



Elgin  
Community  
College

# Radiography Program

## 2023-2024

# Student Handbook

Elgin Community College

1700 Spartan Drive

Elgin, Illinois 60123 [elgin.edu](http://elgin.edu)

847-214-7691

These requirements are specific to the radiography program and are a supplement to the ECC college catalog.

Accessible Version: [RAD Handbook](#)

## Table of Contents

Introduction .....	8
Introduction.....	9
Accreditation.....	9
Program Mission.....	10
Program Goals and Expected Outcomes.....	10
Philosophy .....	11
Essential Requirements of a Radiographer .....	12
Essential Functions:.....	12
Minimum Qualifications Necessary to Perform Essential Functions of a Radiographer: .....	13
Students with Disabilities.....	14
Section 1 Calendar.....	15
Program Calendar .....	16
Student Schedules .....	16
Holidays .....	16
Breaks .....	16
Radiography Program Calendar .....	17
Summer – 2023 .....	17
Fall Semester - 2023.....	17
Spring Semester - 2024 .....	17
Section 2 Curriculum.....	18
Associate of Applied Science – Radiography Curriculum Display .....	19
Summer Term .....	19
Fall Semester.....	19
Spring Semester .....	19
Summer Term .....	19
Fall Semester.....	20
Spring Semester .....	20
Required General Education Courses (19 Credits) .....	20
Required Program Courses (54 credits).....	21

Required Program Support Courses (Prerequisites) .....	21
Other recommended courses:.....	21
Radiography Program Course Descriptions .....	23
Radiography Program Textbook List.....	30
Year 1.....	30
Year 2.....	30
2023 to 2024 Program Expenses.....	32
Preadmission Expenses .....	32
Program Expenses.....	32
Medical Imaging Student (Tops White Logo, Pants blank, Lab Coat).....	34
Section 3 Resources and Services .....	35
Academic Services.....	36
Renner Learning Resources Center.....	36
Computer Resources.....	36
Copy Services.....	36
Tutoring / Remedial Instruction.....	36
Retention.....	36
Advising and Student Wellness .....	37
Health Insurance.....	37
Health Services.....	37
Career Planning and Graduate Placement.....	37
Section 4 Program Policies and Procedures .....	39
Admission Steps .....	40
Admission Process .....	40
Alternate Status.....	41
Attendance Policy.....	41
Class Attendance Policy .....	41
Student Schedule.....	42
Time and Attendance System .....	42
Clinical Attendance Policy .....	42

Clinical Tardiness Policy.....	43
Snow Day Policy.....	44
Overtime .....	44
Excused Absences.....	44
Emergency Leave.....	44
Leave of Absence/Temporary Disability Policy .....	45
Student Withdrawal .....	45
Radiation Protection Policy .....	46
Radiation Dosimeters.....	46
Radiation Dosimetry Reports.....	46
Radiation Protection Guidelines.....	47
Pregnancy Guidelines and Procedures.....	47
Cell Phone Policy .....	49
Markers, Badges and Name tags.....	49
Photo ID Badge (Clinical site).....	50
Dosimetry badges.....	50
Radiographic Identification Markers .....	50
Student Illness or Injury .....	51
Student Safety and Incident Reports.....	51
Infection Control Policy.....	52
Student Records.....	52
Parking and Transportation .....	52
Smoke Free Campus.....	53
Drug Free Campus .....	53
Student Handbook.....	53
Academic Policies.....	53
Grading Policies .....	54
Academic Course Grades .....	54
Clinical Course Grades.....	55
Retention and Promotion.....	55

Progress Reports .....	55
Failure of a RAD Course.....	56
Withdrawal & Re-entry Policy .....	57
Readmission Policy.....	57
Transfer Guidelines and Procedures for Transfer Students.....	58
Professional Development .....	58
Graduation Requirements .....	59
General Disciplinary Policy .....	59
Coaching/ "Notice"/Clinical Probation.....	60
Complaint Resolution Procedures.....	61
Student Rights and Responsibilities .....	61
Section 5 Clinical Education Plan .....	63
Clinical Education .....	64
Certification.....	64
Ethics Requirements .....	64
Professional Behavior.....	65
Bulletin Boards and Announcements.....	66
Lockers.....	67
Smoking .....	67
Dress Code.....	67
Jewelry .....	68
Grooming.....	68
ID Badges .....	69
Employment Guidelines and Procedures .....	69
Student Clinical Supervision Policy .....	69
Guidelines and Procedures for Students Repeating Unsatisfactory Radiographs (Images) ....	71
Clinical Education Plan .....	71
Clinical Plan Orientation .....	72
Clinical Education Sequencing .....	72
Student Documentation Requirements.....	74

Clinical Rotation Objectives and Equipment Competencies.....	74
Clinical Performance Evaluations .....	74
Clinical Competency Evaluations.....	74
Advanced Modality Assignments.....	75
Final Competency Evaluations.....	75
Clinical Grade Policy.....	76
Clinical Probation.....	76
Clinical Grade Calculation.....	76
Glossary of Clinical Education Terms.....	78
Clinical Competency Requirements.....	80
Elgin Community College Radiography Program Master Plan of Clinical Education.....	80
First Year .....	80
Second Year.....	81
Section 6 Educational Outcomes .....	83
Radiography Program Effectiveness Data .....	84
Program Mission.....	84
Program Goals and Expected Outcomes .....	84
Radiography Program Outcomes.....	85
Appendix.....	86
A1 Health Professions Division Statement on Safety .....	87
A2-4 Links to Elgin Community College Procedures.....	87
A5 Health Professions Division Statement on Safety .....	87
A6 Radiography Program Recognized Clinical Education Settings/Clinical Instructors .....	88
Advocate Sherman Hospital (ASH).....	88
Advocate Outpatient Center Algonquin (AOCA) .....	88
Amita St. Joseph Hospital (ASJH).....	88
Northwestern Medicine/McHenry County Orthopaedics (NMCO).....	88
Northwestern Medicine McHenry Hospital (NMMcHH).....	89
Northwestern Medicine Huntley Hospital (NMHH) .....	89
Northwestern Medicine Crystal Lake Medical Arts (CLMA) .....	89

Northwestern Medicine Woodstock Hospital (NMWH).....	89
Fox Valley Orthopaedic Institute (FVO) and (FVO ORTHO) .....	89
Shriners Hospitals for Children (Chicago).....	90
A7 Social Media Conduct.....	90
A8 Master List of Competencies .....	91
Mandatory (36).....	91
Elective (15) .....	93
Clinical Competency Requirements.....	94
A9 HP Exposure/Incident Report Form.....	96
A10 Magnetic Resonance (MR) Environment Screening Form.....	98
A11 Health Professions Student Handbook Agreement.....	101
Statements and Releases.....	102
A12 Confidentiality Statement .....	102
A13 Photography Release .....	102
A14 Permission to Survey Future Employer.....	102
A15 Addendum to Radiography Student Handbook .....	103



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## **Introduction**



# Introduction

Elgin Community College and its clinical affiliates, your instructors, clinical staff, radiologists, and fellow students welcome you to the Radiography Program. We hope that your time spent here will exceed your expectations. We are interested in your professional growth in your chosen field of study - Radiologic Technology. You will find your instructors willing and anxious to help you; however, your success will be in direct proportion to the effort YOU put forth.

This manual has been prepared to inform you of guidelines and procedures affecting you as a radiography student at Elgin Community College and its clinical affiliates. The guidelines and procedures stated in this manual are intended to supplement those that are stated in the Elgin Community College Online Catalog. Keep this manual to refer to as necessary. Any changes in established guidelines and procedures will be given to you as written memos, and you may add them to this manual.

# Accreditation

The **Higher Learning Commission (HLC)** accredits Elgin Community College. The **Joint Review Committee on Education in Radiologic Technology (JRCERT)** accredits the Radiography Program. Elgin Community College's Radiography Program has a full 5-year accreditation, which was awarded in 2019.

Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the JRCERT accreditation Standards for an Accredited Educational Program in Radiologic Sciences. The JRCERT is the only agency recognized by the United States Department of Education for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Accreditation of an educational program provides students, as graduates, assurance that the program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the national professional organization, the American Society of Radiologic Technology, it also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences.

Accreditation of educational programs assures patients that students who perform procedures have appropriate supervision during the educational process. It also assures them that graduates will have met the minimum level of competency as defined nationally by the profession.

Through the process of programmatic accreditation, educators are assured that their educational programs are keeping pace with the profession and with standards developed through national

consensus. The next scheduled visit is in 2027.

## **Program Mission**

Elgin Community College's radiography program is a JRCERT-accredited associate degree program that provides an accessible and relevant education in accordance with the highest professional standards. The Program, in partnership with its clinical partners, will graduate competent radiographers who practice excellent patient-centered care to diverse populations within the community.

## **Program Goals and Expected Outcomes**

### **The Program will graduate competent radiographers.**

Expected Outcomes:

- Graduates will produce quality radiographs
- Graduates will practice effective radiation safety for the patient, him or herself, and others
- Graduates will demonstrate overall competence in clinical practice

### **The student (graduate) will demonstrate proficiency in problem-solving and critical- thinking skills.**

Expected Outcomes:

- Graduates will demonstrate proficiency in problem-solving and critical-thinking skills by modifying procedures to accommodate patient conditions and other variables.
- Graduates will demonstrate proficiency in problem-solving and critical-thinking skills by adapting exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
- Graduates will demonstrate proficiency in problem-solving and critical-thinking skills by evaluating radiographic images for appropriate positioning and image quality and making appropriate adjustments to obtain a diagnostic radiograph.

### **The student (graduate) will practice effective communication skills in the clinical setting.**

Expected Outcomes:

- Graduates will practice effective communication skills in the clinical setting by demonstrating effective oral and written communication skills.

### **The student (graduate) will conduct him or herself in a professional manner.**

Expected Outcomes:

- Graduate(s) will conduct him or herself in a professional manner by demonstrating professional values and behavior in clinical practice.
- Graduate(s) will conduct him or herself in a professional manner by demonstrating

professional growth through participation in lifelong learning.

**The student (graduate) will provide excellent patient care for a diverse population of patients.**

Expected Outcomes:

- Graduate(s) will demonstrate an increased understanding of the importance of cultural competence in clinical practice.
- Graduate(s) will demonstrate increased awareness of the impact of current trends and changes in healthcare affecting the global population.

**The Program will provide the healthcare community with qualified radiographers.**

Expected Outcomes:

- A retention rate of 75% or higher.
- The 5-year average employment rate of graduates within one year of graduation will be 75% or greater. A positive outcome is defined as employment in the field for those graduates who declare they are actively seeking employment in the field or pursuing continued education in the field.
- First-time pass rates of the cohort of graduates on the ARRT credentialing exam will be consistent with or above the national passing rates each year of the exam, with a minimum pass rate of 75%.
- Mean scores of a cohort of graduates on the ARRT credentialing exam will be consistent with or above the national mean scores each year.

## **Philosophy**

Our role as educators in Radiography is to prepare students to serve the total needs of the patient during clinical practice. To meet the patient's needs, the total person is educated; therefore, we strive to enrich the student's mind while instilling in our students the ethics and values of the profession. This is necessary for him/her to reach professional maturity since a professional life is an extension of one's personal life.

The cognitive objectives are achieved best through a strong academic background; good affective behavior is effectively learned by integrating classroom instruction with the exemplary attitudes and ethical behavior of the clinical staff and instructors. The psychomotor skills, which are the most distinguishing characteristics of a skilled radiographer, are best learned through varied and sufficient clinical practice. This natural learning experience incorporates every aspect of technology needed to develop expertise. Clinical practice by students may not be used as a substitute for qualified radiographers performing examinations. Clinical practice properly used as a learning experience requires professional staff to supervise the student through the following phases: (1) Explanation, (2) Demonstration, (3) Participation/Practice, and (4) Evaluation.

The clinical facilities and the Radiography Program must be smoothly blended if the program is to furnish an excellent laboratory for learning radiography. The clinical staff must feel a responsibility for teaching students, for it is from the radiographic room that a skilled radiographer emerges.

