ext. 8580.

1. Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?

Charges or convictions resulting in any of the following must also be reported: plea of guilty, Alford plea, plea of no contest, withheld/deferred adjudication, suspended sentence, court supervision, probation, or pre-trial diversion. Traffic violations charged as misdemeanor or felony or any that involved drugs or alcohol must also be reported. Juvenile convictions processed in

juvenile court and traffic citations (unless they involved alcohol or drugs) **DO NOT** have to be reported.

2. Have you had any professional license, permit, registration, or certification denied, revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT)?
3. Have you ever been suspended, dismissed, or expelled from an educational program you attended in order to meet ARRT certification and registration requirements?

Applicants seeking employment in health care in Illinois may be required to initiate a criminal background check as a condition of employment under the Illinois Health Care Worker Background Check Act.

ARRT Continued Qualifications Requirement

ARRT certifications awarded January 1, 2011, and thereafter will be time limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate continued qualifications in order to continue to hold the certification.

ARRT Continuing Education Requirements for Renewal of Registration

Continuing education is an integral part of ARRT's emphasis on education as an essential tool in delivering quality care. ARRT's continuing education requirements for radiographers mandate that every two years a registrant must obtain 24 acceptable continuing education credits.

Radiography Student Responsibilities

Honesty is expected of all health professions students. Academic institutions, health care facilities, and the public expect that persons educated and employed in health care possess a moral and ethical code based on honesty. In addition, personal honesty/integrity and professional ethical behavior in radiography is outlined and required by the *Code of Ethics* of the American Society of Radiologic Technologists.

Health professions students who are dishonest during their educational program and who manage to obtain passing grades may not be capable of passing national certification exams or practicing competently. Academic dishonesty seriously lowers the standard of professional practice, harms the integrity of the academic institution and its community, and impairs the quality of the health care system.

Academic dishonesty refers to forms of lying and/or cheating on academic assignments and exams. Examples of academic dishonesty include but are not limited to:

1. Acquiring examinations or other academic material belonging to an instructor.
2. Obtaining the examination from anyone prior to administration.
3. Use of unauthorized aides during examination.
4. Obtaining information from other students while exam is in progress.
5. Copying another student's homework or laboratory exercises.

Plagiarism is receiving credit for work which is not your own. This includes copying another student's work or copying information from a book or article. Any information that is copied from another source must be cited appropriately in the assignment. Deliberate acts of plagiarism are considered serious offenses within the college community.

Clinical practice dishonesty occurs when a student does not exercise good judgment in the clinical setting. Examples of clinical practice dishonesty include but are not limited to:

1. Falsifying lab or clinical documents and/or attendance records.
2. Not performing exams according to procedure.

3. Not reporting mistakes/errors to clinical instructors.
4. Not completing a clinical incident report in the event of potential error/accident.
5. Using false excuses for an absence from clinical.

Student disciplinary procedures as outlined in the *ICC Student Rights and Responsibilities handbook* under academic misconduct will be followed if an act of dishonesty is discovered. Disciplinary sanctions that may be imposed range from warning to dismissal from the program and expulsion from the College permanently.

Radiography students have additional responsibilities because of the confidential role they must assume during their clinical education. These additional responsibilities include:

- Maintaining confidentiality by discussing information related to clients, hospital personnel, and hospital operation in appropriate learning situations in classroom or conferences only.

Statement of Confidentiality - It is the responsibility of every student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical agency's plans and operations.

During clinical experiences, students may learn of certain personal matters pertaining to nature of illness, financial background, family life, etc., of a patient. This information should not be discussed with anyone outside the agency, among employees of the hospital, or among students unless information is required directly for the care of the patient or as a learning tool within the educational setting.

In addition to patient information, students are expected to use the utmost discretion concerning other confidential information such as that pertaining to hospital employees or operation of the hospital. Unauthorized disclosure of patient information may result in civil and/or criminal liability under federal or state laws, such as the Health Insurance Portability and Accountability Act (HIPAA).

The integrity of all data produced by a Hospital Information System (HIS) should not be compromised under any circumstances. Data includes printed materials, oral communication, and information displayed on a computer terminal. Students are prohibited from independently accessing HIS.

Students should avoid all discussion of personalities, etc. involving college faculty, clinical instructors, other students, doctors, hospital personnel, and patients. Students must refrain from discussion of problems, issues, or negative experiences encountered either on campus, in the clinical facility, or in hospital departments on any social network as described in the Social Networking policy in the Health Careers Policies and Protocols included in this handbook.

- Being prepared to participate in clinical education
 - following policies and procedures of the clinical education centers
 - being punctual reporting to assigned clinical area
 - completing pre-clinical preparations to provide safe and competent care to patients; students whose behavior indicates lack of preparation or unsafe practice may be dismissed from the clinical education center
 - notifying clinical instructor of absence prior to scheduled clinical experience

Violations of these responsibilities may subject the student to disciplinary sanctions in accordance with the procedure established by the College.

Students may also be dismissed from the program for the following actions:

- explicit use of profanity
- falsifying or altering records, including clinical records

- cheating on exams which includes obtaining the examination prior to administration, use of unauthorized aides during examination, knowingly aiding another student with academic work or obtaining information from other students while exam is in progress (see College academic misconduct policy)
- abusing, stealing, or destroying any property on the College or clinical education center premises
- violating confidentiality policy
- possession of guns or weapons on campus or at the clinical education center
- violating or falsifying health/incident forms (including not reporting properly)
- willfully disregarding College or clinical education center policies
- failure to maintain satisfactory academic grades and/or clinical performance
- failure to follow and maintain attendance policies
- unprofessional or unsafe patient care upon recommendation of clinical personnel or instructor
- sexual harassment (see College policy)
- as part of process of chemical impairment policy implementation
- representing self as an ICC student to patients during nonscheduled clinical times
- theft of any kind

Electronic Devices Usage

In classroom/lab

- Personal electronic devices, such as cell phones and smart gadgets shall be placed on silent mode during class time and are not to be used unless being used for a classroom activity.
- If allowed by the instructor, personal electronic devices, such as cell phones, tablets, and laptop computers may be utilized during designated class time **for learning purposes** including taking notes, reviewing reference materials, charting data, etc.
- If a faculty member questions student use of an electronic device, the faculty member reserves the right to remove the device from student use. The device will be returned to the student at the conclusion of the session.

In clinical setting

- **Use of personal electronic devices, such as cell phones, smart gadgets, pagers, and laptop computers during assigned clinical is strictly prohibited.**

Course Grade and Promotional Requirements

The competency-based level of achievement is graded as follows:

- A = 92 - 100%
- B = 84 - 91%
- C = 78 - 83%
- D = 70 - 77%
- F = below 70%

A 'C' or better grade in didactic program courses (RADTK), and a 'S' in clinical (RADTK) courses is required to progress to the next course in the program sequence. To receive a 'C' or better grade, the student must (1) maintain a grade average of 78% or better and (2) meet all course requirements within specified time limits. Students who earn a grade of 'D' or less will be required to withdraw from the program. The requirements for obtaining an 'S' for clinical courses are outlined in the clinical information section.

Class Attendance

Regular attendance at all class meetings and laboratory sessions is essential to the learning process and expected of all students. Excessive absence is the most common cause of failing grades and may hinder the student from completing course objectives. A student who does not satisfactorily complete the objectives for a radiography course will not progress within the program. All personal and individual appointments (e.g., physician, dentist, etc.) should be scheduled at times other than during assigned radiography experiences, including class, laboratory, and clinical. One tardy or one leaving early occurrence and one absence per semester is allowed. For each absence thereafter, points as outlined below under written examinations, will be deducted from the next exam. In addition, for each minute the student is late, or each minute the student leaves class early, one point will be deducted from the next exam.

It is the student's responsibility to be aware of attendance policies and make-up procedures. Faculty members ordinarily permit students to make up work missed due to illness or participation in college-sponsored activities if prior notification of absence is given. In case of prolonged absences because of illness, accident, or hospitalization, students should notify the Program Director so proper notification can be made to instructors. In addition, it is the student's responsibility to contact instructors about possible make-up work.

Written Examinations

Dates of examinations are identified in the course schedule that is distributed to students at the beginning of each semester. Students will be notified of any schedule changes. An absence on the day of a scheduled exam will result in points being deducted from the overall score achieved on the exam. The following outlines the points deducted based on the number of absences in a semester.

1st absence = 0 point deduction

2nd absence = 10 point deduction

3rd absence = 20 point deduction

Upon the 4th absence on a scheduled exam date, a student will be dismissed from the program.

If the student is to be late or absent the day of an exam, the student must notify the instructor prior to the scheduled time of the exam. Any student taking an exam later than the scheduled time may be given a different exam from the one taken by other students. Make-up exams must be taken no later than the next scheduled class session unless other arrangements have been made with the instructor. Students entering class late may be allowed to take the exam but will not be given additional time to complete the exam. Unannounced quizzes may be given in any class and make-up is rarely allowed. Each instructor, within college policy, will determine if an exception may be made. Students entering class late may be allowed to take the quiz but will not be given additional time.

Final grades are calculated from a combination of exams, quizzes, homework, projects, and a final exam for specific subject areas contained within a course. The final average for each subject area will constitute a predetermined percentage of the course grade. These percentages will be announced at the beginning of each course. An incomplete grade (I) may be given, by arrangement with the Program Director, only when fully justified by serious circumstances such as prolonged illness, accident, or hospitalization. Incomplete grades are not given for such reasons as unjustified failure to complete the required coursework by the end of the semester or failure to appear for a final exam.

Written Examination Remediation

Failure to demonstrate the minimal level of knowledge on an exam (<78% score) will result in the student completing a Written Exam Remediation form (Appendix C). Upon completion of this form, the course faculty will review it and determine if the student has met the minimal level of knowledge covered on the exam. This form must be completed within one week (unless otherwise specified) and will be maintained by the course instructor with other course materials. The student must also meet with the course instructor to discuss their completed remediation.

The original exam score will remain as the grade of record with no additional points for completion of the remediation plan. The student will be able to use any course materials and resources to complete the form. It is not permitted to use other students to complete the remediation.

If the student does not complete this activity within the required date, the student will not be allowed to take the next exam and will be required to meet with program faculty regarding progressing in the program.

Cardiopulmonary Resuscitation

Students must be certified in Basic Life Support - CPR prior to beginning clinical experience in October of the freshman year. This certification may come from formal classes offered by hospitals, community health agencies, the American Red Cross, the American Heart Association, Illinois Central College (HLTH 041), and other sources. Students must maintain a valid **BLS Provider card** throughout the program. Certification through online sources may not be accepted and must be approved by the Program Director.

Radiography Practice Laboratory

A radiography skills lab is available at scheduled times for use by students. The schedule will be arranged at the beginning of each semester and will always be supervised to ensure safe and efficient use of lab time.

The Clinical Objectives Evaluation System is utilized in the program. One step within this system requires the student to perform a radiographic procedure on a live subject, other than a patient, and simulate the exposure. Therefore, simulated competency evaluations for specified radiographic procedures must be accomplished **prior to** independent performance of that procedure on a patient in the clinical setting.

It is the student's responsibility to schedule simulated practice and to complete the required number of simulated competency evaluations during each semester. The following steps may accomplish this:

1. After receiving positioning theory in lecture and demonstration, the student schedules practice time in the lab.
2. The student participates in the peer check system utilizing the Skills Competency Peer Review Checklist shown in Appendix D.
3. The student, when prepared, then schedules a simulated competency evaluation with the lab supervisor, utilizing the Simulation Competency Evaluation Form, also shown in Appendix D.
4. Upon successful completion of the simulated evaluation, the lab supervisor will initial the student's *Clinical Competency Record*, Appendix E.

During each simulated competency evaluation, specific performance objectives are used. These objectives coincide directly with the objectives used during competency evaluations in the clinical education center and are shown in Appendix D. The student must demonstrate a minimum of 2.7 to be considered acceptable for each position of the procedure.

For scores less than a proficiency level of 2.7, the student must schedule a time to repeat the examination. Competency must be demonstrated on each procedure before moving on to the next skill. Therefore, if additional attempts are needed, the student will not be allowed to continue to the next skill/procedure until the current procedure is successfully completed. The student will be allowed up to three instructor attempts to demonstrate competency of the skill.

If a third instructor competency attempt is required, formal remediation activities are required and determined by program faculty and discussed with the student before the final attempt. Activities may include referral to course materials, additional readings, observation, demonstration, direct instruction, and guided practice and will be documented on the Skill Proficiency Remediation Form shown in Appendix D. Students should refer to the course and/or lab objectives for expectations. Failure to demonstrate proficiency on the third instructor attempt will result in unsuccessful completion of the corresponding course and inability to progress within the program.

Energized Laboratory Policy

A student will not make any radiographic exposure of any kind without the supervision of a readily available ARRT certified instructor. The door to enter the laboratory setting will remain locked while classes are not in session and students are not allowed into the laboratory setting without the supervision of a program official. The only exposures made in the laboratory settings will be on phantoms. Under no circumstance will x-rays be completed on other students or members of the public. The x-ray unit will be activated only during scheduled laboratory sessions.

Students are never to be exposed to radiation during lab. No one is allowed to hold image receptors or phantoms during exposures, but rather positioning aids will be used on the phantoms to maintain positioning requirements, allowing the students to remain behind the control console lead barrier during all exposures.

During the laboratory session, students must adhere to the following procedures:

1. Wear OSL badge
2. Utilize individual markers for every exposure
3. Remain behind the control console lead barrier during all exposures
4. Utilize the appropriate techniques for ALARA
5. Practice radiation shielding

If the student does not adhere to the above policies, they will not be able to participate in lab and will be counted as absent. If radiation protection is not applied where appropriate during competency evaluations, the competency will not be awarded.

Employment

The student's primary focus should be the program of study. Students are requested **not to work the shift immediately preceding assigned clinical experience and to ensure that work hours do not conflict with scheduled class, lab, or clinical hours.** Students carrying a full-time course schedule should be employed no more than 10 to 15 hours per week. In most cases, employment of 15 hours per week should be accompanied by corresponding reduction of course schedule. Generally, the student should plan to study 2 to 3 hours for each semester hour of credit carried, remembering that radiography courses tend to require more time.

Students may **not** seek employment under the title Student Radiographer and are not to wear the ICC uniform, photo ID, or patch in the place of employment. The College assumes no responsibility for

work performance related to skills learned as a part of the radiography curriculum. Students cannot obtain employment as a radiographer until after program graduation and Illinois accreditation has been obtained.

Health Status or Condition

A student that experiences a medical condition (including pregnancy), physical/mental illness, surgery, injury, or is taking a prescription/nonprescription medication that limits or interferes with their ability to meet classroom, laboratory or clinical objectives, must have a signed release from his/her physician indicating that he/she may return to classroom, laboratory, and/or clinical without restrictions.

A student who has been absent for two or more consecutive days due to a medical condition, physical/mental illness, surgery, or injury must have a signed clinical release from his/her physician indicating that he/she may return to classroom, laboratory, and/or clinical without restrictions. Students who fail to provide a signed release where required will be unable to attend classroom, laboratory, and/or clinical.

At any time throughout the program, a faculty member may request the student leave the clinical area because of an altered state of health which, in the professional judgment of the faculty member, renders the student unable to perform assigned duties safely and effectively. The time missed will be counted as an absence and the student will be counseled at that time regarding the situation and the necessary steps to return to clinical or for clinical reinstatement if necessary. Clinical agencies reserve the right to determine if a student may practice in their facility while under a physician's care.

A student experiencing a medical condition, illness/mental illness, surgery, injury, or under the influence of a prescription/nonprescription medication that prevents timely attainment of required course objectives, may encounter a delay in the date of graduation until those objectives can be satisfied. Student options include (1) continuation in program sequence with possible extension of educational period or (2) program withdrawal with request for readmission (see program readmission policy) into program sequence or (3) withdrawal from course/program.

Pregnancy

The declaration of pregnancy is **voluntary**. Should the student choose to inform program faculty members, a written declaration (Appendix F) should be submitted to the Program Director. The written declaration must include the estimated date of conception for determination of the accumulated dose the embryo/fetus may have received prior to the declaration of pregnancy. During the first semester of the program all students will be instructed in basic radiation protection procedures. These instructions will provide information so that the female student will be able to understand the possible biologic risks of ionizing radiation to the embryo and fetus. The possible risks to the embryo/fetus shall be reviewed (*Nuclear Regulatory Commission Guideline and Appendix on Radiation Exposure and Pregnancy*) and the review documented by the Program Director and the student. The student may select one of the following options:

1. The student may continue in the program with no modifications. The student who chooses to continue in the program without modifications must acknowledge that all course objectives and clinical experiences shall be equivalent to all students enrolled in those program courses. Two radiation monitors will be used, one worn at the collar outside the lead apron for the student's whole-body dose and one worn at the waist level under the lead apron to record the embryo/fetus exposure. Other counseling on radiation procedures shall be done as needed. Exposure to the pregnant woman once the pregnancy is declared should be limited to no more than 0.5 mSv per month and 5 mSv for the entire pregnancy. This amount of exposure is considered not to increase the measurable risks. Should the recorded fetal exposure reach 5 mSv at any time during the pregnancy, the student may be reassigned to areas of lesser radiation exposure.
2. The student may continue in the program with modifications including reassignment of clinical rotations to areas generally considered to contain lower potential doses (assignments would not include surgery, fluoroscopy, etc.). The student who chooses to continue in the program with

modifications must acknowledge that all course objectives and clinical experiences shall be equivalent to all students enrolled in those program courses. This choice may delay attaining required course objectives and potentially delay the date of graduation until those objectives can be satisfied. Two radiation monitors will be used, one worn at the collar outside the lead apron for the student's whole-body dose and one worn at the waist level under the lead apron to record the embryo/fetus exposure. Other counseling on radiation procedures shall be done as needed. Exposure to the pregnant woman once the pregnancy is declared should be limited to no more than 0.5 mSv per month and 5 mSv for the entire pregnancy. This amount of exposure is considered not to increase the measurable risks. Should the recorded fetal exposure reach 5 mSv at any time during the pregnancy, the student may be reassigned to areas of lesser radiation exposure.

3. A leave of absence may be taken, and all radiography grades will be recorded as withdrawn (W). This will permit the student to request readmission to the same semester the following year.
4. The student has the right at any time to revoke the written declaration of pregnancy. The revoking of the declaration must be in writing.
5. The student may choose to withdraw from the program.

Accommodation for Lactation or Breastfeeding

Illinois Central College will provide a readily available, private space suitable for the lactating or breastfeeding student use. It is the student's responsibility to discuss this need with the program director, so that such space may be provided.

Professional Societies

Program faculty members believe in providing opportunities for development of the entire professional person. A student may gain membership in the American Society of Radiologic Technologists (ASRT) and Illinois State Society of Radiologic Technologists (ISSRT).

As a member of a professional organization, the student may participate in the following activities:

- attendance and participation in regional, state, and national meetings
- preparation and display of scientific exhibits
- preparation and presentation of scientific papers

Elective Course Withdrawal

When necessary to withdraw from a class or classes, the student may do so at any time until 75% of the class has elapsed. Withdrawals are accepted online, by mail, fax, or in person at the ICC East Peoria, Peoria, or Pekin campuses.

All students are financially responsible for tuition and fees for classes that they enroll into during a semester. However, if the withdrawal occurs on or before the refund date listed on the class schedule, the student may be entitled to a refund of tuition. Students who are given a failing grade on an assignment for academic misconduct will not be allowed to withdraw from that course without instructor permission. Students who are given a failing grade in the course for academic misconduct will not be allowed to withdraw from the course. Illinois Central College reserves the right to reinstate any individuals who are withdrawn in these situations.

Late withdrawal may be permitted in extenuating circumstances, prior to final exam, upon the recommendation of the course instructor and with the approval of the Program Director and Dean/Associate Dean.

Course Withdrawal for Non-Attendance

Students who are identified as a nonattender by their instructor may be withdrawn from the class at midterm. Students recorded as nonattenders will be notified by mail that they have been administratively withdrawn from the class without refund of tuition. Instructors have individual and often

varying policies regarding non-attendance withdrawals. Students must not assume they will be withdrawn if they never attend or stop attending a class. If space is available, and if approval from department and instructor are obtained, students may re-enroll in a class from which they have been withdrawn. Non-attendance without an official withdrawal constitutes a failing or unsatisfactory grade. Students are financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

Program Withdrawal

Students withdrawing from a program are urged to meet with the Program Director prior to withdrawing to explore opportunities for success and discuss options for readmission. Students who withdraw are expected to complete the "Student Withdrawal Follow-up Form" (see Appendix G) and submit it to the Program Director.

Program Readmission

A student who has withdrawn from the program or has failed a program course(s) after the first semester may request readmission to the program one time, with the readmission occurring within one year. A written request for readmission must be initiated through the Program Director. A student who has failed a first semester radiographer course must complete the entire application process. A student who has failed a radiographer course beyond the first semester (academic or clinical) may be readmitted only once during the entire radiographer program. Readmission is based on a space available basis provided that the student has an overall college GPA of 2.00 or higher and is not guaranteed in any semester. Repeating a program academic course also requires repeating the corresponding clinical course.

The student seeking readmission within one year will be required to demonstrate retention of previously learned skills and knowledge (through the semester the student had successfully completed). This includes one of the following options:

- Written exam(s) to evaluate knowledge base with a score of 78% or better (taken only 1 time).

OR

- Enrollment in RADTK 255 (during the semester prior to the semester that the student was unsuccessful) with the requirement of completion of all assignments and exams corresponding to the course in which the student was unsuccessful with an overall composite score of 78% or better.
- Lab competency exams with a grade of 2.7 or better for each position.
- Clinical refresher if space is available.

The student must follow the readmission policy of the College and the radiographer program. A readmitted student will be subject to policies, procedures, and curriculum that are current at the time of readmission and must have a completed physical examination form including verification of immunization on file before attending lab activities and clinical experience. It is the student's responsibility to assure that all health requirements are met. In addition, a current criminal background check and drug screen will be required.

Graduation Requirements

Students must fulfill the graduation requirements of the College for the Associate in Applied Science Degree. It is each student's responsibility to know the current College requirements.

Students should petition for graduation during the **spring semester of the sophomore year** and verify with the Program Director that graduation requirements will be completed. The graduation date may be extended for students unable to complete program requirements in the established time frame.

The following general requirements must be met to become eligible for graduation:

- Attain a 'C' or better in all radiography courses, BIOL 140, and MATH 115 or MATH 110;
- Attain a 'S' in all radiography clinical courses;
- Attain a cumulative minimum 2.00 GPA;
- Complete the required number of clinical experience hours and competency evaluations; and
- Complete course requirements for the Associate in Applied Science Degree.

The student must complete all requirements of the Associate in Applied Science Degree in Radiography and the American Registry of Radiologic Technologists (ARRT) to establish eligibility to apply to take the certification examination of the ARRT and to apply for Illinois accreditation.

ARRT and Illinois accreditation applications are available from the Program Director during the spring and summer semesters of the sophomore year.

CLINICAL INFORMATION

Introduction

The clinical portion of the program provides an environment for supervised competency-based clinical education and experience and offers a sufficient and well-balanced variety of radiographic exams/procedures and equipment. The clinical education flowchart is shown in Appendix H.

Competency-based clinical education requires that students successfully completing the program be able to perform radiographic procedures according to accepted professional standards. Clinical education is therefore a planned method of evaluating the overall clinical performance of students. Formal evaluations are used to demonstrate and document student progression toward clinical competency.

The purpose of clinical education is to allow the student to apply theoretic principles of radiography, patient care, and department procedures to practical experiences. The student's role in the clinical setting is one of a learner and not a staff radiographer.

The College arranges clinical education experiences at Carle Health Methodist Hospital, Carle Health Pekin Hospital, and Carle Health Proctor Hospital. Clinical centers have the right to refuse or dismiss a student from participating in clinical education experiences.

Health Requirements

At any time throughout the program a faculty member may request the student leave the clinical area because of an altered state of health which, in the professional judgment of the faculty member, renders the student unable to perform assigned duties safely and effectively. The time missed will be counted as an absence and the student will be counseled at that time regarding the situation and the necessary steps for clinical reinstatement.

Transportation

Transportation to clinical centers is each student's responsibility. Parking is available in designated areas.

Clinical Schedules

The Program Director and Clinical Coordinator prepare clinical schedules that are distributed to each student on an annual basis. During the six-semester program, the student will participate in 1,604 clock hours of clinical experience, including evenings and weekends. Approximately 19% of the student's total clinical education experience is completed during evening hours or weekends.

Clinical Assignments

Each student will have an opportunity for clinical education experience in at least two of the clinical centers. The Clinical Coordinator prepares this rotation assignment with input from the Program Director and Clinical Preceptors to give each student varied and similar experiences. Special student requests will be honored, if possible, and should be submitted in writing to the Clinical Coordinator prior to preparation of the assignments. Once assignments have been prepared and distributed, no changes will be made.

Weekend and weeknight clinical assignments are made to add further variety to student clinical experiences. In such assignments, the student will improve the ability to deal with trauma patients and other critical care situations due to the additional exposure to emergency procedures, have the opportunity to perform an increased number and variety of procedures, and develop closer working relationships with other health care professionals due to the nature of these clinical experiences. These experiences begin during RADTK 121 (freshman year, spring semester) and continue through each subsequent semester of the program. The objectives form for these experiences is included as Appendix I.

Area/room assignments within the clinical centers are prepared by the Clinical Preceptors and ensure equitable experiences for all students. Each student must report to the assigned clinical area by the scheduled starting time, in proper attire, and prepared to carry out clinical assignments. **Personal cellular phones are not allowed during scheduled hours in the clinical centers.**

A student is not allowed in the radiology department in a student capacity except during assigned clinical hours. All clinical experiences must be scheduled with the Clinical Preceptor prior to that experience.

During the fall semester of the second year of the program, a student will be given the opportunity to request an *elective rotation* in any or all the following imaging modality areas: Sonography, Mammography, or Radiotherapy. This rotation will be of limited experience and requests should be directed to the Clinical Coordinator.

The student should inform family members, children's schools, etc. of clinical schedules and telephone numbers in case of an emergency.

Relationships Within Clinical Education Centers

The student is expected to cooperate with clinical personnel. While at the clinical centers, the student must observe regulations imposed by the agencies regarding patient safety and welfare, personal cleanliness, and hygiene. If any concerns arise concerning the performance of specific assignments, consult the Clinical Preceptor.

Supervision

While performing clinical assignments, the student is *directly* responsible to the staff radiographer in charge of the assigned room/area and to the Clinical Preceptor. The student must have adequate and proper supervision during all clinical assignments.

Each student progresses from the role of observer and assistant to relative independence according to initiative and capabilities. Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the **direct supervision** of a staff radiographer (a radiographer is physically present during the administration of the exam). After demonstrating competency, the student may perform those procedures with **indirect supervision** (a radiographer is immediately available, i.e., adjacent to the room or location where the procedure is being performed, to assist the student). A student shall not take the responsibility or the place of a qualified staff radiographer.

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

At all times, regardless of a student's level of achievement, a staff radiographer must:

- review the exam requisition to determine the capability of the student to perform the exam and/or determine if the condition of the patient contraindicates performance of the exam by the student.
- check and approve all radiographs taken by a student prior to dismissal of a patient; and
- be present during the performance of all repeat radiographs.

A student is responsible for performing radiographic procedures that have been learned and practiced. If the student is asked to perform procedures for which no instruction or practice has been obtained, it is the student's responsibility to notify the staff radiographer and Clinical Preceptor of this fact. The student must also assume responsibility for assuring that all repeat radiographs are performed under the direct supervision of a staff radiographer. Documented violation of supervision policies will be reflected in the clinical performance evaluation as failure to adhere to professional standards (Section 4, Professional Ethics).

Attendance

The assigned schedule of experience must be followed closely and is arranged by the College. Should it be necessary for the student to be absent, the student must personally notify the Clinical Preceptor (or designee) prior to the assigned clinical period. Failure to do so will result in the student being required to schedule make-up time regardless of having excused absences available.

A student is allowed a maximum of two (2) absences during RADTK 121, RADTK 211, and RADTK 221, and one (1) absence during RADTK 112, RADTK 201, and RADTK 231. **These absences are intended for such reasons as personal illness, family member illness, and death in the family and are not intended for use at any time and for any reason. These absences are not to be considered “free days” as all absences are reflected in the student’s clinical performance evaluation regardless of reason.**

Additional absences may jeopardize satisfactory completion of the semester in which they occur and must be rescheduled. While program faculty recognize that there may be times when attendance is not possible, it is imperative that students respect the significance of consistent attendance and punctuality. Therefore, the following guidelines have been established for use in determining appropriate corrective action for absenteeism:

Number of Occurrences in a Continuous Three Semester Time Period (Fall, Spring & Summer)	Corrective Action
5	Coaching/Counseling awareness discussion
6	Written Warning
7	Dismissal from the program

An occurrence is defined as one absence or two instances of tardy or early departure from the clinical setting.

Due to the limited number of evening/weekend experiences available for calculating performance evaluation grades, all evening/weekend experiences must be rescheduled regardless of reason for absence, with the exception of college closure due to inclement weather.

Faculty members are aware that at times there are valid reasons other than those listed above that necessitate absences during scheduled clinical activities. Requests of this nature are to be directed to the Program Director or Clinical Coordinator and will be given consideration.

All **make-up time** must be completed within **14 calendar days** of the originally assigned experience or prior to the last regularly scheduled day of semester classes, whichever occurs first, to receive a satisfactory (S) course grade. An evaluation grade of zero (0) will be assigned for missed clinical experience not completed within this time. Make-up time must be arranged with the Clinical Preceptor and correspond to the type of experience missed.

Dress Policy

Dress, grooming and personal cleanliness standards contribute to the professional image of the individual, program, and healthcare discipline. Without exception, students are expected to adhere to the dress policy during assigned clinical activities. Students may be permitted to wear otherwise specified attire as required by agency or department policy. The Radiographer Program uniform guidelines are found in Appendix J.

1. **Clinical uniform** must be clean, neat, wrinkle-free, and of proper fit and length, and be worn during assigned clinical activities only.
2. **Undergarments** must be of a color and design that will not show through the uniform.
3. **Photo ID** must be worn with the uniform (arrangements for securing photo ID will be announced).

4. **College patch** must be sewn on the upper left sleeve of top, shirt, and jacket (patch is purchased in College bookstore).
5. **Shoes** must be low-topped white or black leather walking shoes, tennis shoes, or uniform shoes (closed toe and heel; no colored ties, stripes or insignias).
6. Neutral nylons or white above-the-ankle socks are permitted.
7. **Cell phone or smart watch (texting, calling etc.) use is not permitted** during clinical experience; it is recommended that devices be left in secure place and not be carried on person.
8. **Jewelry** is limited to a wedding band, watch, and no more than two small post earrings per ear. Visible body piercing jewelry (rings or studs in nose, tongue, lips, eyebrows, etc.) is not allowed.
9. **Tattoos**, if offensive, must be covered.
10. **Hair** must be clean, neat, and worn away from the face to maintain sepsis. Long hair must be tied back at all times for the safety of the student and patient. Male students must keep beards and mustaches trimmed, neat, and clean.
11. **Makeup** should be used in moderation. **Perfume, cologne, and aftershave** should be used sparingly or not at all. Deodorant is recommended to control body odor.
12. **Artificial nails (including gel and shellac)** are not allowed; long nails must be trimmed.
13. Mouthwash and breath freshener/mints are recommended to control body odor, cigarette breath, or halitosis. **Gum chewing** is not permitted.
14. **Smoking** is prohibited on clinical facility grounds and students must ensure that clothing and hair do not smell of tobacco.
15. **Gloves** should be worn when working with blood and body fluids; **standard precautions should be adhered to at all times.**

Performing Program Skills Outside of the Laboratory/Clinical Setting

Students are permitted to perform program-specific patient care skills only while participating in a scheduled and approved program laboratory session or clinical shift and may not function as a program student outside of those settings. The term “function” includes but is not limited to performing skills as a Radiographer, specifically, initiating a radiographic exposure .

Students working/volunteering in other patient care disciplines are prohibited from performing program-specific patient care skills in those settings unless those skills are allowed as part of the approved job description for the position they are functioning in. If requested to perform program-specific skills outside of their current licensure level scope, the student will decline the request and report the incident to the program clinical coordinator. Example: a radiography student working as a technologist assistant employed by a clinical facility may not perform certain skills that are allowed when serving in the student capacity (i.e. radiographic exposures) during the times that they are working as a technologist assistant at that facility, even if the student has participated or is currently participating in clinical shifts at the agency.

Radiation Monitoring Service

Radiation monitoring service cost is included in the course fee and monitors are changed on a quarterly basis.

Exposure reports will be reviewed by the Program Director upon receipt to assure that student exposures are within acceptable limits. The maximum established by the program is 250 mrem (2.5 mSv) whole body per year or 50 mrem (.5 mSv) for the declared pregnant student wearing a fetal monitor. Reports will be provided for student review within 30 days of receipt. Should the exposure exceed 100 mrem (1 mSv) in any given monitoring period, the student will be required to meet with the Program Director or Clinical Preceptor to discuss radiation protection practices and every effort will be made to determine the cause of the comparatively higher reading and corrective steps taken to prevent

reoccurrence. Any exposure exceeding NCR limits will be reported in accordance with 10 CFR 20.2203 and a copy of the report will be provided to the exposed individual. Exposure records are available for review in the Program Director's office and are maintained on a permanent basis.

During **general diagnostic procedures**, the monitor is to be attached to the uniform collar. During **fluoroscopic procedures**, the monitor is to be worn attached to the top of the protective apron and on the outer surface.

During **pregnancy**, a second fetal/abdominal monitor will be provided. The monitor for dose to an embryo/fetus of a declared woman shall be located at the waist under any protective apron being worn by the woman.

Radiation Safety Guidelines for Students

Radiography students will adhere to the following radiation safety precautions. The three basic methods of protection from radiation are shielding, distance, and length of time exposed.

1. Radiation monitoring devices are to be worn during all clinical education experiences. Monitors shall be worn at the collar level and outside of any lead protective devices. Students should check the posted monitoring reports for their specific readings.
2. A female student with a declared pregnancy shall be provided two radiation monitors. One is to be worn at the collar level as previously described and the second worn at the waist level under lead protective devices to record fetal exposure.
3. The student shall stand behind a fixed barrier during an exposure when working in a radiographic room.
4. Students shall wear lead aprons and maintain maximum distance when working in radiographic and/or fluoroscopic rooms.
5. Students must not hold image receptors during any radiographic procedure. Students should not hold patients. Mechanical restraining devices should be used. Only when all other methods of immobilization have failed should another person be used to restrain a patient. A person used for restraint must wear lead protective garments and if the hands fall in the primary beam, they should be protected by lead gloves.
6. Students must wear lead aprons and use maximum distance when performing mobile radiography. Persons in the area should be alerted that an exposure is to be made so that they can move completely out of the area or at least six feet away from the mobile unit. This distance should be increased to at least ten feet if there is a possibility of pregnancy.

Students must use gonadal shielding for general diagnostic radiography procedures where possible in addition to proper beam limitation, not as a substitute for it.

MRI Safety Guidelines for Students

An MRI room has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all students are required to complete the Magnetic Resonance Imaging (MRI) Safety Screening form (Appendix K) prior to beginning their clinical internship. If at any time after completing the form, a student's status changes regarding MRI hazardous devices, program personnel must be notified immediately. Be advised, the MRI system magnet is ALWAYS on so students should never take carts, wheelchairs, oxygen tanks, or any other items into the MRI room without checking with a technologist.

While assisting in the MRI environment, should an ICC Radiographer Program student feel any intolerable pulling, unnatural heat or burning sensation within himself/herself, the student must leave the MRI environment as quickly as possible, to prevent personal injury.

Do not enter the MRI environment if you have any question or concern regarding an implant, device, or object.

Imaging Identification Markers

Students will be required to purchase two sets of identification markers prior to the start of the clinical experience. Guidelines and sources for acquiring the markers will be provided to students.

Intravenous Injection Policy

Preparation of substances used for direct intravenous administration is to be performed with **direct supervision only**. A student is **not** allowed to administer substances intravenously. Simulated practice and competency evaluation of intravenous injection will be provided in the College lab.