When the Program and the clinical facilities work together to reach high goals, both may reach and maintain them.

We are committed to professionalism and discipline. We are flexible when it proves progressive but retain proven principles and practices that produce highly skilled professional radiographers. We are committed to providing the highest level of radiography education and strive to give our best efforts for the patient's and the student's benefit. In return, we expect all students to give his/her best effort by demonstrating interest, motivation, and a willingness to work hard. We believe our graduates will serve as the best gauge of the worth of our philosophy.

## **Essential Requirements of a Radiographer**

The Radiography Program has established minimum essential requirements (separate from academic standards for admission), which every student must meet, with or without reasonable accommodations, in order to participate fully in all aspects of training.

### **Essential Functions:**

1. Perform Radiologic examinations, including:
  - a. Obtaining and documenting patient history
  - b. Explaining the procedure to the patient and addressing patient concerns
  - c. Positioning patient properly using immobilization or support devices as necessary
  - d. Producing radiographic images using accepted techniques and applying radiation safety principles.
  - e. Assessing patient condition
  - f. Reporting any unusual occurrences or changes in patient condition to the appropriate staff
2. Clean and maintain equipment and room
3. Assist in the maintenance of room supplies
4. Prepare and administer contrast agents and other chemical mixtures
5. Implement emergency procedures and administer first aid, including CPR.
6. Use hospital/medical imaging department information systems to complete the required tracking and archiving of images.

# Minimum Qualifications Necessary to Perform Essential Functions of a Radiographer:

**Physical Requirements:** The position of Radiographer has been given a strength rating of Light Work by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects in activities or conditions existing two-thirds of the work shift.) Included in the physical requirements are the positioning and moving of patients manually and by stretcher or wheelchair. When performing these functions with large patients, the strength necessary may exceed the DOT rating. Position also includes intermittent sitting, standing, walking, frequent reaching, occasional twisting and bending, and exposure to fumes and radiation. Both hands are used for power grip, speed, and precision work. Use of both feet is required.

**Data Conception:** Requires the ability to gather, collate, or classify information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information are frequently involved.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Manual Dexterity/Motor Coordination:** Requires the ability to use body members to start, stop, and control and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or material as the work progresses. Controlling involves observing gauges, dials, etc., and turning switches and other devices. Must have good eye/hand/foot coordination.

**Interpersonal Communication:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

**Physical Communication:** Requires the ability to speak and/or hear (express self by spoken words and perceive sounds by ear.)

**Reasoning Development:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

**Language Development:** Requires the ability to read and understand complex information from scientific and/or technical journals, papers, and verbal instruction, etc. Requires the ability to communicate the same types of complex information and data through speech and in writing in English using proper format, punctuation, spelling, grammar, and using all parts of speech.

**Numerical Ability:** Requires the ability to determine time and weight and to perform practical

applications of fractions, percentages, ratios, and proportions, as well as basic addition, subtraction, multiplication, and division operations.

**Form/Spatial Ability:** Requires the ability to inspect dimensions of items and to visually read information and data.

**Personal Temperament:** Requires the ability to deal effectively with stress produced by work and guest interaction situations that may be critical or emergency situations.

Graduates are expected to be qualified to enter the field of radiography. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Students with disabilities must contact the Learning Skills Center to arrange for support services. If a student does not inform the college of a disability, ECC is not required to make any exceptions to any standard procedure.

## **Students with Disabilities**

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements. The laws state a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures. To request accommodations, contact the [Student Disabilities Services](#) office to schedule an intake appointment and submit documentation. If you have questions, please call Pietrina Probst at 847-214-7417, email [pprobst@elgin.edu](mailto:pprobst@elgin.edu), or visit the office located in Building B, Room 125.



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## **Section 1 Calendar**

## Program Calendar

The Radiography Program consists of two academic years (six semesters), beginning in the summer term of the first-year year. Students attend classes and laboratory experiences at the College in combination with clinical experiences at a variety of clinical locations. The program concludes at the end of the spring semester of the second year.

Each semester, students complete a combination of didactic and clinical education. Didactic education includes classroom courses and laboratories. Clinical education is spent in the clinical settings observing, assisting, and performing patient procedures. Together, didactic and clinical education prepares students for success as practicing radiologic science professionals.

Semester	# Weeks Didactic (Clinical)	Clinical Hours	Total Credits
Summer Session	9 (0)	0	9*
Fall Session	17(16)	255	14*
Spring Session	17(16)	255	12*
Summer Session	10(10)	100	9*>
Fall Session	17(16)	425	14*
Spring Session	17(16)	425	14*>
Total	87(74)	1460	72*

\* includes general education courses required for the AAS in Radiography. Students who have completed any of those courses previously would have a reduced course load.

## Student Schedules

Class schedules and clinical schedules are distributed to students at the beginning of each semester of the program. Attendance policies are outlined in Section 4 of the Student Handbook.

## Holidays

The following legal holidays are observed, and no regular didactic or clinical instruction is scheduled on these days: Labor Day, Election Day, Thanksgiving (2 days), Martin Luther King Day, President's Day, Memorial Day, Juneteenth, and Independence Day. Holidays that fall during a scheduled break period are part of that break.

## Breaks

Breaks include Thanksgiving recess, Holiday Recess, and Spring Recess.



# Radiography Program Calendar

2023-2024

For Cohorts 2025 & 2026

## Summer – 2023

Date	Event
Monday, May 29, 2023	Memorial Day Holiday – Campus closed
Monday, June 5, 2023	Summer Term Begins
Tuesday, July 4, 2023	July 4 Holiday – Campus closed
Thursday, August 10, 2023	Summer Session Ends

## Fall Semester - 2023

Date	Event
Monday, August 21, 2023	Fall Session begins
Monday, September 4, 2023	Labor Day Holiday – Campus closed
October 16, 2023	Midterm – Fall Session
November 22-26, 2023	Thanksgiving Recess
Friday, December 15, 2023	Fall Session Ends
Thursday, December 21, 2023 to Tuesday, January 1, 2023	Holiday Recess

## Spring Semester - 2024

Date	Event
Monday, January 15, 2024	Martin Luther King, Jr. Holiday – Campus closed
Tuesday, January 16, 2024	Spring semester begins
February 1, 2024	Deadline to File for May Graduation
Monday, February 29, 2024	President’s Day Holiday – Campus closed
March 25 – March 31, 2024	Spring Recess
March 12, 2024	Midterm – Spring Session
TBA	Radiography Program Awards Dinner
Wednesday, May 15, 2024	Spring Session Ends
Saturday, May 18, 2024	Graduation!



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## **Section 2 Curriculum**

# Associate of Applied Science – Radiography Curriculum Display

## Summer Term

(10 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 101	Introduction to Radiography	1.0	(0,3)
RAD 102	Methods of Patient Care	2.0	(1,3)
PSY 218	Developmental Psychology	3.0	(3,0)
ENG 101	English Composition I	3.0	(3,0)
		9.0	

## Fall Semester

(17 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 103	Radiographic Imaging I	3.0	(2,2)
RAD 104	Radiographic Procedures I	4.0	(3,3)
RAD 124	Radiography Clinical Practicum I	3.0	(0,15)
BIO 246	Human Anatomy & Physiology II	4.0	(3,2)
		14.0	

## Spring Semester

(17 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 105	Radiographic Imaging II	3.0	(2,2)
RAD 106	Radiographic Procedures II	4.0	(3,3)
RAD 107	Radiologic Physics	2.0	(1,3)
RAD 134	Radiography Clinical Practicum II	3.0	(0,15)
		12.0	

## Summer Term

(10 weeks)

Class Name	Class Title	Credit	Lec/Lab
RAD 208	Radiographic Procedures III	2.0	(1,3)
RAD 209	Radiobiology and Radiation Protection	2.0	(1,2)

<b>Class Name</b>	<b>Class Title</b>	<b>Credit</b>	<b>Lec/Lab</b>
RAD 242	Radiography Clinical Practicum III	2.0	(0,10)
Lib Ed Elective (HUM 216)	Ethics recommended	3.0	(3,0)
		9.0	

## Fall Semester

(17 weeks)

<b>Class Name</b>	<b>Class Title</b>	<b>Credit</b>	<b>Lec/Lab</b>
RAD 211	Radiographic Imaging III	2.0	(1,2)
RAD 212	Radiographic Pathology	2.0	(2,0)
RAD 256	Radiography Clinical Practicum IV	5.0	(0,25)
RAD 230	Medical Ethics and Law	2.0	(2,0)
SPH 215	Intercultural Communication	3.0	(3,0)
		14.0	

## Spring Semester

(17 weeks)

<b>Class Name</b>	<b>Class Title</b>	<b>Credit</b>	<b>Lec/Lab</b>
RAD 220	Pharmacology	2.0	(2,0)
HPE 270	Global Context of Healthcare	2.0	(2,0)
RAD 240	Career Development	1.0	(0,2)
RAD 266	Radiography Clinical Practicum V	5.0	(0,25)
RAD 261	Image Evaluation	1.0	(0,2)
ENG 102	English Composition II	3.0	(3,0)
		14.0	
Total Program Credits		72.0	

## Required General Education Courses (19 Credits)

<b>Class Name</b>	<b>Class Title</b>	<b>Credit</b>	<b>Lec/Lab</b>
ENG 101	English Composition I	3.0	(3,0)
ENG 102	English Composition II	3.0	(3,0)
BIO 246	Human Anatomy and Physiology II	4.0	(3,2)
CMS 215	Intercultural Communication	3.0	(3,0)
PSY 218	Developmental Psychology	3.0	(3,0)
(HUM 216) Liberal education elective	Ethics	3.0	(3,0)

## Required Program Courses (54 credits)

Class Name	Class Title	Credit	Lec/Lab
RAD 101	Introduction to Radiography	1.0	(0,3)
RAD 102	Methods of Patient Care	2.0	(1,3)
RAD 103	Radiographic Imaging I	2.0	(2,2)
RAD 104	Radiographic Procedures I	4.0	(3,3)
RAD 124	Radiographic Clinical Practicum I	3.0	(0,15)
RAD 105	Radiographic Imaging II	2.0	(2,2)
RAD 106	Radiographic Procedures II	4.0	(3,3)
RAD 107	Radiologic Physics	2.0	(1,3)
RAD 134	Radiographic Clinical Practicum II	3.0	(0,15)
RAD 242	Radiographic Clinical Practicum III	2.0	(0,10)
RAD 208	Radiographic Procedures III	2.0	(1,3)
RAD 209	Radiobiology and Radiation Protection	2.0	(1,2)
RAD 230	Medical Ethics and Law	2.0	(2,0)
RAD 256	Radiographic Clinical Practicum IV	5.0	(0,25)
RAD 240	Career Development	1.0	(0,3)
RAD 220	Pharmacology	2.0	(2,0)
RAD 266	Radiographic Clinical Practicum V	5.0	(0,25)
RAD 261	Image Evaluation	1.0	(0,2)
HPE 270	Global Context of Healthcare	2.0	(2,0)

## Required Program Support Courses (Prerequisites)

Class Name	Class Title	Credit	Lec/Lab
BIO 110 <>	Principles of Biology	4.0	(3,2)
HPE 112 <>	Medical Vocabulary	3.0	(3,0)
PSY 100 <>	Introduction to Psychology	3.0	(3,0)
Any College-level Math course (MTH 102 preferred) <>	General Education Statistics	3.0	(3,0)
BIO 245 **	Human Anatomy and Physiology I	4.0	(3,2)

<> Must be completed prior to the December 15th application deadline

\*\* Must be completed PRIOR to starting the program in the Summer term

## Other recommended courses:

Class Name	Class Title	Credit	Lec/Lab
BIO 113	Molecular and Cellular Biology	4.0	(3,2)
BIO 265	General Microbiology	4.0	(3,2)
CHM 101	Preparatory Chemistry	5.0	(4,2)

CHM 112	Elements of Chemistry: General	5.0	(4,2)
CLT 101	Phlebotomy	3.0	(3,0)
CLT 120	Clinical Lab Technology Practicum	1.5	(0, 1.5)
CIS 110	Introduction to Computers	3.0	(3,0)
Any EMT courses			
Any MTH courses	Must be numbered 100 and above	3.0	(3,0)
PHY 101	General Physics	5.0	(3,4)
PHY 102	General Physics	5.0	(3,4)
SPN 231	Spanish for Medical Personnel I		
SPN 232	Spanish for Medical Personnel II		

# **Radiography Program Course Descriptions**

## **RAD 101 Introduction to Radiography (1) (0,3)**

Prerequisite: Acceptance into the Radiography Program

This course introduces the student to Medical Imaging as it relates to the healthcare industry and Radiologic technology as a profession. It includes an introduction to the healthcare delivery system, outlines the structure of the health system, and the roles of various departments and health professionals. Other topics include the history of the profession, an introduction to the various professional organizations, quality customer service, an introduction to medical ethics and law with an emphasis on confidentiality and HIPAA regulations and basic radiation safety. (1.2) Summer

## **RAD 102 Methods of Patient Care (2) (1,3)**

Prerequisite: Acceptance into the Radiography Program

This course provides the student with the basic concepts of patient care, including consideration for the physical, developmental, and psychological needs of the patient and family. The course covers routine and emergency patient care procedures, including basic EKG, infection control, patient assessment, patient education, venipuncture and contrast injection, introduction to pharmacology, and interaction with the terminally ill. The course includes clinical demonstrations of patient care skills. (1.2) Summer

## **RAD 103 Radiographic Imaging I (3) (2,2)**

Prerequisite: Grade of C or better in RAD 101 and RAD 102

This course is the first in a series of three radiographic imaging courses. It provides the student with an understanding of the components, principles, and operation of various medical imaging systems. Factors that impact image acquisition, processing, display, archiving, and retrieval are discussed. This course includes demonstrations and laboratory activities to reinforce concepts. (1.2) Fall

## **RAD 104 Radiographic Procedures I (4) (3,3)**

Prerequisite: Grade of C or better in RAD 101 and RAD 102, and must be concurrently enrolled in BIO 246 or its equivalent from another accredited institution within the past five years

This course provides instruction in radiographic positions and procedures, including demonstrations and presentation of radiographic images of the human body. The student learns the routine examinations and selected non-routine radiographic examinations of selected parts of the body. The curriculum integrates the Radiographic Procedures I course and the Radiography Clinical Practicum I

course to promote students' clinical competence in all assigned rotations, as well as a thorough knowledge of related anatomy and positioning theory and concepts. It also integrates clinical applications of radiation protection and technique selection. This course includes laboratory experiences, which provide students with the opportunity for simulated practice. (1.2) Fall

### **RAD 124 Radiography Clinical Practicum I (3) (0,15)**

Prerequisite: Grade of C or better in RAD 101 and RAD 102

This course is the first in a series of five clinical courses. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations, which reinforce concepts that are introduced in the Procedures I and Methods of Patient Care courses.

Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 255 hours of clinical experience under the direct/indirect supervision of a radiographer as appropriate. The student will begin documenting competency in radiographic and patient care procedures. (1.2) Fall

### **RAD 124 Radiography Clinical Practicum I (3) (0,15)**

Prerequisite: Grade of C or better in RAD 101 and RAD 102

This course is the first in a series of five clinical courses. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations which reinforce concepts that are introduced in the Procedures I and Methods of Patient Care courses.

Opportunities are provided for observation, assistance, and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 255 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will begin documenting competency in radiographic and patient care procedures. (1.2) Fall

### **RAD 105 Radiographic Imaging II (3) (2,2)**

Prerequisite: Grade of C or better in RAD 103

This course is a continuation of Radiographic Imaging I and builds on the fundamental concepts presented in that course. It is designed to develop the student's understanding of the properties of a radiographic image and the factors that control and influence image quality. Concepts of technical factor selection are covered with an emphasis on their impact on image quality and patient exposure. This course includes demonstrations and laboratory activities to reinforce concepts and enhance student learning. Problem solving and critical thinking skills will be emphasized in technique formulation and exposure calculations. (1.2) Spring



## **RAD 106 Radiographic Procedures II (4) (3,3)**

Prerequisite: Grade of C or better in RAD 103, RAD 104, RAD 124 and BIO 246

This course is a continuation of Radiographic Procedures I, and provides instruction in radiographic positions and procedures, including demonstrations, and presentation of radiographic images of the human body. The student learns all routine and selected non-routine procedures of the body. The course includes laboratory experience, which provide students opportunity for simulated practice and is integrated with the Radiography Clinical Practicum II course. Following completion of Procedures II, the student is able to perform all routine radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. (1.2) Spring

## **RAD 107 Radiologic Physics (2) (1,3)**

Prerequisite: Grade of C or better in RAD 103, RAD 104, and RAD 124 Recommended: CHM 101 or CHM 112

This course reviews the concepts of atomic structure and electromagnetism, and study of radiation – its nature, production and medical applications. Covered topics include the electromagnetic spectrum, radioactivity and half-life, x-ray production and characteristics, the effects of technique selection on beam quality and quantity, the interaction of radiation with matter, and the circuitry and design of radiographic equipment. The course emphasizes clinical applications of physics concepts in the safe operation of high voltage radiographic equipment. (1.2) Spring

## **RAD 134 Radiography Clinical Practicum II (3) (0,15)**

Prerequisite: Grade of C or better in RAD 103, RAD 104 and RAD 124

This course is a continuation of Radiography Clinical Practicum I. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations which reinforce concepts that are introduced in Procedures I and II. Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 255 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in a variety of procedures. (1.2) Spring

## **RAD 208 Radiographic Procedures III (2) (1,3)**

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107 and RAD 134

This course covers the advanced radiographic, fluoroscopic and invasive procedures, emphasizing patient care, procedural protocol, and equipment and accessories used. The course includes

laboratory experience, which provide students opportunity for simulated practice and is integrated with the Radiography Clinical Practicum III course. Following completion of Procedures III, the student is able to perform all routine and special radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. (1.2) Summer

## **RAD 209 Radiobiology & Radiation Protection (2) (1,2)**

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134 Recommended: CHM 101 or CHM 112

The radiation biology segment of this course provides an overview of the principles of the interaction of radiation with living systems. The course presents the effects of irradiation of biological molecules and organisms, and the factors affecting biological response. Covered topics include early and late effects of radiation exposure, epidemiological studies of radiation effects, and the acute radiation syndromes. The radiation protection segment of this course provides the student with an overview of the principles and practices of radiation protection. The course emphasizes the responsibility of the radiologic sciences professional in providing radiation protection to the patient, personnel, and the public. (1.2) Summer

## **RAD 211 Radiographic Imaging III (2) (1,2)**

Prerequisite: Grade of C or better in RAD 105

This course covers the concept of continuous quality improvement in the healthcare environment and the impact of legislation and accreditation standards on quality management programs. Also included are quality control and quality assurance procedures for a variety of imaging equipment and processes. Other imaging topics, including PACS and image intensified and flat-panel fluoroscopic equipment, are also covered. (1.2) Fall

## **RAD 212, Radiographic Pathology, (2) (2,0)**

Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208, and RAD 242

This course presents a body system approach to the demonstration of human diseases through medical imaging. The course emphasizes adaptations of routine positioning and radiographic techniques to best demonstrate pathology and maximize diagnostic quality. Covered topics include patient care considerations relative to disease processes. Discussions include which imaging method or modality will best demonstrate each pathological condition. The course includes a review of radiographs and films from Computed Tomography, Ultrasound, Magnetic Resonance, Mammography, Special Procedures, and Nuclear Medicine. Systems covered include the respiratory, skeletal, gastrointestinal, urinary, cardiovascular, nervous, hematopoietic system, endocrine,

reproductive, and miscellaneous disorders. (1.2) Fall

## **RAD 220, Pharmacology, (2) (2,0)**

Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256 Recommended: CHM 101 or CHM 112

This course explores the role of the radiographer in the administration of contrast media and related medications. Covered topics include the radiographer's scope of practice, legal implications, pharmacology overview, drug measurements and dose calculations, contrast media, preventive care, and emergency response to contrast media reactions, imaging pharmaceutical compatibility, select drug administration techniques, and documentation requirements. (1.2) Spring

## **RAD 230 Medical Ethics and Law (2) (2,0)**

Grade of C or better in RAD 212, RAD 211, and RAD 256

This course provides the student with an understanding of the parameters of professional practice and the legal and ethical responsibilities of the radiologic sciences professional. Covered topics include elements of ethical behavior, ethical issues and dilemmas in health care, interacting with the terminally ill patient, the scope of practice of radiologic sciences professionals, sources of law, elements of malpractice, employment issues, and litigation. The course emphasizes the student's ability to apply concepts of ethics and law in the development of professional attributes. Course requirements include leading class discussions of issues and case studies. (1.2) Fall

## **RAD 240 Career Development (1) (0,2)**

Prerequisite: RAD 212, RAD 211, RAD 256

This course provides the student an opportunity to conduct a self-assessment and review of each of the content areas of the ARRT examination to prepare for certification. Activities assist the student in organizing review efforts and emphasizes the synthesis of information from across the curriculum through developmental testing and simulated registry examinations. This course also prepares the students for their professional roles and employment by mastering skills of career planning, resume, portfolio development, and interviewing skills, in addition to the creation of a professional development plan. (1.2) Spring

## **RAD 242 Radiography Clinical Practicum III (2) (0, 10)**

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107 and RAD 134

This course is a continuation of Radiography Clinical Practicum II. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations that

reinforce concepts that are introduced in Procedures I-III. Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 170 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in a variety of procedures. (1.2) Summer

### **RAD 256 Radiography Clinical Practicum IV (5) (0,25)**

Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208 and RAD 242

This course is a continuation of Radiography Clinical Practicum III. Opportunities are provided for the continued development of clinical competency and professional development. Emphasis is placed on application of concepts in the actual performance of procedures for both speed and accuracy. Students will complete 425 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in a variety of procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments. (1.2) Fall

### **RAD 266 Radiography Clinical Practicum V (5) (0,25)**

Prerequisite: Grade of C or better in RAD 212, RAD 211 and RAD 256

This course is a continuation of Radiography Clinical Practicum IV and provides opportunity for final student learning outcomes assessment. Clinical requirements include successful completion of final clinical competencies in all major areas of radiography including critical thinking and problem solving. Successful completion of final competencies is a program graduation requirement.