Clinical Records

In order for the College to certify that a student has fulfilled all program and certification requirements, it is imperative that specified clinical records be maintained. It is the student's responsibility to maintain experience and competency records (Appendices O-R).

Clinical Competency Requirements

There are ten (10) major competency areas that must be completed by the student prior to program completion/graduation and meeting eligibility requirements for the certification examination of the American Registry of Radiologic Technologists (ARRT).

chest and abdomen	pelvic girdle
upper extremity	vertebral column
lower extremity	cranium
bony thorax	contrast studies
shoulder girdle	mobile radiography

Refer to the ***Student Clinical Competency Record*** (Appendix E) and ***ARRT Clinical Competency Requirements*** (Appendix N) for specific procedures included in each category. Failure to complete the required competencies in all categories will necessitate extending the student's graduation date until such time as all requirements have been successfully completed.

Program Requirements

A minimum of **8** evaluations must be performed with **trauma patients** (i.e., program evaluation = initial radiographs following an accidental injury; ARRT evaluation = a serious injury to the body that requires modifications in positioning and monitoring the patient's condition). Trauma requirements include:

- 2 evaluations - upper extremity
- 2 evaluations - lower extremity
- 1 evaluation - cervical spine
- 1 evaluation - other spine/pelvis
- 1 evaluation - hip (includes AP pelvis, cross-table lateral)
- 1 evaluation - cranium (skull, facial bones, mandible, nasal bones)

A minimum of **7** evaluations must be performed with **pediatric patients** (i.e., program evaluation = 12 years-of-age or younger; ARRT = 6-years-of-age or younger) and as indicated. In addition, **4** of the 7 evaluations must be classified as **pediatric trauma**.

- 1 evaluation - chest or abdomen
- 2 evaluations - lower extremity
- 2 evaluations - upper extremity

2 evaluations - any other category

ARRT Requirements

Students must be CPR certified and demonstrate competence in nine patient care activities: vital signs to include blood pressure; temperature; pulse; respiration; pulse oximetry; sterile and medical aseptic technique; venipuncture; transfer of patient; and care of medical equipment (e.g., oxygen tank, IV tubing). In addition, students must demonstrate competence in all 36 of the **mandatory** radiologic procedures and at least 15 of the 34 **elective** procedures, with at least one being selected from the head section and two from the fluoroscopy section as part of the 15 electives. All procedures should be demonstrated on patients whenever possible but if indicated on the form may be simulated when demonstration on a patient is not feasible. **Only 10 procedures can be simulated and include only those indicated as being eligible for simulation.**

Non-Routine Requirements

Students must complete at least five non-routine exams during the second year of the program (August-May). The student must recognize, identify, and formulate an exam plan that requires them to change the routine for an exam to accommodate the specific needs of the patient. In addition, the student must initiate and complete the non-routine exam.

Grading of Clinical Experiences

The clinical evaluation system consists of an orderly combination of methods and procedures designed to assist both students and instructors in the teaching, learning, evaluation, and documentation of the student's progress toward achievement of entry-level professional competency. To fulfill these multiple purposes, multiple evaluation instruments and direct observation of your clinical performance by instructors are used. The Clinical Preceptors will explain the evaluation criteria during the clinical orientation period.

Clinical evaluation for each semester is based upon competency exam evaluations and performance evaluations conducted by the Clinical Preceptors in concert with College faculty members. In addition to these evaluations, completion of clinical experiences and maintenance of clinical records determine the final grade for each semester.

In order to receive a **Satisfactory (S) grade** for clinical experience, the student must:

1. Complete a minimum of twelve (12) competency exam evaluations (except during RADTK 112 which requires completion of one (1) evaluation) with a minimum proficiency level of 2.7 for each position of the exam evaluation by the last regularly scheduled day of the semester (see Appendices O and P).
2. Attain a minimum of **6.0 evaluation points** (27 total points) for all general clinical preceptor performance evaluations (see Appendix Q). Should a student receive lower than 6.0 for a performance evaluation, the student will be placed on clinical probation. A second performance evaluation lower than 6.0 within the same semester of clinical experience will constitute an Unsatisfactory (U) grade for that course.
3. Attain a minimum of **6.0 evaluation points** (27 total points) for all evening/weekend performance evaluations. These evaluations are performed on a monthly basis (refer to Appendix R); Evening/weekend performance evaluations are considered in the overall student performance. Therefore, an evening/weekend performance evaluation lower than 6.0 within the same semester of a general performance evaluation lower than 6.0 or two evening/weekend performance evaluations lower than 6.0 within the same semester of clinical experience will constitute an Unsatisfactory (U) grade for that course.
4. Maintain clinical experience records and submit them to the designated program official by the announced due date.
5. Complete the required number of clinical experience hours by the last regularly scheduled day for the semester.

Should a student not comply with all clinical requirements, the student will receive an Unsatisfactory (U) grade for the course. Upon receiving an unsatisfactory clinical grade, the student will be withdrawn from the program. Although a grade of 2.0 (C) may be maintained in the corresponding academic course, if the clinical performance is unsatisfactory the student will be required to withdraw from the program.

A student who does not complete all areas of competency and/or the required number of clinical experience hours by the scheduled completion date of the program will **not** be eligible to (1) graduate, (2) write the ARRT examination, or (3) obtain Illinois accreditation until such time as all areas have been successfully completed.

Clinical Competency Exam Evaluation Grading Method

The grading form is found in Appendix O. The student must demonstrate a minimum proficiency level of **2.7** to successfully complete **each position** of the competency evaluation. If any one position is below the minimum score of 2.7, the entire exam evaluation must be repeated. If the student's performance is not adequate, the evaluator has the prerogative to stop the evaluation for further instruction/practice by the student in that exam. Criteria used by evaluators in grading competency exam evaluations are included in Appendix P. The grading scale is as follows:

- 0 = unacceptable
- 1 = requires major improvement
- 2 = requires minor improvement
- 3 = acceptable

If a student performs an exam for a second or third competency that results in a repeatable error, but the student is unable to recognize the error or determine the corrective action, the exam will not be awarded.

Evening/weekend exam competency evaluations may be requested with a designated ARRT registered radiographer. The designated radiographer will observe the student while performing the patient's exam and will provide input to the Clinical Preceptor based on the established evaluation criteria (Appendix R). The Clinical Preceptor will complete the image evaluation section of the competency exam evaluation with the student at the earliest available opportunity to determine if the student has demonstrated a minimum proficiency level to successfully complete the competency evaluation.

Final Competency Evaluations

Final competency evaluations for all exams may be completed with the Clinical Preceptors, Assistant Clinical Preceptors, technologists appointed by the Clinical Preceptor, or College faculty members and only during the second year of the program. Although the student may successfully complete a clinical competency evaluation early in clinical education, continuing performance of that exam/procedure must be demonstrated for the student to excel in final competency evaluations. If unsuccessful, the student returns to the lab for structured remedial instruction and reassignment to an appropriate clinical area for practice under direct supervision. The student is reevaluated and the successful completion of all final competencies completes the requirements for clinical education. If at any time a student does not demonstrate competency after completion of a final competency evaluation, that third and final evaluation can be voided and completion of another final competency evaluation can be required.

Performance Evaluation Grading Method

The Clinical Preceptor will assess professional development as the student progresses through the clinical education program (see Appendix Q).

As a part of clinical experience, the student will:

- subscribe to the basic concepts of the practice of diagnostic radiography;
- comply with the standards of accuracy and thoroughness;
- organize time constructively and productively;
- assist in completing appropriate amount of work in the time expected;

- respond to the needs of patients;
- evaluate pressure/crisis situations and respond accordingly;
- display appropriate interpersonal relationships with supervisors, peers, patients, and other employees;
- display motivation, interest, and responsibility in completing tasks;
- pursue the ability to reason, interpret, and use discretion in carrying out assignments;
- conform to the attendance/punctuality standards;
- adhere to the guidelines regarding personal appearance; and
- adhere to the professional standards of conduct.

The student will be evaluated during each clinical area assignment, e.g., fluoroscopy, surgery and mobile, etc., based upon performance appropriate to the current level of education and program objectives.

The student must attain a minimum of **6** evaluation points (27 total points) for all but one performance evaluation during each semester to receive a Satisfactory (S) grade for that course.

The grading scale is as follows:

<u>Total Points</u>		<u>Evaluation Points</u>
42 - 45	=	10 - exceptional
38 - 41	=	9 - above average
34 - 37	=	8 - above average
27 - 33	=	6 - satisfactory
24 - 26	=	4 - below average
21 - 23	=	2 - below average
0 - 20	=	0 - unsatisfactory

Students also participate in the evaluation process by completing an evaluation form and analyzing their own strengths and limitations. This form is shown in Appendix S.

Evening/Weekend Performance Evaluation Grading Method

Each student will be evaluated on a monthly basis for performance during evening/weekend clinical assignments (Appendix R). The student must attain a minimum of **6** evaluation points (72 total points) for all performance evaluations during each semester to receive a Satisfactory (S) grade. The grading scale is as follows:

10 evaluation points	exceptional
9 evaluation points	above average
8 evaluation points	above average
7 evaluation points	satisfactory
6 evaluation points	satisfactory
≤ 6 evaluation points	unsatisfactory

Scheduling Competency Exam Evaluations

It is each student's responsibility to schedule competency exam evaluations, which is accomplished by the following steps:

1. Participate in positioning classes and campus lab practice.
2. Schedule simulation evaluation of specific position(s) with campus lab supervisor.
3. Perform exam(s) in clinical education center with direct supervision by staff radiographers (record number of exams performed on appropriate log sheets).

4. Request a competency evaluation by the Clinical Preceptor (or College faculty member, Assistant Clinical Preceptor, evening/weekend designated ARRT registered radiographer) after completing practice and when the student feels competent in performing the exam; if the student does not pass, get more experience, and request the competency evaluation again.

The student may **not** be evaluated in the clinical education center until the specific exam has first been evaluated in the College lab under simulated conditions and performed at least once in the clinical setting, except for mobile and rare exams.

Clinical Preceptors, Assistant Clinical Preceptors, staff ARRT registered radiographers designated by the Clinical Preceptors (such as in the case of surgical evaluations and evening/weekend experiences), and College faculty members are the **only** persons who can perform a competency exam evaluation. Final competencies for all exams must be completed with the Clinical Preceptors, Assistant Clinical Preceptors, or College faculty members and only during the second year of the program.

Clinical Preceptors, Assistant Clinical Preceptors, and College faculty members are the only persons who may sign the student's *Radiographer Program Clinical Competency Record* and *ARRT Clinical Competency Requirements Record*.

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RADIOGRAPHER PROGRAM 2022 CURRICULUM PLAN

1 st Semester					2 nd Semester					3 rd Semester				
Course	Credits	No. Hours/Week			Course	Credits	No. Hours/Week			Course	Credits	No. Hours/Week		
		Class	Campus Lab	Clin. Lab			Class	Campus Lab	Clin. Lab			Class	Campus Lab	Clin. Lab
BIOL 140	4	3	2	-	ENGL 110	3	3	-	-	HUM	3	6	-	-
HLTH 121	2	2	-	-	PSY 110	3	3	-	-	RADTK 200	3	6	-	-
MATH 110	3	3	-	-	RADTK 120	6	6	-	-	RADTK 201	2	-	-	24
or 115	(4)	(4)			RADTK 121	3	-	-	24					
RADTK 110	6	6	-	-	Open Lab	-	-	2	-					
RADTK 112	1	-	-	16										
				(2 nd 8 wks only)										
Open Lab	-	-	2	-										
				Total = 35 hrs					Total = 38 hrs					Total = 36 hrs

4 th Semester					5 th Semester					6 th Semester				
Course	Credits	No. Hours/Week			Course	Credits	No. Hours/Week			Course	Credits	No. Hours/Week		
		Class	Campus Lab	Clin. Lab			Class	Campus Lab	Clin. Lab			Class	Campus Lab	Clin. Lab
COMM 110	3	3	-	-	RADTK 270	3	3	-	-	RADTK 230	2	4	-	-
RADTK 210	6	6	-	-	RADTK 280	3	3	-	-	RADTK 231	2	-	-	32
RADTK 260	3	3			RADTK 221	3	-	-	24					
RADTK 211	3	-	-	24										
Open Lab	-	-	2	-										
				(1 st 8 wks only)										
				Total = 38 hrs					Total = 30 hrs					Total = 36 hrs

[Note: Totals reflect maximum possible hours per week; hours per week will vary according to general education courses previously completed.]

Illinois Central College
Radiographer Program
Core Performance Standards

Radiography is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements the following list of "Core Performance Standards" has been developed. Each standard has examples of activities, which a student will be required to perform while enrolled in the Radiography Program. These standards are a part of each Radiography course and of the professional role expectation of a Radiographer.

The Performance Standards should be used to assist in determining whether accommodations or modifications are necessary for a student to meet program requirements. A student who identifies potential difficulties with meeting the Performance Standards should communicate his/her concerns to the Program Director. The student has the responsibility to identify and document any disability and to request reasonable and appropriate accommodations as needed. All students must be otherwise qualified and able to perform independently in all areas. Determination is made on an individual basis as to whether any accommodations or modifications can be reasonably made.

CORE STANDARD	PERFORMANCE STANDARD	EXAMPLES OF REQUIRED ACTIVITIES (NOT ALL INCLUSIVE)
Critical Thinking	Critical thinking ability sufficient for safe clinical judgment	<ul style="list-style-type: none"> * Identify cause-effect relationships in clinical situations. * Evaluate radiographic images to ascertain that they contain proper identification and are of diagnostic value. * Select exposure factors and accessory devices for all radiographic procedures with consideration of patient size, age, and extent of disease. * Assess patient's condition and needs from a distance of at least 20 feet. * Initiate proper emergency care protocols, including CPR, based on assessment data.
Interpersonal Behavioral and Social Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> * Establish rapport with patients, families, and colleagues. * Allow mature, sensitive, and effective relationships with patients and fellow workers (interpersonal skills). * Function effectively under stress. * Adapt to changing environments (flexible schedules, emergency conditions). * Display compassion, professionalism, empathy, integrity, and concern for others. * Maintain patient confidentiality and abide by guidelines set forth in the Health Information Portability and Accountability Act. * Accept criticism and reflect upon provided feedback to improve performance and practice. * Adhere to the policies and procedures required by academic and clinical settings.

Appendix B

Communication	Communication abilities sufficient for interaction with others in verbal and written form.	<ul style="list-style-type: none"> * Communicate in English to patients of all age levels in order to: converse, give instructions, relieve anxiety, gain their cooperation during procedures, understand the patient when communicating symptoms of a medical emergency. * Read the patient's medical chart and/or physician's orders. * Legibly write patient history. * Documents own actions and patient responses as indicated.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	<ul style="list-style-type: none"> * Assist all patients, according to individual needs and abilities, in moving, turning, transferring from transportation devices to the x-ray table, etc. * Be able to lift and carry 50 pounds. * Exert up to 100 pounds force or push/pull. * Push a stretcher, wheelchair or other transportation device without injury to self, patient, or others. * Push a portable x-ray machine from one location to another, including turning corners, getting on and off of an elevator, and manipulating it in a patient's room.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care.	<ul style="list-style-type: none"> * Manually move the x-ray tube and position the tube at various angles at heights up to 7 feet. * Accurately draw up sterile contrast media and other solutions without contaminating the syringe and/or needle, etc. * Place image receptors in Bucky trays and spot film devices and properly manipulate all locks. * Physically be able to administer emergency care including performing CPR. * Be able to stand for a minimum of 2 hours wearing lead protection and to walk a distance of up to 5 miles during a normal work day.
Hearing	Auditory abilities sufficient to monitor and assess patient needs, and to provide a safe environment	<ul style="list-style-type: none"> * Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through surgical mask) with extraneous background noise. * Hear a patient talk in a normal tone from a distance of 20 feet. * Hear monitor alarm, emergency signals, and cries for help. * Discern soft sounds, such as those associated with taking a blood pressure.
Visual	Visual ability sufficient for observation and assessment necessary in the operation of equipment and care of patients.	<ul style="list-style-type: none"> * Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet. * Can see numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by a radiographer.
Tactile	Tactile ability sufficient for patient assessment and operation of equipment.	<ul style="list-style-type: none"> * Perform palpation, tactile assessment, and manipulation of body parts to insure proper body placement and alignment. * Manipulate dials, buttons, and switches.

Radiographer Program Written Exam Remediation Form

Student Name:

Course:

Exam:

Date:

For each missed test/exam question, complete the exam analysis and remediation. Mark all that apply.

Use back of form if needed.

Missed test/exam Question Number	Lack of Knowledge (poor retention, inadequate notes, comprehension of material, application of knowledge)	Language Skills (didn't understand the question or available answers, did not know the vocabulary, slow reading speed)	Exam Panic (decreased concentration, mental block, forgot exam techniques)	Exam Skills (didn't read the question, didn't consider all choices, changed answer, inadequate answer, careless/clerical error)	Correct Answer	Justification for answer: why is it the correct answer? Site source (may not be notes)
Total for this exam						Comments:

RADIOGRAPHY PROGRAM

Skills Competency Peer Review Checklist

SKILL: Chest X-ray

(Place a ✓ in the box as the student completes each section of the skill. If the skill has been done correctly, mark a 'yes'. If a skill is not completed or is incorrect, mark a 'no'. Document the error in the comment section below.

Student: _____

Peer: _____

Date: _____

Objective: Successfully complete a radiographic examination of a PA Chest X-ray.	Yes	No
a. Place the patient in the upright position, with the arms hanging at the patient's sides, in front of a vertical grid device.		
b. Adjust the height of the IR so that its upper border is about 1.5 to 2 inches above the relaxed shoulders. The central ray should enter at the level of T7.		
c. Align the image receptor and central ray.		
d. Center the midsagittal plane of the patient's body to the midline of the IR.		
e. Have the patient stand straight, with the weight of the body equally distributed on the feet.		
f. Extend the patient's chin upward or over the top of the grid device, and adjust the head so the midsagittal plane is vertical.		
g. Ask the patient to bend their elbows and place the backs of the patient's hands low on the hips (or have the patient grab the handle bars behind the upright bucky). Depress the shoulders and adjust them to lie in the same transverse plane.		
h. Rotate the shoulders forward so that both touch the vertical grid device.		
i. Collimate to the part.		
j. Place the appropriate marker on the grid device over the proper shoulder.		

k. Shield the gonads.		
l. Make the simulated exposure after the second full inspiration to ensure maximum expansion of the lungs.		
Initials & Date		
Comments		

Objective: Successfully complete a radiographic examination of a Left Lateral Chest X-ray.	Yes	No
a. Place the patient in the left lateral position, with the arms by the sides.		
b. Adjust the position of the patient so that the midsagittal plane is parallel with the IR and the adjacent shoulder is touching the grid device.		
c. Align the image receptor and central ray.		
d. Center the thorax to the grid; the midcoronal plane should be perpendicular and centered to the midline of the grid.		
e. Have the patient extend the arms directly upward, flex the elbows, and the place the forearms on the head (or grasp the overhead bar with the hands)		
f. Adjust the height of the IR so that the upper border is about 1.5 to 2 inches above the shoulders.		
g. Recheck the position of the body, making sure the patient is standing erect and not leaning against the grid device		
h. Collimate to the part.		
i. Place the left marker on the grid device free from pertinent anatomy.		

RADIOGRAPHER PROGRAM

Lab Simulation Competency Evaluation



Student: _____
 Evaluator: _____
 Exam: _____

Grade: _____
 Date: _____

POSITION

0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Patient-Radiographer Relationship (Instructions)																				
Positioning Skills																				
Body part centering																				
Proper positioning																				
Exam Expediency																				
Equipment Manipulation																				
IR & CR relationship																				
CR angulation																				
SID																				
Radiation Protection																				
Collimation																				
Shielding when applicable																				
Image Identification																				
TOTAL																				

POSITION	COMMENTS

COMPETENCY EVALUATION GRADE SHEET

The **Competency Evaluation Grade Sheet** has been designed for evaluating four positions per radiographic examination. Each exam requested necessitates a separate grade sheet.

- 0 = Unacceptable**
- 1 = Requires major improvement**
- 2 = Requires minor improvement**
- 3 = Acceptable**

The evaluator will mark each area with a check (□) or (X) to indicate that point value. **EACH POSITION MUST HAVE A MINIMUM OF 2.7 TO BE CONSIDERED ACCEPTABLE.** If any one position/projection is below the minimum score, the ENTIRE EXAM must be repeated.

Evaluator's Signature: _____ Student Signature: _____

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM

Lab Simulation Competency Objectives

The student will be able to:

1. Physical Facilities Readiness:

- A. identify appropriate field size.
- B. locate accessories and supplies as necessary.
- C. turn machine “on” in preparation for simulated exposure(s).
- D. position tube appropriately for examination to be performed.

2. Patient-Radiographer Relationship:

- A. give proper instructions for moving, breathing, etc. to the patient.
- B. utilize accessories as necessary to ensure patient safety, comfort, and modesty.

3. Positioning Skills:

- A. position the patient correctly at the vertical grid device or on the table.
- B. properly align anatomic structure to image receptor.
- C. align the central ray appropriately to the part and image receptor.
- D. perform the exam in an appropriate amount of time.

4. Equipment Manipulation:

- A. manipulate the tube as required for examination (horizontal to vertical, cephalic or caudal angle, etc.).
- B. move the bucky tray and utilize the lock.
- C. correctly identify and utilize tube and table locks.
- D. utilize the correct source-to-image receptor distance.
- D. insert and remove image receptor from bucky tray when applicable.
- E. measure the patient to establish technical factors..

5. Image Identification:

- A. correctly identify the image with “R” or “L”.
- B. ensure identification markers are visible within the field of view and are not obstructing pertinent anatomy.

6. Protection:

- A. collimate to part.
- B. use gonad shields as necessary.

Radiographer Program Skill Proficiency Remediation Form

If, at any time, a student fails to demonstrate proficiency of a new procedure or a previously learned procedure in a successful manner in the lab or clinical setting, this referral for remediation is issued and the student must demonstrate the procedure with the required minimum of 2.7 for each position to be considered acceptable.

Name: _____ Date: _____

PROCEDURE TO BE REMEDIATED: _____

Positioning Skill

Equipment Manipulation

Technique

Image Evaluation Knowledge

Other

Signature & Date of
Faculty

Signature & Date of
Student:

REMEDIATION: Remediation activities are determined by program faculty and discussed with the student. Activities may include referral to course materials, additional readings, observation, demonstration, direct instruction, and guided practice. Students should refer to the course and/or lab objectives for expectations. Failure to demonstrate proficiency may result in unsuccessful completion of the corresponding course and inability to progress within the program.

REMEDIATION
ACTIVITY:

DEADLINE for COMPLETION of Remediation & Demonstration of Skill: _____

Successful Remediation

--

Unsuccessful Remediation

--

Comments

Signature & Date of Faculty _____

Signature & Date of Student _____

Illinois Central College Radiographer Program Clinical Competency Record

Appendix E

Student _____

[illegible]

4. Scapula											
------------	--	--	--	--	--	--	--	--	--	--	--

Category	Lab Simulation		Competency Evaluation #1			Competency Evaluation #2			Competency Evaluation #3		
Pelvic Girdle	Date	Grade	Date	Grade	Signature	Date	Grade	Signature	Date	Grade	Signature
1. Pelvis											
2. Hip											
3. Sacroiliac Joints											
Vertebral Column	Date	Grade	Date	Grade	Signature	Date	Grade	Signature	Date	Grade	Signature
1. Cervical											
2. Thoracic											
3. Lumbar											
4. Sacrum/Coccyx											
Cranium	Date	Grade	Date	Grade	Signature	Date	Grade	Signature	Date	Grade	Signature
1. Skull Series											
2. Sinus Series											
3. Facial Bones											
4. Mandible											
5. Nasal Bones											
6. TM Joints											
Contrast Studies	Date	Grade	Date	Grade	Signature	Date	Grade	Signature	Date	Grade	Signature
1. Upper GI											
2. Colon											
Mobile Studies	Date	Grade	Date	Grade	Signature	Date	Grade	Signature	Date	Grade	Signature
Chest, Abd, Ortho											

Date of Completion _____

Student's Signature _____

Program Director's Signature _____

RADIOGRAPHY PROGRAM

DECLARATION OF PREGNANCY

I, _____, do hereby make this voluntary declaration of pregnancy. My estimated date of conception was _____.

It has been explained to me that I am making this voluntary declaration of pregnancy. I understand that this means that Illinois Central College will take measures to ensure that the total dose to the embryo/fetus during the entire pregnancy from occupational exposure does not exceed 5 mSv (0.5 rem). If, as of this date, the total dose to the embryo/fetus is 4.5 mSv (0.45 rem) or greater, the total dose to the embryo/fetus during the remainder of the pregnancy shall not exceed 0.5 mSv (0.05 rem).

It has been explained to me that these measures may include the reassignment of clinical experiences that will result in lower occupational exposure and possible extension of the educational period, but that decision is mine to make.

It has also been explained to me that I may revoke the declaration of pregnancy at any time and that the revoking of the declaration must be in writing.

Student Signature

Date

Program Director Signature

Date

Illinois Central College
Health Careers
Student Withdrawal Follow-up Form

I have withdrawn from the _____ Program, primarily because of the following:

(Please check all that apply.)

- ☐ Due to personal reasons
- ☐ Due to financial reasons
- ☐ Personal
- ☐ Financial aid
- ☐ Due to present work obligations or promising job opportunity
- ☐ Due to not meeting academic requirements
- ☐ Due to academic expectations of program being not as I expected
- ☐ Due to discomfort with clinical responsibilities or experiences involved
- ☐ Other

In an effort for Health Careers to enhance student success, please provide a more descriptive explanation for selections above:

Student signature: _____

Date: _____

Student name: _____

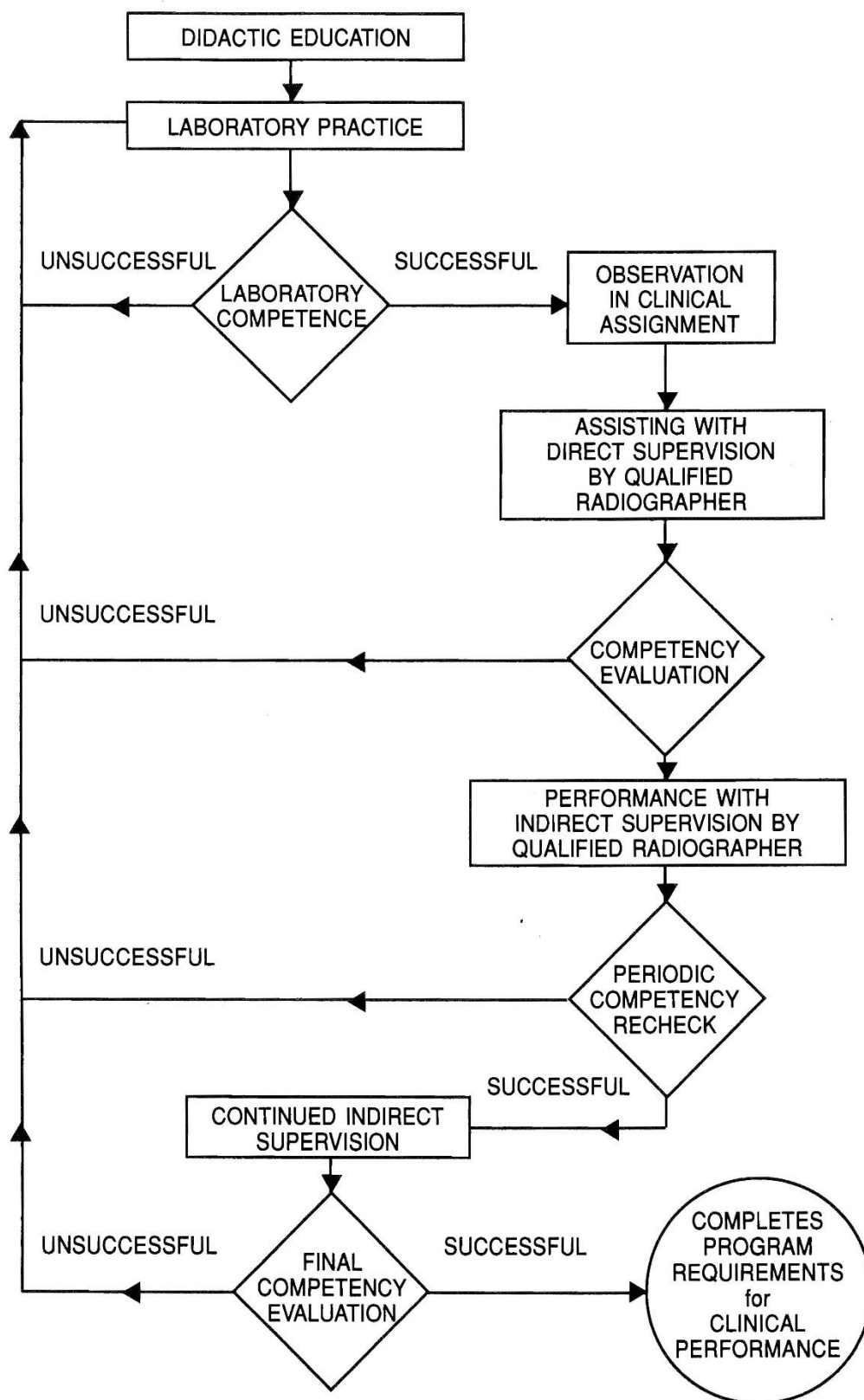
I would like a Health Careers Advisor and/or Program Director to contact me to discuss options for pursuing an alternate academic path or health career. If so, provide the following:

Telephone number: _____

Email address: _____

Thank you for your feedback.

Please return this completed form to: Dean of Health Careers, Illinois Central College, 5407 N. University Street, Peoria, IL 61635, within 7 days of receipt.

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM**Clinical Education Flowchart**

Appendix I

RADIOGRAPHY PROGRAM

EVENING/WEEKEND CLINICAL ASSIGNMENTS

Rationale

Weekend and weeknight clinical experiences are first introduced during RADTK 121 (spring semester of first year) and continue through the remainder of the program. Assignments made during the evening hours, Saturday or Sunday increase the student's clinical proficiency by providing opportunities for more varied and unique radiography experiences.

The student is evaluated by the supervising radiographer(s). The Clinical Preceptor in compiling the student's monthly performance evaluation uses these evaluations.

Objectives

At the completion of each weeknight or weekend clinical assignment, the student will:

1. Improve the ability to deal with trauma patients and other critical care situations due to the additional exposure to emergency procedures.
2. Have the opportunity to perform an increased number and variety of procedures.
3. Develop closer working relationships with other health care professionals due to the nature of these clinical experiences.

ILLINOIS CENTRAL COLLEGE RADIOGRAPHY PROGRAM UNIFORM GUIDELINES

Uniform – must be of proper style, fit and length; hem of pants should be at top of shoes and must not drag on the floor. The **program uniform** consists of a uniform jacket, pants, scrub top, and under scrub top.

<u>Manufacturer</u>	<u>Style Code</u>	<u>Color</u>
<u>Women</u>		
Cherokee	4350	Pewter (warm-up jacket)
Cherokee	2625A	Pewter (mock wrap top) <i>or</i>
Cherokee	4727	Pewter (V-neck top) <i>or</i>
Cherokee	2624A	Pewter (round neck top) <i>or</i>
Cherokee	4101 R, P, or T	Pewter (flare leg drawstring) <i>or</i>
Cherokee	4020	Pewter (cargo pant) <i>or</i>
Cherokee	4881	Black or white (knit top under scrub)
<u>Men</u>		
Cherokee	WW360	Pewter (warm-up jacket)
Cherokee	4876 R or T	Pewter (V-neck top) <i>or</i>
Cherokee	WW670	Pewter (V-neck top) <i>or</i>
Cherokee	CK900A	Pewter (athletic fit V-neck)
Cherokee	4000 R, S, or T	Pewter (cargo pant) <i>or</i>
Cherokee	4100 R, S, or T	Pewter (drawstring pant) <i>or</i>
Cherokee	WW140 R or T	Pewter (fly front pant)
Cherokee	WW700	Black or white (knit top under scrub)

Shoes – low-topped black or white leather walking shoes, tennis shoes, or uniform shoes are acceptable (closed toe and heel; no colored stripes or insignia).

Socks – black or white above-the-ankle socks or white/neutral nylons are allowed.

College patch - must be sewn on the upper left sleeve (centered 1-1/2" to 2" below the seam) of all shirts and jackets. Patches are available for purchase at the ICC bookstore (East Peoria campus).

College photo ID - must be worn during all clinical assignments. Arrangements for obtaining the ID will be made during the first weeks of class.

For assistance call April Tatham, Radiography Program Director, at 221-9498

MAGNETIC RESONANCE IMAGING (MRI) SAFETY SCREENING**WARNING:**

An MRI room has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all students are required to complete this form before going to their clinical internship. Be advised, the MRI system magnet is ALWAYS on so students should never take carts, wheelchairs, oxygen tanks, or any other items into the MRI room without checking with a technologist.

While assisting in the MRI environment, should an ICC Radiographer Program student feel any intolerable pulling, unnatural heat or burning sensation within himself/herself, the student must leave the MRI environment as quickly as possible, to prevent personal injury.

Do not enter the MRI environment if you have any question or concern regarding an implant, device, or object.

Please indicate if you have any of the following known MRI-hazardous devices:

- ☐ Aneurysm clip(s)
- ☐ Cardiac pacemaker
- ☐ Implanted cardioverter defibrillator (ICD)
- ☐ Electronic implant or device
- ☐ Magnetically activated implant or device
- ☐ Neurostimulation system
- ☐ Spinal cord stimulator
- ☐ Cochlear implant or implanted hearing aid
- ☐ Insulin or infusion pump
- ☐ Implanted drug infusion device
- ☐ Any type of prosthesis, implant
- ☐ Tattoo less than six weeks old
- ☐ Artificial or prosthetic limb
- ☐ Any metallic fragment, foreign body, or piercing
- ☐ Any external or internal metallic object
- ☐ Hearing aid
- ☐ Implanted spine straightening rods
- ☐ Other implant_____
- ☐ Other device_____

Please indicate below if you have not specified any of the above:

- ☐ I have not received any implants, devices, or objects to the best of my knowledge

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. I also understand that I am required to inform the program should my status regarding MRI hazardous devices change.

Student Signature

Date

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM

Student Exam Log

[illegible]

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM

Student Exam Record

CATEGORY	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	Total
Chest and Thorax																							
Chest																							
Ribs																							
Sternum																							
Upper airway (soft-tissue neck)																							
Other																							
Upper Extremity																							
Thumb or Finger																							
Hand																							
Wrist																							
Forearm																							
Elbow																							
Humerus																							
Shoulder																							
Clavicle																							
Scapula																							
AC Joints																							
Other																							
Lower Extremity																							
Foot																							
Ankle																							
Tibia and Fibula																							
Knee																							
Femur																							
Patella																							
Calcaneous																							
Toe																							
Other																							

Name: _____

Appendix M

Exam Record Page 2

CATEGORY	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	Total
Abdomen																							
Abdomen supine (KUB)																							
Abdomen, Decubitus or Upright (Series)																							
Intravenous Urography (IVU)																							
Other																							
Cranium																							
Skull																							
Paranasal Sinuses																							
Facial Bones																							
Orbits																							
Zygomatic Arches																							
Nasal Bones																							
TMJs																							
Mandible																							
Other																							
Spine and Pelvis																							
Cervical Spine																							
Thoracic Spine																							
Lumbosacral Spine																							
Pelvis																							
Hip																							
Sacrum and/or Coccyx																							
Scoliosis Series																							
Sacroiliac Joints																							
Other																							
Fluoroscopy Studies																							
Upper GI Series (single or double contrast)																							
Barium Enema (single or double contrast)																							
Small Bowel Series																							
Esophagus																							
Cystography/Cystourethrography																							
ERCP																							
Other																							

Name: _____

Appendix M

Exam Record Page 3

CATEGORY	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	Total
Surgical Studies																							
C-Arm Procedure																							
Surgical Cholangiography																							
Retrograde Pyelography																							
Other																							
Mobile Studies																							
Chest																							
Abdomen																							
Extremities																							
Spine																							
Hip																							
Pelvis																							
Other																							
Special Studies																							
Myelography																							
Arthrography																							
Bronchography																							
Angiography																							
Tube Insertion																							
Lumbar Puncture																							
Other (specify)																							
Pediatrics																							
Chest																							
Abdomen																							
Upper Extremity																							
Lower Extremity																							
Spine																							
Cranium																							
Mobile Study																							
Fluoroscopy Study																							
Other (specify)																							
Other																							
Computed Tomography																							
Magnetic Resonance Imaging																							
Other (specify)																							

ARRT CLINICAL COMPETENCY REQUIREMENTS

Effective January 2022

IMAGING PROCEDURES

Institutional protocol will determine the positions and projections used for each procedure. When performing imaging procedures, the candidate must independently demonstrate appropriate: • patient identity verification; • examination order verification; • patient assessment; • room preparation; • patient management; • equipment operation; • technique selection; • patient positioning; • radiation safety; • image processing; and • image evaluation.