Emphasis in this course is on continued professional development and proficient and independent performance of all radiographic procedures, with opportunity for continued exploration of selected advanced imaging modalities. (1.2) Spring

### **HPE 270 Global Context of Healthcare (2) (2,0)**

Prerequisite: (1) CLT 220 or DEA 123 or FSS 215 or HWM 150 or HST 131 or HSG 201 or SUB 201 or MAS 243 or RAD 256 or NUR 242 or SGT 111

(2) or concurrent enrollment in CLT 220 or DEA 123 or FSS 215 or HWM 150 or HST 131 or HSG 201 or SUB 201 or MAS 243 or RAD 256 or NUR 242 or SGT 111 (3) or consent of instructor

This course provides a wide-ranging overview of healthcare systems. It combines historical perspective with analysis of current trends as it charts the evolution of modern health care, providing a complete examination of its organization and delivery while offering critical insight into the issues that the health systems face today. Important legislative, political, economic,

organizational, and professional influences that transformed healthcare in the United States from a relatively simple professional service to the huge, complex, corporation-dominated industry will be explored and compared with countries with more demographically homogeneous populations. This course also examines issues of public health and U.S. spending on prevention efforts as compared with other countries as it recaps and summarizes selected topics in a future-oriented context. It outlines ongoing changes and tentatively forecasts future developments in institutional components and processes healthcare systems throughout the World. (1.2) Fall, Spring

## **RAD 261 Image Evaluation (1) (0,2)**

Prerequisite: Grade C or better in RAD 256

This course provides an opportunity for students to apply a systematic approach for evaluating radiographic images to determine diagnostic quality. Students will develop a high degree of radiographic problem-solving ability by correlating technical and positioning procedures with image analysis guidelines for common projections, non-routine situations or when suboptimal images are obtained. (1.2) Spring

# Radiography Program Textbook List

## Year 1

### Summer

\*\*All textbooks should be the latest edition

Course	Author	Title
RAD 102	Adler	Introduction to Radiologic Sciences and Patient Care
RAD 101	Adler	Introduction to Radiologic Sciences and Patient Care
	Frank	Merrill's Atlas of Radiographic Positioning and Procedures Volumes 1-3
	Frank	Merrill's Atlas of Radiographic Positioning and Procedures Workbook
	Carroll	Radiography in the Digital Age
	Carroll	Student Workbook for Radiography in the Digital Age

### Fall

Course	Author	Title
RAD 103	Carroll	Radiography in the Digital Age
	Carroll	Student Workbook for Radiography in the Digital Age
	Frank	Merrill's Atlas of Radiographic Positioning and Procedures Volumes 1-3
RAD 104	Frank	Merrill's Atlas of Radiographic Positioning and Procedures Workbook
	Frank	Merrill's Pocket Guide
RAD 124		

### Spring

Course	Author	Title
RAD 105		Same as RAD 103
RAD 106		Same as RAD 104
RAD 107		Same as RAD 103 and RAD 105
RAD 134	Frank	Same as RAD 124

## Year 2

### Summer

Course	Author	Title
RAD 208	Drafke<>	Trauma and Mobile Radiography
	Frank	Same as RAD 104 and RAD 106
RAD 209	Statkiewicz	Radiation Protection in Medical Radiography

Course	Author	Title
	Statkiewicz	Workbook for Radiation Protection in Medical Radiography
RAD 230	Towsley- Cook	Ethical and Legal Issues for Imaging Professionals
RAD 242	Frank	Same as RAD 124 and RAD 134

## Fall

Course	Author	Title
RAD 211	Papp	Quality Management in the Imaging Sciences
RAD 212	Kowalczyk	Radiographic Pathology for Technologists
RAD 256	Frank	Same as RAD 124, 134, 242

## Spring

Course	Author	Title
RAD 220	Jensen	Pharmacology and Drug Administration for Imaging Technologists
RAD 240	Callaway	Mosby's Comprehensive Review of Radiography Lange's Q&A for Radiography Examination
RAD 240	Saia<>	Lange's Q&A for Radiography Examination
RAD 261	---	---
HPE 270	Sultz <>	Health Care USA Understanding Its Organization and Delivery
RAD 266	Frank	Same as RAD 124, 134, 242, 256

All textbooks are required unless otherwise indicated.

Most textbooks are bundled by the publisher (Elsevier) to provide the student a discounted rate to include eBooks and multiple electronic student learning resources.

< > means that the textbook has a different publisher and, therefore is sold outside the Elsevier bundles.

## 2023 to 2024 Program Expenses

### Preadmission Expenses

Expense	Details	Cost
PSB HOA Testing fee	-	\$20.00
CPR Training	-	\$50.00
Physical Exam	-	\$48.00
Titers/Immunizations: Option 1*	MMR injection	\$99.00
Titers/Immunizations: Option 2*	MMR Screen	-
	Rubella	\$25.00
	Rubeola	\$25.00
	Mumps	\$25.00
	Varicella (2 injections)	\$140.00
Titers/Immunizations: Option 3*	Varicella titer	\$25.00
	Tdap	\$50.00
	Hepatitis B vaccine (booster only)	\$70.00
Titers/Immunizations: Option 4*	Hepatitis B titer	\$40.00
	TB test* (once a year)	\$40.00
	Flu shot (once a year)	\$29.99
	COVID vaccine recommended	-
Fingerprinting/Background Check and 10-Panel Drug Test*	Castlebranch fee (also covers medical document management and record review)	\$117.50
Preadmission Subtotal	Approximate depending on immune status - could be less	\$804.49

### Program Expenses

Expense	Details	Summer	Fall	Spring	Total
Registration Fee: Year 1	-	\$6.00	\$6.00	\$6.00	\$18.00
Registration Fee: Year 2	-	\$6.00	\$6.00	\$6.00	\$18.00
Tuition: Year 1	Based on In-District Residence Fee of \$132 per credit hour – does not include general education requirements. See catalog for Out-of-District fees.	\$396.00	\$1,320.00	\$1,584.00	\$3,300.00
Tuition: Year 2	-	\$1,056.00	\$1,188.00	\$1,452.00	\$3,696.00
Lab Fees: Year 1	-	\$88.00	\$352.00	\$264.00	\$704.00
Lab Fees: Year 2	-	\$176.00	\$176.00	\$264.00	\$616.00
Textbooks: Year 1	Prices are approximate and subject to change	\$400.00	\$350.00	\$487.00	\$1,237.00



Expense	Details	Summer	Fall	Spring	Total
	without notice – Does not include general education books				
<b>Textbooks: Year 2</b>	-	\$250.00	\$75.00	\$233.00	\$558.00
<b>Supplies: Year 1</b>	Lead Markers (\$26.99 per set)	\$53.98	-	-	\$53.98
<b>Uniforms: Year 1</b>	Three sets of uniforms, lab coat, and shoes	\$300.00	-	-	\$300.00
<b>Graduation Fee: Year 2</b>	-	-	-	\$15.00	\$15.00
<b>ARRT Certification Exam Fee: Year 2</b>	-	-	-	\$200.00	\$200.00
<b>Program Subtotal</b>					\$10,715.98
<b>Total Cost (including preadmission expenses)</b>					\$11,520.47

Notes:

- The student is responsible for transportation between clinical sites and ECC campus activities and all expenses associated with this travel.
- This expense sheet does not include the cost of purchasing a health insurance policy
- An attempt is made to inform the student in advance so this will not be burdensome.

Cost of any of the above is an estimate and subject to change without notice.

## Medical Imaging Student (Tops White Logo, Pants blank, Lab Coat)

Item Number	Description	Size (circle)	Price	Color	Qty	Total
4700	Women's V-neck scrub top	XS , S , M , L , XL	\$24.99	Royal Blue		
4700	Women's V-neck scrub top	2X , 3X	\$26.99	Royal Blue		
4700	Women's V-neck scrub top	4X, 5X	\$26.99	Royal Blue		
4200	Women's Athletic Scrub pant	XS , S , M , L , XL	\$17.99	Royal Blue		
4200	Women's Athletic Scrub pant	2X , 3X	\$19.99	Royal Blue		
4200	Women's Athletic Scrub pant	4X, 5X	\$19.99	Royal Blue		
4350	Women's Warm Up Jacket	XS , S , M , L , XL	\$31.99	Royal Blue		
4350	Women's Warm Up Jacket	2X , 3X	\$33.99	Royal Blue		
4350	Women's Warm Up Jacket	4X, 5X	\$33.99	Royal Blue		
1446	Long Lab Coat	XS , S , M , L , XL	\$25.99	White		
1446	Long Lab Coat	2X , 3X	\$27.99	White		
1446	Long Lab Coat	4X, 5X	\$27.99	White		
4777	Men's V-neck scrub top	XS , S , M , L , XL	\$24.99	Royal Blue		
4777	Men's V-neck scrub top	2X , 3X	\$26.99	Royal Blue		
4777	Men's V-neck scrub top	4X, 5X	\$26.99	Royal Blue		
4100	Unisex scrub pant	XS , S , M , L , XL	\$15.99	Royal Blue		
4100	Unisex scrub pant	2X , 3X	\$17.99	Royal Blue		
4100	Unisex scrub pant	4X, 5X	\$17.99	Royal Blue		
310707	Lead Marker Set (or purchase on Etsy)		\$26.99			
	<b>*Initials:</b> <b>First_____Middle_____Last_____</b>					

\*\*Uniforms must be ordered through the ECC bookstore office to ensure the correct, color, style and stitching to identify the student as an ECC Radiography Student. Samples are available for sizing.



Elgin  
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## **Section 3 Resources and Services**

# Academic Services

## Renner Learning Resources Center

ECC's library on the main campus maintains reference books, periodicals and audio-visual aids related to radiography and are available for student use. The hours of operation are Monday through Thursday from 7:45 am to 10 pm and Fridays from 8 am to 4 pm. The library is closed Fridays and Saturdays from June through August.

The Program also maintains a reference library in the faculty's offices.

## Computer Resources

Students have access to computers, located in the Radiography classroom and laboratory (A 124) and in A119. Computer-assisted instructional (CAI) modules are assigned to supplement the curriculum in many of the courses.

## Copy Services

Students who wish to make copies of printed materials while on campus should purchase a copy card from one of the card dispensers. A copier is available for student use in the A building.

## Tutoring / Remedial Instruction

- [Tutoring](#) is available in the Learning Centers (Building C 230) by calling 847-214-7256 or you can click on the link above. Hours of operation are Monday through Thursday 9 am to 8 pm, Friday 9 am to 2 pm, and Saturday 9 am to 1 pm. The Center is closed Fridays in June through August.
- Tutoring and remedial instruction in the radiation sciences is available to all radiography students on an individual basis, as needed by requesting assistance of the program faculty.
- Instructors may initiate remedial instruction when deemed to be in the best interest of the student.

## Retention

### Health Professions Advisor & Retention Specialist

**Sarah Buzzelli**

Room B120 Student Success Center Phone: 847-214-7286

[sbuzzelli@elgin.edu](mailto:sbuzzelli@elgin.edu)

### Office Hours

**Monday:** 7:30 – 4:30 (drop-in hours 7:30-8:30 and 12-1:30)

**Tuesday:** 7:30 – 4:30 (drop-in hours 7:30-8:30 and 12-1:30)

**Wednesday:** 10 – 7 (drop-in hours 12-1:30 and 4:30-7)

**Thursday:** 7:30 – 4:30 (drop-in hours 7:30-8:30 and 12-1:30)

**Friday:** 8 – 4 (drop-in hours 12-1)

## **Advising and Student Wellness**

[The Advising Center](#) (B Building) provides advising and counseling services for all ECC students. See the College Catalog for additional information on the services provided.

[Wellness Services](#) provides services about psychosocial issues that impact academic performance.

Radiography Program faculty provide students with a written progress report at midterm and at the end of each semester. Program faculty may schedule a private conference with students if deemed necessary. Students should seek assistance from any of the instructors as needed.

## **Health Insurance**

Students enrolled in the Radiography Program are covered by accident insurance that covers student injuries that occur during participation in on-campus activities and during the clinical experience. This plan does not provide any other coverage. Students' medical insurance coverage serves as the primary coverage and the college's accident insurance serves as the student's secondary coverage for injuries that occur on ECC campus or on site at any of the clinical affiliates.

## **Health Services**

At this time, there are no health services on ECC Campus. In case of injury, while on ECC campus, please review information on Emergency Response included in the College Catalog.

## **Career Planning and Graduate Placement**

- Sessions on resume writing and interviewing skills are conducted for second-year students as part of the Career Development course during the last semester of the second year.
- Job postings are typically communicated to students and graduates via email from your instructors.
- Information regarding application to educational programs in the advanced modalities is also available from your instructors. In addition, a copy of the AMA Health Professions Education Directory is maintained in the college library and is available for student use.
- Students are advised of educational and employment-planning options during regularly scheduled counseling sessions with the Program Director and as a part of the assigned activities during the Career Development course.

- Students are encouraged to request letters of reference from instructors, clinical supervisors and RT's. Official copies of transcripts will be forwarded by the Records Department upon completion of a written request.

See [College Catalog](#) for additional information regarding [Resources and Services](#) available to Elgin Community College students.



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## **Section 4 Program Policies and Procedures**

## Admission Steps

All radiography candidates must complete the following steps prior to applying for admission to the radiography program by the December 15th deadline (If December 15 falls on a weekend, packets are due on the Friday before that date. Late applications will be considered for the next year.):

1. Attend a [Radiography Information Session](#) (see schedule on the web)
2. Submit a completed [ECC application](#) for admission online (if not enrolled)
3. Submit a completed [Health Professions application](#) online
4. Submit outside college transcript(s) & request evaluation for Radiography
5. Complete ALL prerequisites by end of Fall semester of the December 15 deadline (BIO 110, MTH 102, HPE 112 and PSY 100) with a grade of "C" or higher (as shown on college transcript).
6. Note: BIO 245 MUST be completed PRIOR to starting the program in the summer term.