CHEST AND THORAX	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
Chest Routine	✓				
Chest AP (Wheelchair or Stretcher)	✓				
Ribs	✓		✓		
Chest Lateral Decubitus		✓	✓		
Sternum		✓	✓		
Upper airway (Soft-Tissue Neck)		✓	✓		
Sternoclavicular Joints		✓	✓		
UPPER EXTREMITY	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
Thumb or Finger	✓		✓		
Hand	✓				
Wrist	✓				
Forearm	✓				
Elbow	✓				
Humerus	✓		✓		
Shoulder	✓				
Trauma Shoulder (Scapular Y, Transthoracic or Axillary)	✓				
Trauma Upper Extremity (Non-Shoulder)	✓				
Clavicle	✓		✓		
Scapula		✓	✓		
AC Joints		✓	✓		
LOWER EXTREMITY	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
Toes		✓	✓		
Foot	✓				

Ankle	✓				
Tibia and Fibula	✓		✓		
Knee	✓				
Femur	✓		✓		
Trauma Lower Extremity	✓				
Patella		✓	✓		
Calcaneous (Os Calcis)		✓	✓		
HEAD	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
<i>Must select at least one elective procedure from this section.</i>					
Skull		✓	✓		
Paranasal Sinuses		✓	✓		
Facial Bones		✓	✓		
Orbits		✓	✓		
Nasal Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
SPINE AND PELVIS	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
Cervical Spine	✓				
Thoracic Spine	✓		✓		
Lumbar Spine	✓				
Cross-Table Lateral Spine (Patient Recumbent with Horizontal beam)	✓		✓		
Pelvis	✓				
Hip	✓				
Cross-Table Lateral Hip (Patient Recumbent with Horizontal Beam)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
ABDOMEN	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		

Intravenous Urography		✓			
FLUOROSCOPY STUDIES	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
<i>Must select two procedures from this section and perform per site protocol.</i>					
Upper GI Series (Single or Double Contrast)		✓			
Contrast Enema (Single or Double Contrast)		✓			
Small Bowel Series		✓			
Esophagus (Not Swallowing Dysfunction Study)		✓			
Cystography/Cystourethrography		✓			
ERCP		✓			
Myelography		✓			
Arthrography		✓			
Hysterosalpingography		✓			
MOBILE C-ARM STUDIES	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓		
MOBILE STUDIES	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
Chest	✓				
Abdomen	✓				
Upper or Lower Extremity	✓				
PEDIATRICS (Age 6 or Younger)	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
Chest Routine	✓				
Upper or Lower Extremity		✓	✓		
Abdomen		✓	✓		
Mobile Study		✓	✓		
GERIATRICS (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)	Mandatory	Elective	Eligible for Simulation	Date	Competence Verified By
Chest Routine	✓				
Upper or Lower Extremity	✓				
Hip or Spine		✓			
SUBTOTAL					
Total Mandatory Exams Required	36				
Total Elective Exams Required		15			

Total Number of Simulations Allowed			10		
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GENERAL PATIENT CARE

ARRT candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

Procedure	Date Completed	Competence Verified By
CPR/BLS Certified		
Vital Signs – Blood Pressure		
Vital Signs - Temperature		
Vital Signs - Pulse		
Vital Signs - Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture*		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

*Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device.



ILLINOIS CENTRAL COLLEGE
RADIOGRAPHY PROGRAM
Competency Exam Evaluation Form

Student: _____
Evaluator: _____
Type of Evaluation: _____

Grade: _____
Date: _____
Accession Number: _____

Trauma ☐ Pediatric: ☐ Non-routine: ☐ Portable: ☐
ARRT ☐ Geriatric ☐ Simulation ☐

Performance Evaluation:

Sufficient evaluation of requisition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Adequate physical facilities readiness	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Shielding	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If there was a repeatable error, did the student recognize it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If there was a repeatable error, was the student able to make the correction on their own?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Position.....					
Exam/Position					
1. Patient-radiographer relationship					
2. Positioning skills					
3. Exam expediency					
4. Patient centering					
5. Equipment manipulation					
6. Collimation when possible					
Image Evaluation					
7. Anatomical parts					
8. Proper alignment					
9. Technique manipulation					
10. Image identification					
AVERAGE					

Comments: _____

COMPETENCY EVALUATION GRADE SHEET

The Competency Evaluation Grade Sheet has been designed for evaluating five positions per radiographic examination. Each exam requested necessitates a separate grade sheet.

0= Unacceptable
1= Requires major improvement
2= Requires minor improvement
3= Acceptable

The evaluator will mark each area with a check (✓) or (X) to indicate that point value. EACH POSITION MUST HAVE A MINIMUM OF 2.7 TO BE CONSIDERED ACCEPTABLE. If any one position/projection is below the minimum score, the ENTIRE EXAM must be repeated.

Position 1:		
Student's Technical Factor Selection	kVp	mAs
Actual Technical Factors Used	kVp	mAs

Student's estimated technical factors are within 50% mAs or 5-10 kVp of actual	Yes	No
Were the exposure factors within range?	Yes	No
If the exposure factors were not within range, what was/were the reason(s)?	Centering	Pathology
	Collimation	Other (specify)
Did the student know how to correct the position	Yes	No

Position 2:		
Student's Technical Factor Selection	kVp	mAs
Actual Technical Factors Used	kVp	kVp
Student's estimated technical factors are within 50% mAs or 5-10 kVp of actual	Yes	No
Were the exposure factors within range?	Yes	No
If the exposure factors were not within range, what was/were the reason(s)?	Centering	Pathology
	Collimation	Other (specify)
Did the student know how to correct the position	Yes	No

Position 3:		
Student's Technical Factor Selection	kVp	mAs
Actual Technical Factors Used	kVp	kVp
Student's estimated technical factors are within 50% mAs or 5-10 kVp of actual	Yes	No
Were the exposure factors within range?	Yes	No
If the exposure factors were not within range, what was/were the reason(s)?	Centering	Pathology
	Collimation	Other (specify)
Did the student know how to correct the position	Yes	No

Position 4:		
Student's Technical Factor Selection	kVp	mAs
Actual Technical Factors Used	kVp	kVp
Student's estimated technical factors are within 50% mAs or 5-10 kVp of actual	Yes	No
Were the exposure factors within range?	Yes	No
If the exposure factors were not within range, what was/were the reason(s)?	Centering	Pathology
	Collimation	Other (specify)
Did the student know how to correct the position	Yes	No

Position 5:		
Student's Technical Factor Selection	kVp	mAs
Actual Technical Factors Used	kVp	kVp
Student's estimated technical factors are within 50% mAs or 5-10 kVp of actual	Yes	No
Were the exposure factors within range?	Yes	No
If the exposure factors were not within range, what was/were the reason(s)?	Centering	Pathology
	Collimation	Other (specify)
Did the student know how to correct the position	Yes	No

Clinical Preceptor Signature: _____

By typing my name above, I am electronically signing this document and verifying this clinical evaluation

Student Signature: _____

I understand by typing my name above, I am electronically signing this document and acknowledging the review of this evaluation.

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM**Clinical Competency Evaluation Criteria**

Upon satisfactory completion of course work, laboratory practice, and clinical education, the student is eligible to perform a competency evaluation. The following criteria are used to assess the student's competency.

PERFORMANCE EVALUATION**A. Evaluation of requisition**

The student will:

1. identify procedure(s) to be performed
2. identify patient's name and age
3. identify patient location and mode of transportation
4. acknowledge any pathological condition(s) that would modify procedure, if appropriate
5. select correct patient
6. acquire appropriate patient clinical history

B. Physical facilities readiness

The student will:

1. verify that equipment is operational
2. provide a clean and orderly work area
3. obtain appropriate supplies/accessories for procedure

EXAM/POSITION**A. Patient-radiographer relationship**

The student will:

1. introduce self to patient and briefly explain procedure
2. transport patient to appropriate imaging area
3. request last menstrual period (LMP) date of female patients ages 10-55 and secure signature on authorization form
4. instruct patient regarding preparation prior to imaging procedures, including providing information about oral or bowel preparation and allergy preparation when appropriate
5. verify if patient is properly prepared for the procedure, if appropriate
6. assess factors that may contraindicate the procedure, such as medications, insufficient patient preparation or artifacts (dentures, jewelry, removable medical devices, etc.)
7. provide safe storage for patient's personal belongings
8. provide appropriate assistance to radiographic table based on patient's condition
9. maintain patient dignity and modesty through proper gowning and covering for the patient
10. speak with patient in a concerned and professional manner
11. apply universal standards
12. provide proper instructions for moving and breathing
13. check patient's condition at regular intervals
14. provide for patient security if the patient is left unattended in the imaging room

B. Positioning skills

The student will:

1. position the patient
2. align the center of anatomic part to center of image receptor
3. set the correct tube angle
4. set the correct SID

C. Equipment manipulation

The student will:

1. maneuver the radiographic tube and bucky utilizing appropriate controls and locks
2. select the proper image receptor, grid, etc.
3. select appropriate SID
4. manipulate image receptor as appropriate for accurate imaging
5. measure the patient (anatomic part), as needed
6. use immobilization devices, as needed
7. refer to technique chart
8. select exposure factors
9. use equipment so as not to exceed recommended safety guidelines

D. Evidence of radiation protection

The student will:

1. collimate to image receptor size/anatomic part
2. use gonadal shields, if appropriate
3. demonstrate use of lead apron, gloves, lead blockers, etc., if appropriate
4. select proper exposure factors
5. adjust exposure factors for motion, pathology, or patient size when appropriate

IMAGE EVALUATION**A. Anatomical parts**

Image(s) demonstrates:

1. part shown in proper position
2. adequate detail (no motion visible)

The student will:

1. identify anatomical structures

B. Proper alignment

Image(s) demonstrate:

1. image detector centered
2. anatomic part centered
3. radiographic tube centered
4. patient aligned correctly

C. Technique manipulation

Image(s) demonstrate:

1. technique chart was used correctly (proper contrast and brightness)
2. compensation of exposure factors for pathology, if appropriate
3. correct exposure factors used to produce diagnostic image, including proper exposure range
4. correct image receptor size, grid, SID, OID, etc.

D. Image identification

Image(s) demonstrate:

1. right/left identification markers properly displayed (free of pertinent anatomy)
2. accessory markers visible, if required (minute, hour, directional)
3. patient information and date displayed

E. Radiation protection

Image(s) demonstrate:

1. evidence of proper collimation
2. gonadal shields in place, if required

The student will:

1. verify no repeats

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM
Area Clinical Evaluation



Student: _____

Clinical Area: _____

Date: _____

Make an 'X' in the area next to the statements for each category which best describes the student's performance while working with you. Your input will assist in documenting the student's strengths and limitations.

	Exceptional	Above Average	Satisfactory	Below Average	Unsatisfactory
Attendance	Consistently prompt and reliable; no days missed or tardy occurrences; participates regardless of time constraints	Usually prompt; no more than 1 tardy	Usually present on time; 1 day missed or 2 days tardy	Frequently late or absent; more than 1 day missed or more than 2 tardy occurrences	Consistently late or absent; more than 2 days missed or 4 tardy occurrences
Personal Appearance	Consistently presents professional image; always careful about appearance	Usually well-groomed and careful about personal appearance	Satisfactory personal appearance	Below average — occasionally careless about appearance	Frequently untidy; personal appearance unsatisfactory
Cooperation and Attitude	Excellent attitude and spirit of cooperation	Above average — cooperative; interacts well with staff and others	Satisfactory — does what is expected	Can be difficult to work with; sometimes accepts direction in manner showing displeasure	Spirit of cooperation and attitude not satisfactory; inclined to be quarrelsome
Professional Ethics	Conducts self in a professional manner at all times	Above average impression; uses good judgment in stressful situations	Average impression; adheres to professional standards in acceptable manner	Often does not follow professional standards when dealing with others	Consistently negative attitude; rude and arrogant to others; poor professional judgment
Initiative	Thinks and acts constructively; always productive;	Consistently above average; utilizes time efficiently; minimal prompting	Average — meets minimum requirements; may need encouragement	Needs frequent instruction; often unable to perform independently	Puts forth little effort; requires constant supervision
Quantity of Work	Always productive; consistently does more than is required	Very industrious — usually does more than is expected	Volume of work satisfactory; meets minimum requirements	Does just enough to get by; rarely does more than what is expected	Does not meet minimum requirements
Quality of Performance	Exceptionally high quality of performance in all phases of practical applications	Exact, precise, requires little correction; recognizes mistakes and takes corrective measures	Usually accurate; makes only average number of mistakes	Careless; makes recurrent errors	Makes frequent errors; demonstrates little retention; poor client care
Dependability	Consistently knowledgeable of policies and procedures and performs accordingly	Trustworthy and reliable; knowledgeable of policies and procedures	Satisfactory performance	Needs frequent reminder to follow standard procedure(s)	Continuous reinforcement necessary
Judgment	Handles difficult situations with authority and ease; able to determine and implement non-routine exams	Impressive in thinking things through and making good decisions; able to recognize non-routine exams	Average performance; able to consistently perform non-routine exams	Sometime becomes frustrated in stressful situations; unable to apply knowledge consistently	Frequently uses poor judgment or becomes frustrated in stressful situations; unable to perform consistently

Comments:

Radiographer Signature

Date:

ATTENDANCE:

The faithfulness of coming to work daily and conforming to clinical requirements. Reporting to clinical assignments on time.

PERSONAL APPEARANCE:

Consider cleanliness, grooming, and neatness.

COOPERATION AND ATTITUDE:

The ability to work with others, the ability to share in the workload, and the ability to accept instruction and constructive criticism.

PROFESSIONAL ETHICS:

Consider integrity, loyalty, the impression the student makes on others, and professional judgement.

INITIATIVE:

Ability to assess situations and initiate action plans immediately.

QUANTITY OF WORK:

Output of satisfactory work.

QUALITY OF PERFORMANCE:

(In meeting professional standards) Includes positioning progress, room readiness, radiation protection, client care, and organization of work.

DEPENDABILITY:

Works conscientiously according to instructions; ability to follow procedures; ability to meet and exceed objective requirements.

JUDGMENT:

Ability to apply knowledge and skills to practical applications.

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM



Clinical Preceptor Performance Evaluation

Student:

Date:

Clinical Area:

Semester:

PURPOSE: To document strengths and weaknesses so the student will know what areas of clinical performance needs improvement; so a plan of action for improvement can be established for more quality productivity.

GRADING SYSTEM: Nine categories are evaluated on a scale of 5-0 (5 being superior and 0 unsatisfactory).

They are graded as follows:

Total Points		Evaluation Points	
42-45 points	=	10 points	Exceptional
38-41 points	=	9 points	Above Average
34-37 points	=	8 points	Above Average
27-33 points	=	6 points	Satisfactory
24-26 points	=	4 points	Below Average
21-23 points	=	2 points	Below Average
Below 20 points	=	0 points	Unsatisfactory

1. ATTENDANCE: The faithfulness of coming to work daily and conforming to clinical requirements. Reports to clinical assignments on time.

5	<input type="checkbox"/>	Consistently prompt and reliable; no days missed and no tardy occurrences; participates regardless of time constraints
4	<input type="checkbox"/>	Usually prompt; no more than 1 tardy
3	<input type="checkbox"/>	Usually present on time; 1 day missed or 2 days tardy
1	<input type="checkbox"/>	Frequently late or absent; more than 1 day missed or more than 2 tardy occurrences
0	<input type="checkbox"/>	Consistently late or absent; more than 2 days missed or 4 tardy occurrences

Comments:

2. PERSONAL APPEARANCE: Consider cleanliness, grooming, and neatness.

5	<input type="checkbox"/>	Always presents a professional image; always well-groomed and careful about appearance
4	<input type="checkbox"/>	Usually well groomed, and careful about personal appearance
3	<input type="checkbox"/>	Satisfactory personal appearance
1	<input type="checkbox"/>	Below average – occasionally careless about appearance or needs to be reminded of dress code.
0	<input type="checkbox"/>	Frequently untidy; personal appearance unsatisfactory

Comments:

3. COOPERATION AND ATTITUDE: The ability to work with others, the ability to share in the workload, and the ability to accept instruction and constructive criticism.

5	<input type="text"/>	Excellent attitude and spirit of cooperation; excellent leader
4	<input type="text"/>	Above average – cooperative; good team leader; interacts well with staff and instructors
3	<input type="text"/>	Satisfactory – does what is expected
1	<input type="text"/>	Sometimes accepts direction in manner showing displeasure; can be difficult to work with
0	<input type="text"/>	Inclined to be quarrelsome; spirit of cooperation and attitude not satisfactory

Comments:

4. PROFESSIONAL ETHICS: Consider integrity, loyalty, impression the student makes on others, and professional judgment.

5	<input type="text"/>	Conducts self in a professional manner at all times conforming to professional standards of conduct; inspiring to others and impressive in professional performance
4	<input type="text"/>	Above average impression; uses good judgment in stressful situations
3	<input type="text"/>	Average impression; adheres to professional standards in an acceptable manner
1	<input type="text"/>	Often does not follow professional standards when dealing with others
0	<input type="text"/>	Consistent negative attitude; rude, arrogant to clients, and fellow students; uses poor professional judgment

Comments:

5. INITIATIVE: Ability to assess situations and initiate action plans independently.

5	<input type="text"/>	Thinks and acts constructively; looks for things to do; hard worker
4	<input type="text"/>	Consistently above average; utilizes time efficiently; minimal prompting
3	<input type="text"/>	Average – meets minimum requirements; may need some encouragement and or direction
1	<input type="text"/>	Needs frequent instruction; often unable to perform independently
0	<input type="text"/>	Puts forth little effort; requires constant supervision

Comments:

6. QUANTITY OF WORK: Output of satisfactory work.

- | | | |
|---|----------------------|---|
| 5 | <input type="text"/> | Superior work – always productive, consistently does more than is required |
| 4 | <input type="text"/> | Very industrious – usually does more than is expected |
| 3 | <input type="text"/> | Volume of work satisfactory; meets minimum requirements |
| 1 | <input type="text"/> | Does just enough to get by; rarely does more than what is expected (slow in meeting minimum requirements) |
| 0 | <input type="text"/> | Does not meet minimum requirements |

Comments:

7. QUALITY OF PERFORMANCE: (In meeting professional standards) Includes positioning progress, room readiness, radiation protection, client care, and organization of work.

- | | | |
|---|----------------------|--|
| 5 | <input type="text"/> | Superior; consistently competent; exceptionally high quality of performance in all phases of practical applications |
| 4 | <input type="text"/> | Is exact, precise, requires little correction; consistently above average; recognizes mistakes and takes corrective measures |
| 3 | <input type="text"/> | Usually accurate; makes only average number of mistakes |
| 1 | <input type="text"/> | Careless; makes recurrent errors |
| 0 | <input type="text"/> | Makes frequent errors; demonstrates little retention; poor client care and organization |

Comments:

8. DEPENDABILITY: Works conscientiously according to instructions; ability to follow procedures; ability to meet and exceed objectives requirements.

- | | | |
|---|----------------------|--|
| 5 | <input type="text"/> | Top performer – consistently knowledgeable of policies and procedures and performs accordingly |
| 4 | <input type="text"/> | Trustworthy and reliable; knowledgeable of policies and procedures |
| 3 | <input type="text"/> | Satisfactory performance |
| 1 | <input type="text"/> | Needs frequent reminder to follow standard procedure(s) |
| 0 | <input type="text"/> | Continuous reinforcement necessary |

Comments:

9. JUDGMENT: Ability to apply knowledge and skills to practical applications.

5	<input type="checkbox"/>	Handles difficult situations with authority and ease; able to determine and implement non-routine exams
4	<input type="checkbox"/>	Impressive in thinking things through and making good decisions; able to recognize non-routine exams
3	<input type="checkbox"/>	Average in performance; able to consistently perform routine exams
1	<input type="checkbox"/>	Sometimes becomes frustrated in stressful situations; unable to apply knowledge consistently
0	<input type="checkbox"/>	Frequently uses poor judgment or becomes frustrated in stressful situations; unable to perform consistently

Comments:

This is the opinion of the instructor(s) and does not reflect in point value.

TOTAL OVERALL PERFORMANCE: Professional opinion of ability and potentiality

<input type="checkbox"/>	Consistently above average; superior skills in all areas of performance	<input type="checkbox"/>	Below average; below satisfactory
<input type="checkbox"/>	Above average	<input type="checkbox"/>	Unsatisfactory; not acceptable
<input type="checkbox"/>	Average; satisfactory		

Current Number of Competency Evaluations

Semester

Total

Comments:

Summary of Comments No. 1-9:

Recommendations:

Student's Signature _____

Date _____

Total Points =

Instructor's Signature _____

Date _____

Evaluation Points =

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM



Evening/Weekend Performance Evaluation

Student:		Evaluator:		Date:	
Place an 'x' next to the statement for each category which best describes the student's performance while working with you. Your input will assist in documenting the student's strengths and limitations.					
Clinical Skills	Exceptional (10)	Above Average (8-9)	Satisfactory (6-7)	Below Average (4-5)	Unsatisfactory (0)
Patient Care: 1. Meeting physical needs/observation of patient condition	Justifies complete confidence; makes wise decisions; takes charge	Usually self-reliant; requires little help	Average; needs some instructions	Afraid to take charge	Inadequate skills
Patient Care: 2. Meeting emotional needs; communication, compassion and respect	Justifies complete confidence; makes wise decisions; takes charge	Usually self-reliant; requires little help	Average; needs some instructions	Afraid to take charge	Inadequate skills
3. Organization, judgment, and expedience in performing exam.	Superior; knows what to do and does it.	Above average; needs little help; learns from mistakes	Average	Below average; needs to be told when to do things	Confused, appears lost
4. Adaptability to emergency situations.	Always handles emergency situations with authority and ease	Impressive in thinking things through and making good decisions	Average in performance – sometimes becomes frustrated or uses poor judgment in emergency situations	Frequently uses poor judgment; often becomes frustrated in stressful situations	Consistently uses poor judgment in stressful situations.
5. Positioning ability	Superior skills; rarely needs assistance	Above average; makes few mistakes	Average; normal mistakes	Below average application of knowledge	Makes frequent mistakes
6. Knowledge/selection of exposure factors	Excellent abilities	Makes few mistakes	Average; requires little help	Careless errors	Constantly needs assistance; frequent repeated mistakes
7. Adherence to radiation protection standards	Superior; always uses radiation protection	Consistently above average; requires little correction	Usually provides radiation protection	Careless, needs frequent reminders	Continuous reinforcement necessary
8. Performance of duties related to 2 nd /weekend shift.	Always productive, consistently does more than is required	Very industrious – usually does more than is required	Volume of work satisfactory; meets minimum requirements	Does just enough to get by; slow in meeting minimum requirements	Does not meet minimum requirements
Professionalism (Behavior, Attitude, and Personal Traits)	Exceptional (10)	Above Average(8-9)	Satisfactory (6-7)	Below Average (4-5)	Unsatisfactory (0)
9. Dependability	Prompt and reliable; dependable; consistent top performer	Very prompt and reliable; ready to work with enthusiasm	Satisfactory performance. Absent only when necessary	A few minutes late; needs frequent reminders to follow time requirements	More than a few minutes late; continuous reinforcement necessary
10. Initiative/Self-confidence/willingness to accept responsibility	Thinks and acts constructively; always productive	Consistently above average; minimal prompting required; utilizes time efficiently	Average – meets minimum requirements; may need encouragement	Puts forth little effort; does just enough to get by	Puts forth practically no effort; requires constant supervision
11. Response to instructions and corrections/general rapport with ED personnel	Excellent attitude and spirit of cooperation	Above average – cooperative; interacts well with staff	Satisfactory	Sometimes accepts direction in manner showing displeasure; can be difficult to work with	Inclined to be quarrelsome; spirit of cooperation and attitude not satisfactory

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM**Preliminary Clinical Competency Exam Evaluation Form**

Student: _____

Evaluator: _____

Date: _____

Type of Evaluation: _____
(identify exam and specific positions)

Accession Number: _____

Trauma _____ Pediatric _____ Non-Routine _____ ARRT _____ Geriatric _____

PERFORMANCE EVALUATION		YES	NO
1. Verified patient name, date of birth, exam ordered; completed appropriate clinical history			
2. Obtained supplies/accessories for exam (markers, correct image receptor size, shield, etc.)			
EXAM POSITION			
3. Patient-radiographer relationship: provided appropriate assistance to patient and a safe environment; spoke with patient in a concerned and professional manner; provided proper instructions for moving and breathing			
4. Positioning skills: completed each position of exam (without asking or looking up routine protocol) using correct centering point, SID, tube angles; adapted routine positioning for trauma or injury; exam expediency			
5. Equipment manipulation: moved tube, table, bucky using proper controls and locks; selected correct image receptor, grid, etc.; used immobilization devices if needed			
6. Collimation when possible			
		Number of images taken:	
		Number of images repeated:	

Comments (*please list by number and position*):

The **Preliminary Clinical Competency Exam Evaluation Form** is to be completed for each radiographic examination evaluation. The evaluator will mark each area "yes" or "no" and final grade determination will be completed by the Clinical Instructor.

**Evaluator's
Signature:** _____

Position:		
Student Estimated Technical Factors	kVp	mAs

Actual Technical Factors	kVp	mAs
Were the exposure factors within range?	Yes	No
If the exposure factors were not within range, what was/were the reason(s)?	Centering	Pathology
	Collimation	Other (specify)
If a repeat was necessary (for any reason), did the student know how to correct the position?	Yes	No

Position:		
Student Estimated Technical Factors	kVp	mAs
Actual Technical Factors	kVp	mAs
Were the exposure factors within range?	Yes	No
If the exposure factors were not within range, what was/were the reason(s)?	Centering	Pathology
	Collimation	Other (specify)
If a repeat was necessary (for any reason), did the student know how to correct the position?	Yes	No

Position:		
Student Estimated Technical Factors	kVp	mAs
Actual Technical Factors	kVp	mAs
Were the exposure factors within range?	Yes	No
If the exposure factors were not within range, what was/were the reason(s)?	Centering	Pathology
	Collimation	Other (specify)
If a repeat was necessary (for any reason), did the student know how to correct the position?	Yes	No

Position:		
Student Estimated Technical Factors	kVp	mAs
Actual Technical Factors	kVp	mAs
Were the exposure factors within range?	Yes	No
If the exposure factors were not within range, what was/were the reason(s)?	Centering	Pathology
	Collimation	Other (specify)
If a repeat was necessary (for any reason), did the student know how to correct the position?	Yes	No

ILLINOIS CENTRAL COLLEGE
RADIOGRAPHER PROGRAM
Student Self-Evaluation



Student:

Date:

[illegible]

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Students are required to carry personal health care insurance at all times while enrolled in a Health Careers Department program at Illinois Central College (ICC). In addition to carrying personal health care insurance, ICC requires all students enrolled in a health career program to complete drug screening, background check/fingerprinting, physical examination and immunizations as explained herein.

Drug screening and background check/fingerprinting, submission of physical examination, and up-to-date immunizations MUST be successfully completed prior to student start of academic health career program. No student will be permitted on clinical without being 100% compliant. Compliance is monitored. Any student not in compliance will not be allowed to enter or continue in the health career program. These records must remain or be maintained current for the duration of the student's enrollment in any health career program at Illinois Central College.

Students' medical records (drug screening, background check/fingerprinting, physical examination, and immunization records) are maintained on file at Illinois Work Injury Resource Center (IWIRC). Required drug screening and background check/fingerprinting must be performed at IWIRC. It is recommended that required physical examination and required immunizations be completed at IWIRC; however, the student may choose his or her own healthcare provider and submit the documents to IWIRC.

Illinois Work Injury Resource Center (IWIRC)

736 SW Washington Street, Suite 2A
(Washington and State Street)
Peoria, Illinois 61602

Phone: (309) 497-0300
Hours: Monday - Friday, 7:30 a.m. - 5:30 p.m.

The student is responsible for all fees incurred. ICC will bill the student for the cost of drug screening (\$44) and fingerprint/background check (\$36), both performed at IWIRC. Payment for physical examination and immunizations conducted at IWIRC must be paid at time of service. Payment to IWIRC may be by debit card, credit card, or money order (no cash accepted). Please note – prices are subject to change at any time.

Maintain copies of your records. It is recommended you keep a copy of all information submitted.

Questions? Contact ICC Health Careers Department: phone (309)690-7530 or email:
Healthcareerinfo@icc.edu.

DRUG SCREENING

As per the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Campuses Act Amendments of 1989, Illinois Central College (ICC) is committed to maintain a safe and healthy academic environment. In compliance with existing state and federal law, ICC prohibits the use, sale, distribution, manufacture and/or possession of drugs including controlled substances. Even though the Illinois Cannabis Regulation and Tax Act (effective January 1, 2020) allows for persons over the age of 21 to use cannabis, no person shall use or possess any cannabis product, marijuana, or any substances containing THC (tetrahydrocannabinol), recreational or medicinal, while on any college property or while participating in an ICC Health Careers Department program and its associated clinical experience.

ICC adheres to all policies of clinical facilities with which the College affiliates for student clinical education. Students admitted to a health career program must have a current negative drug screen prior to beginning program. It is recommended the drug screen be completed within 10 days of receiving this information.

At time of service, the student will sign consent for drug screen provided by Illinois Work Injury Resource Center (IWIRC).

1. The student will provide a urine specimen for the drug screen. The specimen itself will be collected at IWIRC, under that facility's procedures and control.
2. If the initial drug test indicates a positive result, the student will be given an opportunity to refute the results. The student may also have the same specimen retested, at the student's expense. A second test must be done within 48 hours of receiving the results, at the student's expense.
3. If the positive test is not due to justifiable prescription drug use, the student must withdraw from the health career program for a minimum of one semester. The student must be retested (expense paid by student) proving drug free before he/she will be admitted into a health career program.

NOTE: A student will not be able to complete the health career program if he/she cannot be placed in a clinical site due to a failed drug screen.

4. If the testing facility determines that a student has tampered with a sample during the testing, the student will be immediately dismissed from the program and will not be considered for readmission to an ICC Health Careers Department program.
5. Students shall be subject to the drug testing policy and rules of the facility providing the clinical education experience, which may require additional drug testing, in compliance with that facility's policies and requirements.
6. Students shall also be subject to additional testing as required by ICC, on a for cause basis or as deemed necessary for the administration of student clinical education experiences.
7. A student in the program who has tested positive may be dismissed from the program. Whether any student may remain in the program will be determined at the sole discretion of ICC.
8. Student health information will be maintained at IWIRC. All reasonable efforts will be made to maintain confidentiality of results. Results will be shared with the ICC Health Careers Department assistant, who monitors student health compliance. Students will forfeit course/program admission if this requirement is not met or if drug screen result is positive.
9. A student not in compliance will not be allowed to enter or continue in the program. While enrolled in an ICC Health Careers Department program, ICC will continuously monitor individual student compliance.

The student is responsible for all costs incurred, and the amount will be billed to the student's ICC account.

It is recommended that students keep a copy of all information submitted. Program director/faculty are not allowed to accept student health records or information.

DRUG SCREENING FAQs***Why do I need a drug screen?***

As part of the clinical affiliation agreements, healthcare facilities require drug screenings for students who utilize their sites for learning opportunities.

When do I have to complete the drug screen?

Students who do not have results that have cleared before the first day of clinical will not be permitted to begin their clinical rotation.

Will I have to repeat the drug screen?

You may have to repeat the drug screen depending on the facility you are assigned for clinical rotations. Timeframes and expiration may vary from site to site.

Where do I go to get the drug screen?

IWIRC. Drug screens completed by any other vendor will not be accepted. If the clinical site provides the drug screen as part of the onboarding process, you should not obtain your own drug screen and you should follow the protocol as directed by the clinical site.

Who views my drug screen results?

Drug screen results are maintained confidentially between IWIRC and the ICC Health Careers Department assistant who manages clinical compliancy. Drug screen results may be shared with the Dean of Health Careers, Program Director, or external clinical facilities for placement purposes only.

What if I fail the drug screen?

Any student who tests positive for a prohibited drug will be given the opportunity to contest the results. If the failure is due to justifiable prescription drug use, specific prescription documentation must be provided. If the positive test is not due to justifiable prescription drug use, the student:

1. Must withdraw from the health career program for a minimum of one semester.
2. Must be retested (expense paid by student) proving drug free before he/she will be admitted into a health career program.

NOTE: A student will not be able to complete the health career program if he/she cannot be placed in a clinical site due to a failed drug screen.

What is a negative dilute?

Dilution is the process of reducing the concentration of drug or drug metabolites in the urine sample. This is accomplished by adding fluid to the sample or by drinking large amounts of fluid to dilute the specimen, called "internal dilution." Drug testing laboratories routinely test samples to detect dilution.

A dilute specimen can be caused by two circumstances. The first circumstance is caused by an individual diluting the urine with water, or other liquid, by actually pouring it into the specimen at the time of collection. The second method of obtaining a dilute specimen is by consuming too much fluid, especially liquids that contain diuretics, prior to collection (e.g., coffee, soda pop, medications, etc.). This may be inadvertent or may be on purpose on the part of the donor.

A student whose drug screen result is dilute negative will be required to complete another drug screen at their own expense.

BACKGROUND CHECK/FINGERPRINTING

At the request of clinical agencies who accept students from the College, students enrolled in an ICC Health Careers Department program will be required to submit to a criminal background check and fingerprinting. Students may not use similar reports on file at other agencies to satisfy this requirement. Failure to consent to release information or to cooperate appropriately with regard to the process shall result in the student not being able to enter or progress in the health career program. Criminal history background information is defined as information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal charges, and any dispositions; including sentencing, correctional supervision, and releases.

Policy

Illinois Central College (ICC) is committed to providing a safe environment for students, patients cared for by students, and employees. Therefore, ICC will conduct a criminal background check and fingerprinting of all students who will be enrolled in an ICC Health Careers Department program. The fingerprinting will be conducted at Illinois Work Injury Resource Center (IWIRC), Peoria, Illinois. The student is responsible for costs incurred and will be billed by ICC.

Students may be withdrawn from course and program if this requirement is not completed or results are disqualifying. Students who have disqualifying convictions may have the option to obtain a Health Care Worker Waiver.

Procedure

1. Student will be provided the authorization form for the fingerprint/background check from the Health Careers Department assistant. The student must complete the authorization, providing all necessary biographical information.
2. Consent will be provided at time of service, at IWIRC, to complete background check/fingerprinting. Results will be made available to select ICC Health Careers Department employees.
3. Omission of required information, or false or misleading information provided by the student, on the criminal background check or in any communication with the College may result in disciplinary action or dismissal from the health career program at ICC.

Dealing with Disqualifying Convictions

1. Fingerprint/background check results will be kept confidential and will be maintained separate from the student's admission/academic file.
2. The Health Careers Department assistant will access the electronic report.
3. A student who has a disqualifying conviction will be notified. No messages regarding the results will be left on answering machines or with other individuals.
4. A student with a disqualifying conviction must withdraw from health career program courses. The student may independently choose, without advice from college, to submit an application for a Health Care Worker Waiver: http://www.idph.state.il.us/nar/WAIVER_APPLICATION.pdf. A waiver is not guaranteed, nor does a waiver guarantee subsequent certification or professional licensure.
5. A student with a disqualifying conviction, who is unable to present or obtain a Health Care Worker Waiver prior to start of an academic term, will be withdrawn from enrolled health career program courses and will not be permitted to pursue a health career. Academic advisers at ICC will offer assistance to redirect the student to another career path.