## Admission Process

- The Admission Process is outlined on the ECC website.
- All information MUST be turned in by the December 15 deadline in order to be considered as a candidate!
- Notification of acceptance goes out via email sometime between mid-January and late February. Alternate/Nonacceptance notifications are sent in early March. It is the applicant's responsibility to ensure that the contact information in the student record is up-to-date and correct. (Notifications will be sent to the email address indicated on the Health Professions Application.)
- Candidates will be asked to confirm status via email. Failure to send confirmation by the stated deadline will result in forfeiture of the position. It is the applicant's responsibility to check emails on a regular basis in order to confirm acceptance by the deadline stated in the acceptance notification.
- New Student Orientation will be scheduled in March and is mandatory for all candidates (accepted students and alternates) in order to continue with the enrollment process. A "no show" will result in forfeiture of the position in the program. Any consideration of an "emergency" absence is at the discretion of the program director.

Once ACCEPTED and after attending orientation, students must:

- Purchase uniforms and supplies
- Submit pre-clinical medical forms showing evidence of required immunization (titers) and proof of health/fitness,



- Submit to criminal background checks and drug testing
- Provide proof of health insurance coverage and
- Provide proof of CPR certification prior to starting the program.
- Register for classes (Classes begin in June)

\*Alternates are not required to complete any of the above unless/until notified that a seat has been awarded.

## **Alternate Status**

Enrollment in the Radiography Program is restricted due to the limited clinical resources that are required to operate a quality, accredited educational program. It is at the program director's discretion to accept a number of alternates in addition to those accepted into the program.

Alternate status means that if a student that has been accepted into the program is unable to begin the program in the summer for any reason, the next alternate on the list will be contacted to fill that position. In the event that an enrolled student withdraws from classes during the summer term, is unable to progress on to the fall semester courses or an additional clinical position becomes available, it would be too late for an alternate to step in to fill that position.

## **Attendance Policy**

One of the goals supporting the mission of the Radiography Program is to graduate technologists who will conduct him or herself in a professional manner by demonstrating professional values and behavior in clinical practice. Employers of our graduates value dependability, reliability and a strong work ethic. As such, the Program faculty expect students to strive to achieve these qualities in order to ensure employability in the profession after graduation.

Students must be familiar with and comply with all policies and procedures of Elgin Community College, the Radiography Program, and its affiliating Medical Imaging Departments and clinics. Failure to comply with these policies would make the student subject to Disciplinary Procedures, as outlined in this Handbook.

## **Class Attendance Policy**

- The student is responsible for all class work missed due to absence, and must complete all make up assignments within the due date at the discretion of the instructor(s).
- At the instructor's discretion, points may be deducted for work turned in after the due date.
- Instructors may include attendance as a portion of the academic course grade (see specific course syllabi).
- The privilege of making up quizzes and tests due to absence is at the discretion of the instructor.

## Student Schedule

- Student clinical and didactic schedules do not exceed forty hours per week. Regular and prompt attendance is expected.
- A copy of the Class Schedule document for first and second-years of the radiography curriculum can be found in the Appendix of this Handbook.
- The Master Plan of Clinical Education (Section 5 – Clinical Education) outlines the types of clinical assignments by semester.
- The student schedule includes alternating days of clinical rotations and classes. Clinical Schedules are distributed well in advance of the beginning of each clinical semester to assist the student in planning.
- Schedules are also available on D2L and E\*Value for the current semester clinical course.
- Clinical assignments:
  - Shift times for clinical assignments will vary, including various day rotations. A limited number of second shift (evening) rotations are assigned during the second-year.
  - The supervising technologist or preceptor schedules student breaks (including lunch breaks), depending on department workload. A student must have the approval of the designated clinical instructor to leave the assigned clinical area (this includes coming in or leaving early/late.)
  - The student is allowed a 30-minute lunch break unless otherwise notified.

## Time and Attendance System

- Students are expected to clock in and out at the assigned clinical site using the E\*Value electronic system. IP addresses of clinical site computers are monitored. A clock in/out entry from an unauthorized IP address will result in disciplinary action. If a student records (or fails to record) clinical time and was not in the facility of the clinical assignment, the student will be subject to disciplinary action. If a student forgets to clock in or clock out, the clinical coordinator must be notified immediately via email or text message.
- Any time record cheating will result in automatic clinical probation for all students involved. A second incident will result in immediate dismissal.

## Clinical Attendance Policy

- For clinical absences: The student must place TWO phone calls/text messages/emails when absent. One to either the Program Director or Clinical Coordinator at the College AND the other to the Clinical Instructor (or designate) at the clinical site OR leave a message on voice mail at each facility.

- ECC (847-214-7691 PD) OR (847-214-7976 CC) or via cell phones (voice messages and/or text messages are acceptable)
- Clinical Instructor at the assigned clinical site (see Clinical instructor contact information sheet available in the Handbook, on D2L and in E\*Value)
- The student must notify program faculty at least 15 minutes prior to the scheduled clinical or class time.
- The student must call in on each successive day she / he is absent.
- When a student fails to follow the Clinical Attendance Policy by providing proper notification, the absence is unexcused, and must be made up as double the number of hours of actual absence.
- Each student is allowed two days of clinical absence in each semester. These days do NOT have to be made up; however, faculty reserve the right to reschedule the student into the area missed if it is deemed a unique or limited assignment. Any absences over the two days per semester will result in a reduction of the clinical grade and will be made up at the discretion of the Clinical Coordinator. Make up days are scheduled at the discretion of the program faculty in order to assure availability of appropriate supervision.
- Make up clinical time is not to exceed 40 hours per week unless the student signs a waiver. Due to supervision issues, student clinical make-up time may be scheduled during the break or (for graduating second-years) after graduation. Depending on the assignment missed, make up time MAY be made up on 2nd shift at the discretion of the clinical instructor and program officials.
- A student with an unauthorized absence (over the 2 days allowed) from the assigned clinical area may be required to make up the lost time at double time, as assigned by program faculty.
- Violation of any of the provisions of the attendance policy will result in reduction in the clinical grade. For repeated offenses, the student may also be subject to disciplinary action, up to and including dismissal from the program.
- Habitual absenteeism (resulting in more than 24 hours of clinical make up time) impacts the ability of the student to demonstrate clinical progress and demonstrate professional growth. The consequences of habitual absenteeism is Clinical probation. Clinical Probation negatively impacts the clinical grade.
- Continued unauthorized absences may also result in dismissal from the program.

## **Clinical Tardiness Policy**

A student is considered tardy if she/he is more than seven (7) minutes late for scheduled clinical assignments.

- Three incidents of tardiness for clinical assignments will result in a 1-point grade reduction.

- The fourth incident will result in clinical probation. (Please see the "Clinical Grading Policy" Section 6).

## **Snow Day Policy**

If the college is closed, students are not required to attend practicum; however, any missed days deemed a unique or limited assignment may be re-assigned. Site visits will not occur when campus is closed.

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students may also call the college at 847-697-1000 or log on to the college website. It is recommended that students register for ECC's emergency alert system. Students, faculty and staff receive text messages if there is a campus emergency or cancellation of classes due to inclement weather.

1. Log on to [emergency.elgin.edu](http://emergency.elgin.edu).
2. Enter your name, cell number & email address.
3. Click to register.

## **Overtime**

Although it may be necessary at times for a student to stay later than his or her assigned time if involved in a case where it would not be in the patient's best interest for the student to leave in order to assure continuity of quality of patient care, it is not the program's policy to allow the accrual of "overtime". Due to strict supervision guidelines, program officials prefer that students maintain hours consistent with those reflected in the student clinical schedule in order to assure adequate supervision of students. In extenuating circumstances, early arrival or staying over the scheduled time will require special permission from the clinical instructor on site.

## **Excused Absences**

- Aside from the two allowed absences per semester, jury duty and funeral leave are the only other excused absences.
- Funeral leave is only excused for members of the immediate family. Immediate family is considered: spouse, children, mother, father, brother, sister, grandparents, in-laws.
- Documentation must be provided for either type of leave for those days to be excused.

## **Emergency Leave**

- Due to emergency or special circumstances, a student may have up to three days of leave. The student must submit a written request to the program faculty or obtain approval from program officials.

- The student must make up missed clinical time and/or class assignments during the emergency leave.

## **Leave of Absence/Temporary Disability Policy**

Purpose: This policy is to accommodate the student who is temporarily unable to maintain required attendance in the program, due to unforeseen circumstances beyond his/her control. A student may not use a leave of absence to avoid dismissal from the Program for disciplinary reasons.

- Any student absence in excess of two weeks requires that the student request a Leave of Absence, in writing, to the Program Director.
- The Program Director must approve all requests for Leave of Absence. All information concerning student leave of absence is confidential.
- Student Leave of Absence for medical or personal reasons may not exceed one year.
- The "Student Pregnancy Policy" outlines Student Leave of Absence due to pregnancy (see Section 4).
- When a Leave of Absence is granted, a written LEAVE OF ABSENCE AGREEMENT is prepared. The student signs this agreement, and receives a copy. The agreement will outline the terms of the student's leave; including the requirements, the student must meet to stay eligible for return to the program.
- A student granted a leave must complete all clinical and didactic requirements of the program within one year of the original graduation date, or be subject to dismissal from the program.
- Ineligibility: Denial of approval of leave of absence results when the student has:
  - Failed to maintain the required clinical or didactic grade point averages.
  - Accumulated make-up clinical hours in excess of 40 hours.
  - Been placed on probation.
- Any student who fails to meet the requirements of the Leave of Absence Agreement and/or the Attendance Policy will be subject to dismissal. The student may not re-enter the program at a later date.
- Examples of a valid leave of absences request may include but are not limited to military deployment; surgery; injury resulting in a temporary disability; family death or illness requiring a temporary leave of absence).

## **Student Withdrawal**

- A student who wishes to withdraw from the Program must submit his/her resignation in writing to the Program Director and/or the Dean of Health Professions. The Program Director meets with the student.
- A student who withdraws must return all program/clinical site property (including ID badges,

dosimeters etc.); meet any outstanding debts to the College by the end of the two-week notice period.

- The student is responsible for applying for any refunds that may be due (see College catalog).

## **Radiation Protection Policy**

One of the goals in support of the Radiography Program's mission is for its students to practice effective radiation safety for the patient, him or herself and others. As such, the Program faculty advocate strict adherence to the principle of ALARA, that all radiation exposures be kept "As Low As Reasonably Achievable" and students must comply with the Program's Radiation Protection Policy. Infractions of radiation protection policy and procedures place both students and patients at risk and will result in disciplinary procedures including clinical probation, and for more serious infractions, dismissal.

### **Radiation Dosimeters**

- Each student receives a radiation dosimeter to monitor radiation exposure.
- The student must wear the dosimeter at all times while in the clinical area AND during laboratory experience when exposures are made. The proper location of the dosimeter is on the collar, facing forward, on the outside of the protective lead apron when one is worn. Badges worn to monitor pregnancy will be worn at waist level under the lead apron (if worn).
- The student must report lost or damaged badges, or any exposure to the badge that may not reflect the student's exposure.
- Students are responsible for exchanging dosimeters in a timely manner. Failure to do so may result in a reduction in the student's clinical grade. Lost badges will result in a \$54 charge to the student for each occurrence so that a new badge can be ordered.

### **Radiation Dosimetry Reports**

- Reports of student radiation exposure are available for review quarterly or upon request. Students should initial the report by his/her reading to document his/her review.
- The Program Director monitors these reports. Students may address questions about the report to either the Program Director or the Clinical Coordinator.
- A student who receives a reading of 125 mRem or greater during a quarter will be required to meet with the Program Director to determine the cause.
- Student dosimetry reports are part of the permanent student record. Students are often responsible for forwarding a personal record of their cumulative radiation exposure to an employer upon graduation. The Program Director will forward the student's dosimetry record to employers upon written request of the student, at no charge.