For more information regarding Health Care Worker Background Check, go to:

<http://dph.illinois.gov/topics-services/health-care-regulation/health-care-worker-registry>

PHYSICAL EXAMINATION AND IMMUNIZATIONS

Illinois Central College (ICC) recognizes the following regarding students enrolled in Health Careers Department programs. These facts are taken directly from the recommendations of the Advisory Committee on Immunization Practices (ACIP) for Health Care Workers and the Hospital Infection Control Practices Advisory Committee (HICPAC). These facts led to the guidelines currently in place under the CDC and recognized by OSHA. These facts also provide the basis for ICC's policy regarding Health Careers student immunizations.

Enforcement of this policy allows ICC to fulfill contractual obligations required by health care facilities that provide clinical learning experiences for Health Careers students.

- Because of their direct contact with medical patients or infective material from medical patients during clinical experiences, Health Careers students are at risk for exposure to and possible transmission of vaccine-preventable diseases during clinical experiences.
- The risks for percutaneous and permucosal exposure to blood and blood products are often highest during the professional training period: therefore, vaccination should be completed during training and prior to students having any contact with blood.
- Optimal use of immunizing agents safeguards the health of both health care workers and those in training and protects patients from becoming infected through exposure to infected care providers.
- Any health care worker who is susceptible can, if exposed, contract and transmit certain vaccine-preventable diseases. Therefore, all medical institutions should ensure that those who work within their facilities are immune to those diseases for which immunization is strongly recommended in ACIP/HICPAC guidelines.

POLICY STATEMENT

In order to adhere to CDC/OSHA recognized guidelines, it is the policy of Illinois Central College that all enrolled Health Careers students will comply with physical, immunization, and tuberculosis requirements as detailed in the attached document. No exceptions will be made to this policy and no waivers given except in the event of pregnancy and breastfeeding. In those instances, a temporary reprieve will be granted for immunizations during the duration of the pregnancy and or breastfeeding if and only if a student is able to provide medical documentation of such condition. In addition, a student requesting a temporary reprieve of immunization requirements due to pregnancy or breastfeeding must prove that their immunizations are up to date through the onset of the condition.

Physical Examination:

Physical examination performed by a healthcare provider expires after 24 months. The examination must remain current for the duration of the student's enrollment within the health career program.

See attached form to have health care provider complete and sign - submit completed physical examination form to IWIRC.

Immunizations:

Immunizations are required for students enrolled in Health Careers Department programs, and must be maintained current for duration of the student's enrollment within a health career program.

Documentation of immunizations must be submitted to IWIRC. Additional immunizations/titers may be contractually required by specific agencies for student clinical experiences. Additional immunization costs are the student's responsibility.

REQUIRED IMMUNIZATIONS

Student must complete immunizations at IWIRC, or provide documentation of the following completed immunizations to IWIRC, to participate in assigned clinical experiences.

Seasonal Flu Vaccine (Influenza)

Flu vaccine is a seasonal vaccine. Students must submit documentation of evidence of receiving a flu vaccine. *Likely to be administered after October 1st of each academic year.*

Tuberculosis Testing

(2-step TB Skin Test: 2 separate TB skin tests/read 1-2 weeks apart)

Students must show proof of a 2-step tuberculin skin test in the past along with an annual 1-step test thereafter following the 2-step. If students have NOT had a 2-step tuberculin skin test, one must be completed prior to the start of the health career program. Once the 2-step test is completed, a 1-step tuberculin skin test is required every year thereafter while the student is enrolled in a health career program.

Tdap

Students are required to submit proof of a current Tdap vaccination within 10 years of the start of their respective health career program.

MMR

Students must submit proof of 2 MMR vaccine injections in the past or show immunity to Measles, Mumps, and Rubella in the form of a laboratory titer.

(If born before Jan. 1, 1957: Exempt from the MMR requirement at this time)

Varicella (Chickenpox)

All students must show evidence of immunity to the varicella (chickenpox) virus. Evidence of immunity may include documentation of two doses of varicella vaccine or blood tests that show you are immune to varicella (immunity to varicella test).

Hepatitis B

The 3-injection Hepatitis B vaccine series is REQUIRED. Students must show proof of at least the first injection in the series prior to the start of the health career program. Students must then follow through with the remaining injections in the series and provide proof of the injections.

(1st vaccination ■ 4 weeks, 2nd vaccination ■ 5 months, 3rd vaccination)

COVID

Student must adhere to college policy and assigned clinical agency policy. May require documentation of having received vaccine, or test weekly. Note: while in the clinical setting, student is required to abide by affiliated hospital/healthcare facility/agency safety policies/protocols.

PHYSICAL EXAMINATION FORM

RETURN THIS FORM TO:

IWIRC Illinois Work Injury Resource Center
736 SW Washington Street, Suite 2A
Peoria, Illinois 61602

Phone: (309) 497-0300

Hours: Monday - Friday, 7:30 a.m. - 5:30 p.m.

TO BE COMPLETED BY STUDENT (PLEASE PRINT)

ICC Health Careers Program:

Name:

ICC Student ID #:

TO BE COMPLETED BY HEALTH CARE PROVIDER PHYSICAL EXAMINATION

Allergies (drug, latex, environmental, food): _____

DOB: _____ SEX: _____ HT: _____ WT: _____ BP: _____ Pulse: _____ Resp: _____ Temp: _____

Eye Exam (Snellen Chart) Rt. _____ Lt. _____ ☐ Glasses ☐ Contacts (please check one if exam with corrected vision)

Are there abnormalities of any of the following (please check Yes or No):

Head, ears, nose, throat	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing/use of device?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eyes, visual acuity	<input type="checkbox"/> Yes <input type="checkbox"/> No	Respiratory/lungs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Integumentary/skin	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cardiovascular	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gastrointestinal/rectal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Neurological	<input type="checkbox"/> Yes <input type="checkbox"/> No
Genitourinary/Pelvic	<input type="checkbox"/> Yes <input type="checkbox"/> No	Musculoskeletal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Metabolic/endocrine	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Current medical condition or history of the following illnesses (please check and comment if applicable):

- ☐ Rheumatic Fever _____
- ☐ Hepatitis _____
- ☐ Diabetes _____
- ☐ Kidney/Urinary condition _____
- ☐ Epilepsy/Seizures _____
- ☐ Seizure-free for 6 months? ☐ Yes ☐ No Date of Last Seizure _____
- ☐ Heart Disorder/Attack/Disease _____
- ☐ Tuberculosis/Asthma/Other respiratory disorder or disease _____
- ☐ Varicosities _____
- ☐ Mental Illness/Condition (diagnosed) _____
- ☐ Abnormal Menstrual History/Pap/Pelvic _____
- ☐ Skeletal or muscular injury/condition _____
- ☐ Abdominal or Inguinal Hernia _____
- ☐ Other current medical condition: _____

Please list current prescription and frequent-use OTC medications: _____

Please list surgical procedures/dates: _____

Do you have any recommendations, precautions, or limitations for this student in their role in patient contact? ☐ Yes ☐ No

If Yes, please comment: _____

Based on your findings, should this student be restricted from patient contact? ☐ Yes ☐ No

VERIFICATION: Your signature below indicates that you have completed the Physical Examination Form and that this student is able to participate in the Health Careers Department program at Illinois Central College.

Healthcare Practitioner's Signature _____ Print Last Name: _____

Clinic/Office Name and Location _____

Date: _____ Telephone Number (_____) _____

HEALTH INSURANCE/FINANCIAL RESPONSIBILITY WAIVER

Students are required to carry personal health care insurance at all times while enrolled in a Health Careers program. Students are financially responsible for any and all expenses resulting from injury, illness, and positive drug screenings occurring during classroom, clinical, and/or laboratory courses.

I understand that I am responsible for maintaining my own major medical health insurance throughout the course of being enrolled in an Illinois Central College Health Careers Program. I further understand that I will be financially responsible for any medical care, treatment, or examinations that a clinical affiliate provides to me while in a student capacity at that facility.

By signing below, I am verifying that I either 1) carry major medical insurance or 2) will accept responsibility for the cost of any and all medical care, treatment, or examinations provided to me while in a student capacity at the program clinical affiliates.

PRINT Full Name: _____

Student ID Number: _____

Health Careers Program: _____

Signature: X_____ Date: _____

STUDENT CHEMICAL IMPAIRMENT POLICY AND PROCEDURES

Illinois Central College policy prohibits the illegal possession, use, or distribution of drugs and/or alcohol by students on College property or as a part of any College activity. Violators will be prosecuted in accordance with applicable laws and will be subject to disciplinary action by the College in conformance with College policy. (See the College Catalog and Student Rights and Responsibilities Handbook). In accordance with this policy, the following procedure has been developed to address issues unique to students enrolled in the College's Health Career Programs.

Procedure

All Health Careers students will be required to sign and adhere to the Illinois Central College Student Chemical Compliance Contract.

When a faculty member or a clinical agency representative observes a student engaging in behaviors or presents with signs that are often associated with drug or alcohol misuse or abuse, the following procedure, based on the belief that measures to be taken should be assistive rather than punitive, will be implemented:

1. Seek corroboration regarding the observed student behavior, if possible.
 - a. Should the impaired behavior occur at a clinical site, the faculty or agency representative will relieve the student from the clinical assignment.
 - b. Should the observed behavior occur on campus, the faculty member should use their discretion in allowing continued participation in the learning activity.
 - c. Immediately notify program director/coordinator and provide written documentation of observed behavior or physiologic characteristics of suspected chemical impairment as soon as possible.
 - d. Upon request, the student will undergo a drug screen and/or breath alcohol test according to expected time frame established by ICC employee. The drug screens and breath alcohol tests will be completed at the student's expense. A student who refuses to be tested or who otherwise fails to cooperate in required tests may be dismissed from the Health Careers program.
 - i. If the student is at a clinical site, the student will need to call a cab, friend, or family member to transport to:

Illinois Work Injury Resource Center (IWIRC)
736 SW Washington Street Suite 2A
Peoria IL 61602
(309) 497-0300
Open · M-F 730AM - 530 PM

- ii. Should IWIRC be closed, the student may go to these UnityPoint First Care locations:

a. UnityPoint Clinic First Care - Barring Trace
3915 Barring Trace
Peoria, IL 61615 · (309) 689-3030
Open · 8AM - 8PM daily

b. UnityPoint Clinic First Care - Peoria Heights
1120 E. War Memorial Drive
Peoria Heights, IL 61616 · (309) 685-4411
Open · M-F 8AM - 6PM, Sat 9AM - 4PM

c. UnityPoint Clinic First Care - East Peoria
2535 E. Washington St.
East Peoria, IL 61611 · (309) 694-6464
Open · M-F 8AM - 6PM

2. Upon receipt of written documentation, a conference consisting of, but not limited to, the involved student, faculty member and/or agency representative, Program Director/Coordinator, Dean of Health Careers and Dean of Student Services or their designee will be held. The purpose of the conference is to present and discuss documented observations of behavior(s) and test results.
3. If results are negative, Illinois Central College will be responsible for costs incurred by the student. If results are positive, the student will be responsible for costs incurred.
4. A student who tests positive for illegal drugs and/or alcohol will be administratively withdrawn from the Health Careers program.

Eligibility for Professional Licensure/Certification

Students should understand that the use/abuse of drugs and alcohol is prohibited by laws and standards in the health professions, and that a person with a history of such use/abuse may be denied certification or licensure, or placed on a probationary status. Faculty will assist students with providing required documentation for professional licensure application process.

Students and faculty are reminded of the professional ethical responsibility of reporting knowledge of substance use/abuse by healthcare personnel.

STUDENT CHEMICAL COMPLIANCE CONTRACT

I, _____, agree to undergo a drug screen and breath alcohol test upon request and, if needed, a comprehensive substance use/abuse evaluation by a mental health professional selected from the approved list of accredited agencies provided by the Program Director/Coordinator.

I understand that the payment for the drug screening and breath alcohol test, evaluation, treatment and follow up care will be my responsibility. If treatment is recommended, I must complete the individualized plan determined by the evaluator and follow all procedural steps of the Illinois Central College Chemical Impairment Policy. Written evidence of my treatment program, ability to return to the health program (evidence of exhibiting positive student behaviors), and my follow up care plan will be submitted to the Program Director/Coordinator.

I further understand that random drug screens and breath alcohol testing may be a part of my treatment and follow up program.

Date: _____

Student Signature:

Agree _____

or

Disagree _____

Program
Director/Coordinator/
Faculty Signature: _____

Witness Signature: _____

AUTHORIZATION FORM FOR STUDENT CHEMICAL IMPAIRMENT TESTING

Student's Name: _____

Student ID#: _____

Date: _____

Requested Service: (circle all that apply)

- ☐ Alcohol and Drug Testing: Non – DOT
- ☐ Urine Drug Screen: Collection with results
- ☐ Breath Alcohol Test

Purpose: (circle one)

- ☐ Reasonable Suspicion ☐ Random

Billing Information:If Positive for chemical impairment, please bill:

Student or submit to student's personal health care insurance company

If Negative for chemical impairment, please bill:

Illinois Central College
Attn. Risk Management Room 236A
1 College Dr.
East Peoria, IL 61635
(309) 694-5398

Printed name of ICC
Authorized Employee: _____

Signature of ICC
Authorized Employee: _____

COMMUNICABLE DISEASE PROCEDURE

Illinois Central College places a high priority on safety and the need to prevent the spread of dangerous chronic communicable diseases on its campus. This procedure is designed to promote the health and regular attendance of students. The College is committed to protecting the civil rights of individuals while preserving the health and safety of all students, therefore, strict confidentiality must be maintained.

Communicable diseases may be referred to as "contagious, infectious or transmissible to others." Students are reminded not to come to campus or participate in class, labs, or clinical/internships if feeling ill or experiencing any symptoms of illness. Students identified with an acute communicable disease or exposed to a communicable disease that places others at risk may need to quarantine for a recommended period of time until symptoms subside and temperature is normal without fever-reducing medication.

Students with identified **chronic** communicable diseases may not be excluded from the College as long as, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from the College. Whenever possible, the College will attempt to assist students in continuing their pursuit of educational goals. Placement decisions will be made by using these objectives in conjunction with current, available public health guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College.

Procedure in the event of potential risk to others:

1. The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and to others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" would be provided with appropriate information; however, these persons shall not further disclose such information.
2. The program director/coordinator shall investigate, as the situation warrants, the health status of any student known to have a communicable disease. In addition, the health status of any student in a Health Careers program identified to the program director/coordinator by public health officials as being strongly suspected of having a communicable disease will be investigated under proper guidelines identified by the public health officials. The program director/coordinator shall investigate and then refer the case to the Dean of Health Careers. As the situation warrants, a task force shall be formed and may include the following individuals: the Dean of Health Careers, Vice President of Human Resources, Program Director/Coordinator, Manager-Risk, Safety & Benefits, Vice President of Student Success, and the Coordinator of Public Relations and Public Information officer.
3. After reviewing the case and guidelines set forth by public health officials, the task force shall determine the appropriate action to be taken for the particular case based upon the following criteria:
 - a. The nature of risk
 - b. The duration of the risk
 - c. The potential harm to other parties
 - d. Possibility of transmission of the disease
4. The recommendation will include a summary of the findings relative to each of the above criteria, a description of the recommended attendance accommodations and specific description of the notifications suggested.
5. After a recommendation is made by the task force and an action set forth, the Vice President of Student Success will inform appropriate College officials of that recommendation and action.
 - a. During the notification procedure, all efforts shall be made to keep confidential the name of the person/persons involved.
 - b. Whenever a decision is made that might have an adverse effect on the educational placement of a student and the student disagrees with the decision, an appeal may be made to the President of the College for a review of that decision. The decision of the President shall be final.

CLINICAL TUBERCULOSIS (TB) EXPOSURE PROCEDURE

Due to the fact it can take several weeks to confirm TB, the clinical site will collect the names of those potentially exposed. The bacteria that cause TB are very slow growing and can take weeks to identify in the laboratory. The sputum smear is a fast laboratory result, but it is not specific for tuberculosis; other closely related bacteria can be smear positive also. Not all smear positive patients are diagnosed with tuberculosis. There are many more instances of ruled out TB that are not confirmed than there are actual instances of culture positive TB; people that are exposed are not necessarily infected.

Procedure in the event of exposure:

1. Report TB exposure at clinical site/fieldwork to Program Director/Coordinator. The Program Director/Coordinator will then notify the student(s) and ICC Risk Management (309-694-8911 or 309-694-5398).
2. Complete ICC Health Careers Student TB Exposure Report Form (see attached).
3. Obtain TB skin test at ICC IWIRC as soon as possible after the exposure is reported. Each exposed student (except those with documented positive reactors) will receive a baseline TB skin test. A baseline test is not required for anyone with a documented negative TB skin test within the preceding 3 months prior to the exposure.
 - a. If the TB skin test is negative, the test will be repeated 12 weeks after the exposure.
 - b. If the TB skin test is positive, reactions of 10 mm or greater or students who are experiencing symptoms suggestive of TB will be referred for a chest X-ray.

NOTE: THOSE WITH POSITIVE TEST RESULTS PRIOR TO EXPOSURE DO NOT REQUIRE SKIN TESTING OR X-RAYS UNLESS EXPERIENCING SYMPTOMS SUGGESTIVE OF TB.

These students do need to complete the ICC Health Careers TB Exposure Assessment Questionnaire.

Return forms to:

Program Director/Coordinator

and

Illinois Central College
Risk Management, Room 236A
1 College Drive
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563

STUDENT TB EXPOSURE FORM

Student Name _____ Student ID _____

Student Phone # _____ Program _____

Date of Exposure _____ Time _____

Describe the circumstances surrounding the exposure:

Is this a confirmed case of TB? _____ YES, per the following:☐ Health Department☐ Hospital☐ MD

Date of the last TB Montoux Test _____

Results of last TB Mantoux Test: ☐ Negative ☐ Positive

If positive, date and results of most recent chest x-ray: _____

If the student has had a negative TB test within past three months, no immediate TB testing is needed. Follow-up TB test is required in 12 weeks.

Date TB Test Due _____ (Continue to Section B)

Section A

If over 3 months since last TB test, TB test should be done ASAP

Date Administered _____

Date Read _____ By: _____

Results: ☐ Negative ☐ Positive**If positive**, refer to health department or personal physician for chest x-ray.**Section B**

Follow-up 12 week testing

Date Administered _____

Date Read _____ By: _____

Results: ☐ Negative ☐ Positive**If positive**, refer to health department or personal physician for chest x-ray.

TB EXPOSURE ASSESSMENT STUDENT QUESTIONNAIRE

Name: _____ Student ID#: _____

Program: _____ Birthdate: _____

I. Have you recently experienced any of the following symptoms?

Yes

No

- | | | |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Anorexia – loss of appetite? |
| <input type="checkbox"/> | <input type="checkbox"/> | Weight loss – other than dieting? |
| <input type="checkbox"/> | <input type="checkbox"/> | Night Sweats? |
| <input type="checkbox"/> | <input type="checkbox"/> | Low Grade Fever? |
| <input type="checkbox"/> | <input type="checkbox"/> | Cough – productive? |
| <input type="checkbox"/> | <input type="checkbox"/> | Spitting blood or bloody sputum? |

If “yes” to any of the above, please explain.

II. For any of the symptoms above, have you consulted a physician? Yes ☐ No ☐III. Are you currently taking any TB medications? Yes ☐ No ☐Have you taken any TB medications in the past? Yes ☐ No ☐

If yes, when? _____

For how long? _____

IV. When did you have your last TB Skin Test (PPD)?

Where? _____

Was the test: Negative ☐ Positive ☐V. When did you have your last chest x-ray? _____
(Date)

CLINICAL BLOOD AND BODY FLUID EXPOSURE

The following procedure must be followed after an accidental exposure to blood or body fluids in a clinical setting. This procedure is to be followed by all Illinois Central College Health Careers students in any clinical location. **NOTE: Dental Hygiene students are to follow Dental Clinic procedure as noted in Dental Hygiene student handbook.**

1. In the event of a needle stick, force the wound to bleed if possible by squeezing. Then wash the exposed area thoroughly with soap and water. In the event of mucous membrane exposure (eye, nose, mouth, etc.), flush mucous membranes with water as soon as possible.
2. **IMMEDIATELY notify ICC clinical supervisor. Notify ICC Risk Management, (309) 694 5475 and Program Director/Coordinator.** If the exposure occurs at a facility where no ICC clinical supervisor is present, notify the facility personnel and follow their instruction. **It is the student's responsibility to adhere to the ICC procedure.**
3. Complete the facility's incident report and the ICC Student Exposure Report Form provided. The ICC clinical supervisor should complete the applicable portion of the form and send the completed form to ICC Risk Management at the address/fax listed on the back of the form. If no clinical supervisor is present, it is the student's responsibility to obtain a copy of the facility's incident report that was completed and send a copy of it to ICC Risk Management at the address/fax listed in item 10.
4. A blood sample is typically drawn from the student and the patient who is the source of the exposure. The blood from the student and the source is tested for HIV, Hepatitis B, and Hepatitis C.
5. If **off-campus** and blood can be drawn at the clinical facility request blood draws there. In this instance, a copy of all the results should be sent to the student's personal physician AND an additional copy of all the results need to be sent to ICC Risk Management at the address/fax listed in item 10.
6. If **on-campus** or at a facility where a blood sample cannot be drawn, **YOU MUST NOTIFY THE PROGRAM DIRECTOR/COORDINATOR IMMEDIATELY** to arrange for the student and the source to have blood drawn.

During morning or afternoon clinical students may go to any of the Peoria or East Peoria Unity Point First Cares, or call Risk Management at (309) 694-5398 for assistance.

During evening hours please send student and source to:

Unity Point/Proctor First Care
3915 W. Barring Trace
Peoria, IL 61615
(Across Route 150 from Sam's Club)
Hours: 8am-8pm
Phone: 309-689-3030

The facility should forward ALL lab results to the student's personal physician and to ICC Risk Management at the address/fax listed in item 10.

7. Payment:
 - a) ICC will cover the entire cost of the source's blood work.
 - b) **The student is financially responsible for any medical care, treatment or examination that was provided to the student at that facility.** (Signature of an Acknowledgement of Health Insurance / Financial Responsibility form is required.)
8. The program director/coordinator will contact the student approximately a week after exposure to make sure the student has received blood work and the source's blood work and also to give post-exposure counseling from the facility in which the exposure occurred. The student should then follow-up with their personal physician for the appropriate follow-up treatment. **Follow-up treatment and laboratory testing with the student's personal physician is HIGHLY recommended in all occurrences.**
9. **The student is ENTIRELY responsible for obtaining all follow-up treatment and for all medical bills associated with the follow-up treatment.**
10. **Mailing Address/Fax Information:**

Illinois Central College
Risk Management 236A
1 College Drive
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563

STUDENT EXPOSURE REPORT FORM

Student Name:	ICC Student ID#:		
Program:	Phone Number:		
DOB:	Gender:		
Date/Location of Exposure	Time:		
Date Exposure Reported:	Time:		
Student's Personal Physician:			
Description of exposure incident, including details of where, when, how, as well as the route of entry and areas of body affected:			
What type of personal protection was being used?			
Name the person to whom you were exposed (if known):			
List names of witnesses to the incident (and contact information):			
Describe factors contributing to the incident:			
Dates of Hepatitis B Vaccinations:	#1	#2	#3
Locations of Hepatitis B Vaccinations:	#1	#2	#3
Student Signature:			

Supervisor's Section:

Supervisor's description of the exposure:	
What action was taken?	
Did unsafe conditions or actions contribute to the incident? If yes, please explain in detail.	
What follow up or specific corrective action has or will be taken to prevent a recurrence?	
ICC Supervisor's Signature:	Date:

PLEASE SEND THIS COMPLETED REPORT TO:

Illinois Central College
Risk Management Room 236A
1 College Drive
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563

DENTAL HYGIENE CLINIC EXPOSURE PROCEDURE

Student: _____

- ☐ HIV
- ☐ Hepatitis B Antibodies
- ☐ Hepatitis C

Source: _____

- ☐ HIV
- ☐ Hepatitis B Antigen
- ☐ Hepatitis C

Billing information for Student:

Please bill student's personal health insurance

Billing Information for Source:

Illinois Central College
Attn: Risk Management Office 236A
1 College Dr.
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563

Please send the source's results to Illinois Central College Risk Management at the above address.

Authorized By _____

If exposure occurs in the evening hours please send student and source to:

Unity Point/Proctor First Care
3915 W. Barring Trace
Peoria, IL 61615

(Across Route 150 from Sam's Club)

Hours: 8am-8pm

P: 309-689-3030

During morning or afternoon clinical students may go to any of the Peoria or East Peoria
Unity Point/Proctor First Cares, or call Risk Management at (309) 694-5398 for assistance.

ACCIDENT/INCIDENT/INJURY REPORTING PROCEDURE

A student who is injured during a clinical/fieldwork experience should:

1. Notify clinical/fieldwork instructor and program director/coordinator.
2. The instructor/supervisor completes the clinical facility incident report.
3. The instructor/supervisor completes the ICC Health Careers Student Accident/Injury Report.
4. The instructor notifies ICC Risk Management (309) 694-5398.
5. If medical attention is needed the student may choose to receive care at the clinical facility or from the student's personal physician, with the student responsible for any and all medical expenses resulting from the injury.
6. If the student is injured while in on-campus laboratory activity, the student is to notify the instructor immediately. The instructor will complete the ICC Health Careers Student Accident/Injury Report. The student is responsible for any and all medical expenses resulting from the injury.

ACCIDENT/INCIDENT/INJURY REPORT**** PRINT LEGIBLY & COMPLETE ALL SECTIONS OF THE FORM ****

Person's Information			
Name of Individual Involved:	DOB:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Phone #:
ID #:	Classification: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Visitor		
Accident/ Incident/ Injury Information			
Date of Occurrence:	Time of Occurrence: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Facility Location (Building and Room #):	
Body Part Injured: (Be specific Left or Right/Upper or Lower)			
Description of Accident, Incident, or Injury in Detail:			
Witness Name: _____ Witness Phone: _____ <i>(Additional space is provided on back of the form.)</i>			
Treatment:			
Other Action Taken (person transported to hospital, Sent to IWIRC etc.):		Transported by: Signature X_____	
Campus Police called: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Officer's Name:			
Injured Person Refused Attention: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Injured Person's Signature:			
Staff Information			
Person Completing this Report:		Phone #:	
		Date Report Completed:	

-over-

Additional Space (if needed) to describe Accident, Incident, or Injury:

Follow-up Information	
Staff Member Conducting Follow-up:	Date:
Follow-up Comments:	

**** RETURN ALL COMPLETED REPORTS TO BOTH:**

RISK MANGEMENT & BENEFITS
East Peoria Campus, Room 236A
Fax# (309) 694-8563

and

CAMPUS POLICE
East Peoria Campus, Room 105A
Fax # (309) 694-5242

PROFESSIONAL CONDUCT POLICY

in Classrooms/Laboratory/Clinical/Fieldwork Sites

This policy for professional conduct is to assure a standardized professional image of all Health Careers Program students and to promote a recognizable image across all Program settings. Any violation will be handled immediately so as to not affect ICC's use of the clinical site for future students.

In accordance with these expectations, when participating in classroom experiences, laboratory exercises, and/or assigned to clinical sites, students enrolled in Programs must adhere to the following **Professional Conduct Policy**. This policy is in addition to the **Student Code of Conduct outlined in the College catalog**. **Program-specific attendance policies and program-specific clinical/fieldwork expectations/attire/conduct will take precedence over the general Health Careers conduct guidelines presented here.**

Appropriate professional conduct is a significant component of the Health Careers Programs (the "Program") of Illinois Central College. Students of the Programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent themselves and Illinois Central College (the "College") in a respectful manner, and observe all rules and regulations of the clinical sites to which they are assigned. Students also have a responsibility to protect the welfare and safety of the patients/clients for whom services are being provided. Students placed at clinical sites and in clinical must realize the privilege of this experience, its responsibilities, and the reflection on Illinois Central College and its numerous health career programs.

The Professional Conduct Policy includes, but is not limited to:

1. Being prepared for the learning environment and actively participating in appropriate ways that will ensure learning of key components.
 - a. Be on time.
 - b. Refrain from excessive absenteeism.
 - c. Remain in assigned area of clinical experience, leaving only with permission.
2. Providing competent and reliable services to patients/clients using sound judgment and discretion. Students are expected not leave patients unattended and/or release patients without prior approval from a qualified staff member (if applicable).
3. Demonstrating respect and courtesy to patients/clients and their families
4. Demonstrating respect and courtesy to peers/classmates, instructors, college staff, supervisors, and all other members of the health care provider team in classroom, labs, and clinical sites.
5. Cooperating with all faculty, staff and peers without insubordination.
6. Providing safe care and/or services on a non-discriminatory basis.
7. Wearing uniform, name badge, student ICC patch at all times at clinical/fieldwork sites for student to be identified as an ICC Health Careers student. The student is allowed to identify himself or herself as a student ONLY during assigned clinical hours.
8. Wearing of uniform, student ID name badge and student patch is prohibited on non-assigned, nonclinical days, during outside employment, or in other facets of personal life. The ICC student ID should only be worn during ICC academic related activities.
9. Demonstrating and maintaining professional behavior by not exchanging personal contact information with patients/clients, not communicating with patients/clients outside of the clinical experience, and/or not accepting gifts from clients/patients.

10. Performing procedures and/or services only authorized by ICC faculty and/or ICC delegated supervisor in accordance with accepted professional standards.
11. Observing the rules of classroom/laboratory and clinical facility regulations including but not limited to:
 - a. Proper use of equipment and other property.
 - b. Not removing equipment or other property from facilities.
 - c. Not distributing, possessing and/or being under the influence of illegal drugs or controlled substances.
 - d. Not distributing, possessing and/or being under the influence of alcohol.
 - e. Complying with all current health requirements, drug testing, and criminal background check requirements.
 - f. Not possessing or using any type of weapon.
 - g. Complying with cell phone or other electronic device (iPod, iPad, etc.) usage consistent with the policies of classroom syllabi, laboratory rules, and clinical site regulations.
 - h. Refraining from smoking and the use of tobacco products, including e-cigarettes, at all clinical/fieldwork sites. Student will adhere to the College smoking policy on College premises.
12. Maintaining the confidentiality of patient/client information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data.
13. Maintaining proper dress, appearance, hygiene, and decorum in accordance with the standards set by the clinical site, Program and professional standards **including but not limited to:**
 - a. Hair clean. In direct patient care, hair shoulder length or longer must be pulled back for safety and to prevent the spread of infection.
 - b. Mustaches and beards must be clean, well-trimmed, and neat.
 - c. Fingernails trimmed and clean. No polish, artificial nails including wraps, decorative printing, shellac, extensions, decals, or jewels. Nail length is limited to ¼ inch above the fingertip.
 - d. Makeup that is conservative and appropriately complements professional appearance.
 - e. Offensive body odor and poor personal hygiene are not acceptable. Smoke odors are not allowed.
 - f. Perfume, cologne, aftershave colognes, scented lotions, and smoking by-products should be avoided altogether as some individuals may be sensitive.
 - g. Jewelry that undermines the professional image or creates a safety hazard is prohibited. Wearing an excessive amount of jewelry is prohibited. Jewelry must be removed from facial and tongue piercing or replaced with a very small clear stud. Earrings should be small studs, with no more than two piercings per ear worn.
 - h. Wristwatches with a second hand are appropriate.
 - i. Clothing will be clean, neatly pressed, properly fitted, and in good repair. Extreme styles and appearance, including low cut tops, tops that expose the abdomen, and short skirts/shorts that when seated expose the upper thigh are not acceptable for classroom, laboratory, or clinical settings. Clothing which is too tight or too loose fitting negatively impacts the professionalism of the students and should be avoided. Undergarments will be worn at all times but will not be exposed during normal movement. Pant hem lines must not touch the ground.
 - j. Student uniforms will consist of the Program's designated scrub color when scrubs are required as Program uniforms.
 - k. Stockings or socks will be worn with Program uniforms.

- l. Leather or impervious shoes that are white will be permitted. Open-toe shoes are not permitted. Casual sandals (flip flops, sport sandals, etc.) and slippers are not permitted.
- m. Tattoos will be concealed and covered to maintain a professional appearance. If a tattoo is unable to be covered by clothing, it is covered by a bandage.

The penalty for violating the Professional Conduct Policy will result in disciplinary action according to college policy, discipline up to and including suspension or dismissal from the Program or College. Due to the sequential design of the curriculum in most Health Careers Programs, any period of suspension or dismissal may result in a delay in program completion. *The student may provide a written appeal of the disciplinary action according to College policy.*

All Health Careers Programs require completion of current health requirements, drug testing, and fingerprint background check, as a condition of program participation. Drug testing will precede clinical experience in all cases and will be required prior to admission to some Programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from, or non-admittance to the Program.

Positive fingerprint background checks revealing non-waiverable offense will lead to immediate dismissal or non-admittance to the Program. Offenses requiring a waiver may be permitted if waiver is issued prior to admission to the Program.

ACKNOWLEDGEMENT

I acknowledge receipt of the Health Careers **Professional Conduct Policy**. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the **Professional Conduct Policy** may result in my suspension or dismissal from the Program. I understand that I will not receive a refund of tuition or fees or book, supplies, instruments, or equipment purchased should I be dismissed from the Program due to violating this policy.

Student Signature _____

Printed Student Name: _____
First Last

ICC Student ID # _____

Date: _____

SOCIAL NETWORKING POLICY

Professional behavior is expected as outlined in the standards of each healthcare profession. Students should avoid all discussion of personalities, etc. involving college faculty, clinical instructors, other students, doctors, hospital personnel, and patients. Students must refrain from discussion of problems, issues, or negative experiences encountered either on campus, in the clinical facility, or in hospital departments on any social network.

The following are guidelines that should be followed when creating blogs, commenting on a blog, creating a LinkedIn profile, using Facebook, Twitter or other social sites, and/or engaging in any other social networking, including contributing to or through any of the other online media.

PERSONAL EXPRESSION

Personal blogs and social networking contain the views of a particular student, not the views of the college and/or clinical education/ healthcare setting. However, readers may not immediately appreciate this concept and a student may be held liable as representing the views of the college (program) and/or clinical education setting. Therefore, students must refrain from discussing and sharing personal views and photos related to their clinical experiences and healthcare settings while using social networking sites.

PROTECT CONFIDENTIAL INFORMATION

When posting blogs and/or contributing to, or through, any social networking site, students must refrain from disclosing confidential, proprietary, sensitive or specific information of the clinical educational setting, healthcare agency, and/or third parties.

BE RESPECTFUL AND EXERCISE COMMON SENSE

All blogs and social networking contributions must comply with this Health Careers policy. When posting a blog and/or contributing to, or through, any social networking site, be respectful of others. Assume faculty, other students, co-workers, hospital personnel, patients, and potential future employers are reading your blogs and contributions.

The Health Careers Program will determine, in its sole discretion, whether a particular blog or social networking use violates the policy. As with college policies, violations may result in disciplinary action.

ACKNOWLEDGEMENT

I have read and agree to comply with the terms of this policy and my responsibility to Illinois Central College, Health Careers, and program, abiding by respectful social networking. I understand that any violation may result in disciplinary action.

Student Signature

Printed Student Name:

First

Last

ICC Student ID #

Date:

UNDERSTANDING OF PROGRAM POLICIES

I, undersigned, have read and understand the policies as stated in the Health Career Program Handbook. As a Health Careers student, I accept the responsibility to abide by policies as outlined.

I understand that if I have not complied with requirements, I will not be allowed to start or remain in the health career program, and I will be asked to withdraw from enrolled program courses.

STATEMENT OF CONFIDENTIALITY

I, undersigned, have read and understand Confidentiality and accept my responsibility to maintain confidentiality, including avoiding any disclosure within social media, as a Health Careers student in the health care setting.

CORE PERFORMANCE STANDARDS & CRITERIA OF ADMISSION AND PROGRESS

I, undersigned, have read the Core Performance Standards & Criteria of Admission and Progression and hereby represent that I can effectively and safely perform the competencies listed.

ACADEMIC WORK

I, undersigned, understand during my enrollment as a Health Careers student, give my permission to the program faculty and coordinator/director to use my academic work from courses within the program for education purposes, curriculum design and improvement, and program accreditation. I understand that my name will be removed from the academic work prior to its use.

Student Signature _____

Printed Student Name: _____
First Last

ICC Student ID # _____

Date: _____