## Radiation Protection Guidelines

The following guidelines are set forth to protect the student from excessive radiation exposure. Failure to follow the guidelines will result in disciplinary action including clinical probation, and for repeated offenses, dismissal.

- Radiation exposure to any human requires a physician's order; therefore, no student will perform radiologic procedures without the consent of a physician.
- No student will ever be exposed to DIRECT radiation of the beam. The practice of students holding patients is not allowed under any circumstances.
- Students are prohibited from making radiographic exposure using portable equipment unless wearing a lead apron and maintaining at least six-foot distance from the x-ray tube whenever possible.
- Lead aprons must be worn during fluoroscopic assignment or any time it is necessary to remain in a room during an exposure
- Thyroid shields, lead gloves and lead glasses should also be worn whenever possible while working in fluoroscopy areas.
- Dosimetry badges will be worn at all times while assigned to the clinical area and on ECC campus while in the energized lab making exposures.
- Non-technical staff (other healthcare workers) or patient's family members assisting/holding the patient during the radiographic exposure must be supplied with an apron and gloves at all times.

## Pregnancy Guidelines and Procedures

During orientation, each female student must sign a statement of understanding of the program's pregnancy policy to ensure her understanding of the risk and the student's rights. In the event that a student becomes pregnant during her enrollment in the Radiography Program, she has the option to declare or not declare her pregnancy.

Federal regulations require that ECC's Radiography Program ensure that the dose to an embryo/fetus, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rems during the entire pregnancy. A limit of 0.05 rems per month of a declared pregnancy is also enforced. The student can refer to the [Nuclear Regulatory Agency's website](#) for additional information:

The Program, in order to comply with these lower dose limits, has adopted the following policy concerning student pregnancy. The purpose of this policy is to:

- Allow the pregnant student to make an informed decision regarding voluntary declaration of pregnancy.
- Provide for the well-being of the unborn embryo/fetus and reduce the risk of adverse effects.

- Provide for the fair treatment of the pregnant student, and maintain the quality of her clinical education.

Exposure to any level of radiation is assumed to carry with it a certain amount of risk. As a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of the effects increases as the dose increases. At the occupational dose limit for the whole body of 5rem (50mSv) per year, which applies to occupationally exposed individuals, the risk is believed to be very low.

The Nuclear Regulatory Commission (NRC) has reviewed the relevant scientific literature and has concluded that an exposure of 0.5 rem (5mSv) provides an adequate margin of protection for the embryo/fetus. (Reference Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13)

Through proper instruction, strict adherence to safety precautions and through personnel monitoring, it is possible to limit occupational exposure to under 0.5 rem during the period of gestation.

**Declaration of pregnancy is at the discretion of the student.**

- To take advantage of the lower exposure limit (0.5 rem) and additional dose monitoring provisions, the pregnant student must declare her pregnancy in writing to the Program Director.
- If the pregnant student elects not to declare her pregnancy, normal occupational exposure limits will continue to apply.
- Whether or not pregnancy is declared, the pregnant student is advised to consult with her physician and may select one of the following options:
  - Continued full-time status: The student must be able to meet the academic requirements and clinical objectives to continue in the program.
    - Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Manual and attendance policy in the ECC catalog).
    - Clinical time missed due to pregnancy/maternity leave will be treated as any clinical sick time. (See clinical attendance guidelines and procedures in this Manual).
    - Due to College policy, if an incomplete grade is given due to illness, temporary disability or any other reason, the student is given 120 calendar days into the next semester in which to complete assignments or the "incomplete" will convert to an "F".
  - Withdrawal from clinical rotations with continued participation in didactic instruction: A student may choose to continue in the didactic courses, but to



withdraw from the clinical courses.

- In this instance, the student must be able to meet the academic requirements to continue in the program.
- Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Student Manual and attendance policy in the ECC Catalog)
- Due to College policy, if an incomplete grade is given due to illness, temporary disability or other reasons, the student is given 120 calendar days into the next semester in which to complete assignments or the “incomplete” will convert to an “F”.
- After delivery, the student’s continuation of the clinical component of the program will be at the Program Director’s discretion based on which clinical semesters that were missed, and the availability of space in the clinical schedule (ie. Student capacity).
- Leave of Absence (“Stopping Out”): Upon learning that she is pregnant, a student may opt to “stop out” of both the didactic and clinical components of the program until after she has delivered.
  - Because radiography courses are only taught once a year and during the same semester every year, this may mean that the student must sit out for an entire year before the student may re-enter the program and re-enroll in the semester’s courses at the point where she withdrew (See Readmission Guidelines and Procedures in this Manual).

Any student who elects not to declare her pregnancy will be considered to be in continued full-time status. Any student who elects to withdraw from the clinical component of the program or to take a leave of absence should refer to the Readmission Guidelines and Procedures in Section 5 of this Handbook. In addition, once a student has provided a written notice of declaration of pregnancy, the student can withdraw the declaration at any time. As with the declaration of pregnancy, the withdrawal of declaration must also be in writing.

## **Cell Phone Policy**

Students should not bring cell phones onto the floor in the clinical site. You may not carry cell phones with you during clinical duty. Cell phones must be kept in the locker area only and must be silenced so as not to disturb the work environment. In the classroom, cell phones/pagers must be kept out of sight and silenced so as not to disturb the learning environment. Students who must answer a call/page must step out of the classroom/lab to do so or wait until an appropriate break time. (See Social Media Policy in Appendix)

## **Markers, Badges and Name tags**

## **Photo ID Badge (Clinical site)**

Some clinical facilities may require that students wear a photo ID during the clinical practicum. In clinical facilities where this applies, the following applies:

- Each student receives a photo identification badge. The student must wear the ID at all times while in the clinical area or when in the hospital.
- The ID badge is the official form of identification within the hospital, and is an important security measure.
- A security code in the ID badge allows entry into restricted areas (for example, the Emergency Department). Some facilities provide a “prox reader” in place of an ID badge.
- The badge is worn facing forward and clearly visible.
- The badge must not be obscured with film markers, stickers, or anything else.
- The student must immediately report a lost ID badge to the Safety and Security Office of the clinical facility and the Program Director.
- The ID badges are property of the Hospital, and must be returned to a Program official upon leaving the program.

## **Dosimetry badges**

See Radiation Protection Policy in this section of the Handbook. Lost badges must be reported to the Program Director. A \$54 fee/occurrence will be charged in order to defray the cost of ordering a replacement badge.

## **Radiographic Identification Markers**

- Two sets (Two left (L) and two right (R) lead film markers) must be purchased by each student. The markers identify the images exposed by the student.
- The student must have these markers with him/her at all times while in the clinical area or in the radiography lab on campus.
- The student must never loan these markers to anyone else as they identify the student’s work.
- Failure to have markers on site may result in the student being sent home which will result in an unexcused absence and may result in a reduction in the student’s clinical grade.

## Student Illness or Injury

- Student absence due to illness or injury must comply with the Attendance Policy.
- Any student who contracts a communicable disease must comply with the appropriate policies of the clinical site where the student is assigned as well as the [Infection Control and Communicable Diseases and/or Contagious Illnesses 3.601/4.601](#)
- In cases of injuries that occur during regularly scheduled hours on ECC's campus or on the property of a clinical affiliate, the student must complete an incident report in consultation with the clinical supervisor or program faculty.
- If a student becomes ill while in the clinical area, the student is to report to the supervising technologist and/or the program faculty.
- Student illness or injury that results in an absence in excess of three days requires that the student obtain a physician's clearance to return.
- Any temporary or permanent restriction on the student's ability to perform clinical assignments requires a physician's release.

## Student Safety and Incident Reports

- Students must comply with hospital policies for reporting unusual occurrences. Hospital orientation/student clinical orientation presents information about safety issues, hospital security, and incident reporting.
- A student with any concern or problem relative to safety issues should seek assistance from the supervising radiographer or the program faculty.
- The student must immediately report any unusual occurrence or incident to the department supervisor and program faculty.
- Students should also refer to the **Health Professions Safety Statement** in the Appendix of this Handbook.
- Prior to student clinical rotations, students must complete the Magnetic Safety Screening tool.
- Refer to the following [Administrative Procedures](#) and other resources for student safety:
  - [Administrative Procedure 3.402 Notice of Non-Discrimination](#)
  - [Administrative Procedure 3.404 Anti-Discrimination, Harassment, Retaliation Policy and Procedure](#)
  - [Administrative Procedure 3.501 Individuals with Disabilities Procedure](#)
  - [Firearms, Weapons and Concealed Carry Procedure 3.902](#)
  - [Emergency Management](#)
  - [ECC Police Department](#)

# Infection Control Policy

Standard Precautions prevent the transmission of communicable diseases, and provide for the safety of students, staff and patients. Successful completion of the Methods of Patient Care course serves as documentation of successful completion of these competencies.

[Communicable Disease and/or Contagious Illnesses 3.601/4.601](#)

## Student Records

During enrollment, the Program's student record includes but is not limited to:

- Clinical and didactic grades
- Attendance records
- Clinical education records
- Records of student conferences
- Health record
- Radiation dosimetry record

After completion of the program (through either graduation or termination), the permanent record includes:

- School transcript (including attendance record)
- Registry result (pass/fail)
- Health record
- Radiation dosimetry record

The College and the Program maintain the confidentiality of student records in compliance with the Family Educational Rights and Privacy Act. A locked file in the office of the Program Director houses all program student records. Information from student records is released ONLY after receipt of a written request from the student. The College mails official transcripts directly to other institutions, upon written request by the student. The College will send unofficial transcripts directly to the student.

## Parking and Transportation

1. [Parking](#) on ECC's Main Campus, parking lots A & B provide close access to the radiography classroom and lab.
2. Any parking fines or traffic citations are the sole responsibility of the student.
3. Some clinical sites may require students to park in designated parking spaces only. This should be discussed during clinical orientation at each clinical site.
4. Students reported as parking in unauthorized parking spaces at any clinical site could be restricted from that clinical site permanently if the student fails to abide by facilities parking guidelines.

## **Smoke Free Campus**

ECC is a Smoke-Free Campus. Students must comply with this policy. Smoking is only allowed in personal vehicles with windows rolled up. Many of the Program's clinical affiliates prohibit smoking on all properties (including in personal vehicles). Violation of affiliates' smoking policies may result in permanent restriction from that clinical site.

It is the goal of the Program to ensure that students present themselves professionally, as they represent the Program, the College and the clinical facility. Personal hygiene is an important part of projecting a professional image to patients, families, clinical staff and supervisors.

Students who exhibit a strong odor of cigarette smoke on his/her body which is determined to be offensive to staff and/or patients will be sent home. Time missed will be considered unexcused and will be made up at double-time. Repeat offenses are considered unprofessional behavior and will result in a reduction in the clinical grade, clinical probation, and if it continues, clinical failure resulting in program dismissal.

## **Drug Free Campus**

ECC is a Drug Free Campus. Students accepted into the program must submit to a drug test prior to enrollment and at the beginning of the summer term of the second year. Program officials can request a random drug test be done at any time if a student's behavior becomes problematic and characteristic of drug use. Refer to [Drug Free Campus 3.401](#).

## **Student Handbook**

Each student will be given access to an electronic copy of the Student Handbook during orientation (available in D2L and in E\*Value). Students are expected to familiarize themselves with its contents and abide by all policies and procedures. Faculty reserve the right to include questions regarding the contents on quizzes or tests in any RAD prefix courses. Students are required to print, sign off and submit the signature page of the Handbook.

## **Academic Policies**

### **Academic Standards**

The Radiography Program is unique in that it provides a comprehensive education in a healthcare profession-Radiologic Technology. The desired outcomes of the Program include graduating a competent radiographer who can successfully pass that national certification examination and become employed as a valuable addition to the clinical staff in the facilities of our healthcare community. The Radiography Program is academically challenging and requires of its students,

motivation, self-discipline and a genuine desire to succeed. As such, some of the academic guidelines are stricter than any other programs offered at Elgin Community College. Please be advised of the following guidelines:

- Attendance is important and essential to your success! If you must be absent, you must notify your instructors. This includes all RAD classes as well as your clinical assignments. It is the student's responsibility to call text or email the instructor prior to the expected time for reporting to class or clinical assignment in the event of an absence.
- If a test is missed, it must be made up within 1 week after the originally scheduled testing day. Being allowed to make up a scheduled test is a privilege, which may be withdrawn if the privilege is abused. The student is limited to two make-up tests per class per semester without extenuating circumstances at the discretion of the instructor.
- Tests will always be announced; however pop quizzes may be unannounced. Any student missing an unannounced quiz may not be allowed to make it up and will receive a grade of zero. Unannounced quizzes are normally averaged together in a semester to count as one test grade.
- Except in exceptional circumstances, days missed in excess of 10% of the number of class meetings will result in an unsatisfactory grade, which will result in dismissal from the program. If it is necessary to miss a day of class, it is the student's responsibility to get the notes and material missed from his/her classmates.
- A syllabus with course outline, objectives, and instructor lecture notes for each course will be available in D2L. It is the student's responsibility to log on to D2L and check emails regularly. Students are encouraged to either regularly check the elgin.edu email address OR forward those messages to the student's personal email account.
- All homework and reading assignments are listed in the course syllabus. It is the student's responsibility to refer to these syllabi for his/her assignments.
- If "extra help" is needed with a RAD course, the student should approach the instructor prior to the day of a test. Study a little bit each day. Waiting until the night before a test to study (ie "cramming") is not a good idea and does not result in long-term retention of information. Each instructor has his or her office hours posted on the office door as well as in the course syllabus. Students can refer to the schedule to determine the availability of the instructor during designated office hours.

## **Grading Policies**

### **Academic Course Grades**

For each didactic course, a course syllabus outlines the method of student evaluation and grading. Instructors may include any or all of the following in calculating and weighting the course grade:

homework assignments, quizzes, unit examinations, final examinations, class participation, written papers, presentations, group projects, laboratories and attendance. The Unit Objectives and/or course calendar included in the course syllabus outline required assignments and learning objectives for each segment of a course.

## **Clinical Course Grades**

Section 5 of the Student Handbook, "Clinical Education Plan" describes the clinical grading policy. The following grading scale will be the one used for didactic and clinical performance:

A = 93 – 100; B =86 – 92; C=80 – 85; D=70 – 79; Below 70=F

- A student MUST maintain a MINIMUM of an 80% (C) average in all RAD courses in order to remain in the program. This includes both didactic and clinical courses. Any grade below a "C" in any RAD course will result in withdrawal from the program, since all sequential courses are prerequisite to the courses in the following term.
- In addition, all required and support courses (ie. General education courses) require a minimum grade of "C".
- A G.P.A. of 2.0 MUST be maintained to remain in the program.
- In the event of a failed RAD course (below a C), the student may request to "stop out" and, with the program director's approval, re-enter the program the following year at the point at which the student stopped. Re-entry is contingent upon the status of the student capacity at the time of intended re-entry. (See Withdrawal and Re-entry Policy in this Section.)
- A student may re-enter the program only once.
- Acceptance and continuation in this program are contingent upon acceptance by the clinical facilities for practicum training. If a student does not appear to be in good physical and/or mental health, as evidenced by his or her performance or behavior in the clinical practicum, faculty can request a physical examination and a written report from a physician.

## **Retention and Promotion**

The Radiography Program faculty are committed to your success! If you are struggling, let us know! We can help! The Health Professions Division is fortunate in that we have a Retention Specialist who can also provide support and assistance to students! ECC's [Spartan Success](#) is a system in place to promote retention and student success. See "Retention" in Section 3 of this Handbook.

## **Progress Reports**

Remember, students must maintain a minimum 80% average in all RAD courses to remain in the program. Students receive a progress report for each course for which they are enrolled at

midterm and at the end of each semester (or at other times as needed!). The Program Director or faculty member meets with students individually as needed and may include the Health Professions Retention Specialist to provide support. All students are provided with regular feedback concerning academic and clinical progress and professional development including identification of student strengths and areas for improvement. Coaching may occur at any time deemed necessary by the faculty, or upon the request of the student. Instructors periodically calculate a course grade for monitoring student progress.

## **Failure of a RAD Course**

Unfortunately, a failed course will result in dismissal. A failed course may be repeated once. If the course is failed, withdrawn from or incomplete the second time, the student will not be allowed to continue in the program and will not be allowed to re-enter again. When a student fails the third course with a RAD prefix, the student will be required to leave the program and will not be allowed to re-enter.

### **Procedure: First Failure**

- Conference between faculty and student - Instructor and student will discuss with the student the reason for failure. Examples:
  - Test taking
  - Lack of knowledge – general or specific
  - Clinical probation contract - initiated, in progress
  - Personal - i.e. extreme commitment (work, family, illness, financial)
  - Course requirements
- Plan for improvement contract. Examples:
  - Counseling
  - Tutoring
  - Personal, what will they change i.e., work schedule, home
  - Repeat class: for example, A & P
  - Special program of self-study - computer simulation
  - Other

### **Procedure: Second Failure**

1. The student will be notified of the policy regarding three failures. The student will be required to sign and return this notice to the office before they go on to next class.
2. Steps 1, 2, and 3 for first failure are repeated.



## **Withdrawal & Re-entry Policy**

Students must follow the college withdrawal policy. Refer to the [College Catalog](#) for this policy. Radiography students shall inform the individual instructor and/or the Program Director of withdrawal from a RAD course and the Program Director/Dean of Health Professions of withdrawal from the program and complete the forms for withdrawal. Students who wish to re-enter must submit his/her intent in writing to the program director. Placement in the course is determined on a space available basis. The program director will notify the student in writing as soon as it is determined that a seat will be available for the semester of re-entry.

## **Readmission Policy**

### **First Semester**

- First semester re-admission is based on a ranking process for the 16 spaces.
- All students who either fail or withdraw from a first-semester RAD course must reapply, be re-screened and re-ranked based on the admission requirements to re-enter the program.

### **All Other Semesters**

Students who have been accepted and enrolled in the Radiography Program at Elgin Community College within the past year and who wish to be considered for readmission into the Radiography Program must:

- Submit a letter/email of intent to the Program Director for readmission to the Radiography Program.
- Meet all admissions requirements for entry into the Radiography Program for the academic year in which reinstatement is requested.
- Meet the following additional requirements prior to the first day of classes:
  - Submit evidence of a satisfactory physical examination taken within the year preceding the requested term of re-entry, this will require updated PPD test.
  - Submit documentation of current CPR certification.
  - Submit to another drug test
  - Complete re-orientation procedures for all clinical education sites as they may require.

Students who are readmitted are required to register for all of the co-requisite courses during the term of re-entry in addition to the course(s) to be repeated. The student must achieve a grade of "C" or higher in all courses to continue in the program. The higher grade of each of the repeated courses will be recorded in the student record. Failure to do so will result in the student's withdrawal from the program. The following additional criteria will apply to students repeating a

clinical course during the term of re-entry:

- All competency examinations on the student's master list that had been attained in the previous year require reexamination in order to be retained. Re-examination will be conducted during the re-entry term in order to monitor and ensure student progress.
- Any procedure that cannot be re-examined during the re-entry term will be removed from the original master list of competencies.
- If the student fails to pass the recheck competency examination, it will be removed from the student's Master List of competencies. The student must complete two additional practices for remediation before attempting to challenge the competency exam again. When the student successfully passes the competency exam, it will be reinstated on the student's Master List.
- The student will be required to meet all course requirements of the course(s) to be repeated.

## **Final Decisions for Readmission into the Radiography Program**

The decision to grant readmission into the Radiography Program will depend upon:

- There being space available in the requested re-entry radiography course.
- The completion by the student of all criteria for readmission into the Radiography Program.
- A cumulative GPA of 2.00 for all RAD courses is required. Students will be readmitted on a first come, first served basis according to the date all criteria for readmission are met.

All students who meet the criteria for consideration for readmission into the Radiography program will be notified of the status of their request as soon as space becomes available. Any student requesting readmission into the second term of the first year will be considered on a space available basis after any alternate positions have been filled.

Students who are not granted readmission in a specific term as requested and who wish to continue to be considered for readmission must reapply and meet all criteria for consideration for readmission into the Radiography program.

## **Transfer Guidelines and Procedures for Transfer Students**

The Radiography Program does not accept transfer students.

## **Professional Development**

Students are expected to participate in professional development activities while in the Radiography program. Examples of professional development activities include:

- Becoming a member of the ASRT (American Society of Radiologic Technologists). Applications can be downloaded from the organizations' website (click on the link above)/

- Participating in the National Radiologic Technology Week celebration on campus in November.
- Mentoring first year students and helping with recruitment activities.
- Participating in college activities that promote the program.
- Attending the RSNA conference in November of the 2nd year.
- Attending continuing education activities recommended by faculty.

## Graduation Requirements

ECC's Radiography Program is a competency-based program, completed in 24 months. A radiography student is eligible for graduation only after meeting the following criteria:

- Candidates for graduation must complete a formal "Notice of Intent to Graduate" during the semester in which they will intend to complete graduation requirements. For Radiography students "on track", this will be before February 1st.
- Successful completion by attaining a minimum 80% grade of all required didactic and clinical courses.
- Completion of all required clinical education requirements, including
  - Clinical rotation objectives
  - Clinical competency evaluations
  - Final competencies
- Completion of any make-up clinical hours.
- Payment of all tuition, graduation and other fees and/or fines.
- Return of any hospital ID badges, radiographic markers and/or film badges.

## General Disciplinary Policy

- While enrolled in the Radiography Program, all students must conduct themselves professionally. Students must abide by [the American Registry of Radiologic Technologists' Standards of Ethics](#), and comply with the policies and procedures of Elgin Community College and the clinical affiliates of the Program.
- Any student who does not comply with policies and standards is subject to disciplinary action.
- The Program Director and the Clinical Coordinator determine the type and severity of disciplinary action employed.
- The Radiography program officials are responsible for all decisions regarding student dismissal.
- Students who have grievances regarding the Radiography program should discuss them first with the faculty member or clinical instructor involved. A problem that is not resolved at this level should then be brought to the Program Director's attention. If a problem is not resolved informally at this level, the student should follow [Student Appeal and Complaint](#)

[Procedure 4.408](#) or the [Student Grade Appeal Procedure 4.403](#) (also outlined in the [College Catalog](#)).

## **Coaching/ “Notice”/Clinical Probation**

Radiography is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the Radiography Program will be placed on probation. The student will remain on probation until the completion of the course.

Listed below are some, but not all, of the offending infractions.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor with regards to expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that have not been validated.
- Failure of second skill validation attempt.
- Fails to validate by the deadline.
- Violates professional or ethical behavior with regards to patient (HIPAA) and peer confidentiality.
- Displays inconsistency with compliance on agency policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior, incivility, or communication while enrolled in the Radiography Program.
- Displays insubordinate behavior.
- Other

Coaching is an immediate remedy, utilized by the faculty or staff to correct a student's conduct, performance, or attendance. All coaching sessions are confidential and conducted in a positive and constructive manner. The student receives goals and solutions for the problem(s) that prompted the coaching session. Documentation of each coaching session becomes a part of the confidential file.

If, after coaching, the problem(s) is (are) not corrected, the student will be subject to additional discipline (ie clinical probation), the severity of which will depend on the student's violation(s).

Students can be placed on clinical probation for a period ranging from one semester to the remainder of the program. After clinical probation has been assigned, the student must correct

misconduct, poor attitude, and/or failure to demonstrate adequate progress. When a student is placed on clinical probation, the Program Director or Clinical Coordinator has a coaching session with the student, and documents the student's probation in writing. The program official discusses the reason for the probation and the length of time provided to correct the problem. The student is provided with goals that must be accomplished by the end of the probation period. The student and the program official sign the written probation notice. The student receives a copy of the probation document, with the original placed in the student's confidential file. Five (5) points are automatically deducted from the final clinical grade when a student is placed on clinical probation. At the end of the probation period, the student has a second coaching session with the program official. If the student has met his/her goals, the probation period ends. If the student has failed to meet these goals, dismissal from the program can result.

## **Complaint Resolution Procedures**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiography Program. This accreditation is important because it indicates that the program is committed to academic excellence, health care quality and patient and professional safety. JRCERT accreditation demonstrates that a program adheres to the national educational standards that have been accepted by the profession. The Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) are available upon request in the Program Director's office.

Students who have concerns regarding the program's compliance with the STANDARDS should follow the procedures outlined in the program's Due Process/Student Appeals Policy. If the student does not feel that the Program and the College have satisfactorily addressed the complaint, the student may contact the JRCERT with the concern. The JRCERT can be contacted at:

Joint Review Committee on Education in Radiologic Technology 20 N. Wacker Drive

Suite 2850

Chicago, IL 60606-3182

Phone: 312-704-5300

Email: [mail@jrcert.org](mailto:mail@jrcert.org)

## **Student Rights and Responsibilities**

- Students have the right to institutional policies and procedures safeguarding the freedom to learn.
- Students are responsible for knowledge and application of the policies and procedures.
- Students have the right to admission without discrimination on basis of race, creed, national origin, gender, marital status or handicap.

- Students have the responsibility to accept others without discrimination based on race, creed, national origin, gender, marital status or handicaps.
- Students have the right to take reasonable exception to the data or view offered in any course of study and to reserve judgment.
- Students are responsible for knowing material offered in any course of study.
- Students have the right to orderly procedures of academic evaluation without prejudice.
- Students are responsible for maintaining standards of academic performance for each course.
- Students have the right to confidentiality by all Program/College employees.
- Students have the responsibility to respect the confidentiality of others.
- Students have the right to a carefully considered policy regarding the information that is part of the student's permanent educational and financial record and the conditions of records disclosure.
- Students are responsible for maintaining confidentiality of their records.
- Students have the right to discuss appropriate issues and to express opinions.
- Students are responsible for maintaining positive public relations for Elgin Community College and the Radiography Program and its clinical affiliates.
- Students have the right to printed institution clarification of standards of behavior that are considered essential in appropriate situations.
- Students are responsible to know these policies for disciplinary action may result from violations of these policies.
- Students have the right to adequate safety precautions within the hospital and its facilities.
- Students are responsible for practicing safety measures within the College and its clinical affiliates.
- Students have the right to participate with faculty in periodic review of the grading system.
- Students are responsible for seeking clarification or assistance from faculty regarding academic status.



Elgin  
Community  
College

## **Section 5 Clinical Education Plan**

## **Clinical Education**

The process of becoming a radiographer is a complex one involving a combination of mastery of curricular content (cognitive), of patient care and technical skills (psychomotor) and the development of professional behaviors and attitudes (affective). To facilitate this adjustment, the student radiographer must develop an awareness of the expectations of the educational program. This section of the STUDENT HANDBOOK is dedicated towards the goal of providing guidelines and standards for accepted behavior and providing incentive for the student radiographer to develop into a mature, responsible, competent radiographer.

Affiliated Clinical Education Centers which offer the necessary clinical education for the Radiography Program include: The Imaging Departments of Amita St Joseph Hospital (Elgin), Advocate Sherman Hospital (Elgin), Advocate Outpatient Center-Algonquin, Fox Valley Orthopedic Institute(Geneva and Elgin), Northwestern Medicine Physician Care - McHenry County Orthopaedics (Crystal Lake), , Northwestern Medicine McHenry Hospital, Huntley Hospital, Crystal Lake Medical Arts and Woodstock Hospital and Shriner's Children's Hospital (Chicago). (These are subject to change) During the two years of education, the program provides approximately 1460 hours of clinical education. It includes routine fluoroscopic, portable, surgical and emergency radiographic procedures and is scheduled during weekdays on first and evening shifts during both years. The student will rotate through all diagnostic areas of the departments on a regular schedule. In addition, in the second year, the student will be assigned in the advanced modalities including CT, Ultrasound, Nuclear Medicine, and MR Imaging, Bone Densitometry, Mammography (optional) Angiography and Cardiac Catheterization Laboratory and Radiation Therapy departments. In compliance with accreditation standards, the classroom work at Elgin Community College along with the clinical education comprise approximately no more than 40 hours each week.

## **Certification**

Graduates of the associate of applied science degree Radiography program are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Graduates who successfully pass the ARRT examination may use the initials RT(R) behind his/her name and are eligible for employment in all but a few states without additional licensing examination requirements. In Illinois, graduates are also eligible for accreditation (licensure) by the Illinois Emergency Management Agency – Division of Nuclear Safety.

## **Ethics Requirements**

There are legal limitations for national certification with the American Registry of Radiologic Technologists (ARRT) for graduates with prior convictions or disciplinary action. Applicants for



examination for the ARRT certification examination must declare any felony or misdemeanor convictions. Individuals with convictions or charges resulting in any of the following must also be reported and may prevent the applicant from being able to pursue certification in the field:

- Plea of guilty
- Plea of nolo contendere
- withheld adjudication
- suspended sentence
- Military court-martial

Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use.

## **Professional Behavior**

As a student enrolled in the Radiography Program at Elgin Community College, you have the unique responsibility of representing the College and the Program as a radiography student gaining the necessary clinical experience at the facilities of our clinical partners. It is a distinct privilege and should be treated with respect and appreciation. It is a unique opportunity. "Excellence in customer satisfaction" is a theme carried out in every clinical facility, as the healthcare business is a competitive one. The quality of your interactions with patients and their families are a direct reflection on the Facility, the College, the Program – and You! Consider your clinical education as a two-year interview! First impressions count!

The manner in which the student expresses him/herself is very important. The student's tone and mannerisms could easily project an "I couldn't care less" attitude. REMEMBER, the student's behavior represents him/herself, his/her profession, school, program and clinical facility!

When communicating with patients follow the five fundamentals of patient communication by following AIDET: It is a simple acronym that represents a very powerful way to communicate with people who are often nervous, anxious and feeling vulnerable. It allows us as trained health care professionals to share our experience, knowledge and training.

- ACKNOWLEDGE the patient
- INTRODUCE yourself to your patient
- DURATION let the patient know approximately how long the procedure will last.
- EXPLAIN what you are going to do.
- "THANK YOU" for allowing X hospital to meet your health care needs.

Advantages of using AIDET:

- Reduced patient anxiety

- Increased patient compliance
- Improved clinical outcomes
- Increased patient satisfaction

Other considerations:

- Loose conversations with personnel or students in front of patients or in their hearing, distance is distracting and insensitive. Sound carries within the department and what you say may be misinterpreted with serious results! Refrain from use of foul language while in clinical areas!
- Speak in a moderate tone of voice to patients and fellow workers.
- Giggling or loud outbursts of laughter should not be displayed anywhere near patient care areas as it could be interpreted as irresponsible by patients and/or their families.

When communicating on the telephone:

- Promptly identify the department and yourself on incoming and outgoing calls.
- Personal phone calls are not permitted during working hours unless absolutely necessary. Cell phones should be used only when absolutely necessary and should be maintained in the locker area in silenced/vibrate mode. If you are with a patient, the patient is your priority!
- Always practice good telephone courtesy by:
  - Answer promptly (by the third ring) with a "smile" in your voice. Delayed answering irritates your caller.
  - Take messages accurately -keep paper and pencil by the phone. After writing down the message, read it back to the caller – this is healthcare! Accuracy is important!
  - Transfer properly, understand your telephone equipment and transfer the call to the right person or office the first time.
  - Explain delays. Waiting seconds seems like an eternity to the person on the other end of the phone line.
  - Eliminate slang.
  - Terminate your call with a polite "Goodbye"--hang up gently.
  - Remember, there is no unimportant telephone call. You are the voice of the hospital or clinic's business.

## **Bulletin Boards and Announcements**

All radiography clinical courses are web-enhanced using the D2L platform. Course information can be found in D2L and/or E\*Value. Messages of interest and calendar changes are also posted in D2L and/or E\*Value. Student clinical schedules are posted in D2L and E\*Value for each clinical course and a copy is maintained by each clinical instructor on site. Online bulletin board messages/calendars through D2L and E\*Value should be checked regularly for updates and deadline notifications. It is the student's responsibility to check for updates. Changes in clinical

schedules or updates will be communicated via email.

## Lockers

- If lockers are assigned at the clinical site, you are required to supply a lock for your locker.
- Do not leave valuables in an unlocked locker.
- Clinical education facilities and ECC will not be responsible for lost or missing articles.
- There are lockers available in close proximity to the radiography classroom. See the Program Director if you wish to be assigned a locker on campus.

## Smoking

- All clinical affiliates are "Smoke-Free" institutions; therefore, smoking is not permitted during clinical hours (This includes personal vehicles).
- On ECC campus, smoking is allowed only inside your parked vehicle with all windows rolled up.

## Dress Code

Uniforms for male and female students are ordered/purchased from the ECC Bookstore by each student prior to the designated deadline date. These include:

For Women: (1) Royal blue scrub pants, (2) Royal blue scrub shirts, (3) Royal blue warm up jacket (4) white lab coat (5) Solid white socks, (6) White soft-soled shoes or white leather athletic style shoes are permitted (there shall be minimal color on the athletic shoes).

For Men: (1) Royal blue scrub pants, (2) Royal blue scrub shirts, (3) solid white socks, (4) white lab coat (5) White soft-soled shoes or white leather athletic style shoes are permitted (there shall be minimal color on the athletic shoes).

All scrub uniforms must be purchased through the ECC Bookstore to ensure that they have the necessary ECC logo and "Medical Imaging Student" stitched on the left chest area. Photo id name badges must be worn at all times.

Each student should have at least three (3) full uniforms to begin with. Additional uniforms may be purchased for the second year when clinical rotations will include three full days.

Depending on the clinical site, surgical scrub suits are required when assigned to the operating room and are normally furnished by the hospital. These uniforms are not to be taken from the hospital and are to be worn only when scheduled to work in the operating room. On weeks scheduled in the O.R., student uniforms must be worn to and from the clinical assignment. Some clinical sites require that the long white lab coat be worn over hospital scrubs when leaving the operating room environment to protect the scrubs from cross-contamination. OR scrubs are to be

worn ONLY during weeks assigned to OR, or in the case of accidental contamination of the student uniform.

Every student must be attired in full uniform in order to enter the clinical area - NO EXCEPTIONS. If improperly attired, a student may be sent home for the day or allowed to change outfits and return. If the student is sent home for the day, it will be documented as an unexcused absence in the clinical assignment.

Shoes must be athletic or healthcare in style (no clogs/ no crocs). Shoes (and shoestrings) must be washed regularly. Failure to adhere to the dress code policy will result in a reduction of the clinical grade and/or disciplinary action.

## **Jewelry**

Jewelry should be kept to a minimum as it places the patient at risk of injury and it places the student at risk for potential infection. Also, jewelry can get caught on equipment. The following rules apply to jewelry:

- NO hoop earrings
- NO GATED EARRINGS ALLOWED.
- NO FACIAL PIERCINGS
- NO bracelets other than a wristwatch (one with a second hand is recommended)
- NO large rings

## **Grooming**

- Nail polish is permitted, but should be well kept (non-peeling). Nails must be short to moderate in length. NO ACRYLIC NAILS ARE PERMITTED DUE TO HOSPITAL INFECTION POLICIES.
- Wear make-up in moderation.
- NO PERFUMES, COLOGNES OR AFTERSHAVE in the clinical setting.
- Students should also be aware of offensive odors such as smoke on clothing. Patients who are not feeling well may be sickened by odors such as perfume or smoke.
- Severe hairstyles or colors, ornamental clips, ribbons, or bows in your hair are not acceptable. If clips or hair bands are worn, they must be neutral in color, style, and design.
- Facial hair should be neat & trim. This is not only an aesthetic issue, it is necessary in order for facemasks and respirators to fit properly.
- NO FACIAL TATTOOS ARE ALLOWED IN THE CLINICAL SITES. Any tattoos that are visible must not contain inappropriate language or images that may be offensive to others. At the discretion of program or clinical site officials, a student may be asked to cover a tattoo that may be considered offensive.

## **ID Badges**

The student's hospital ID badge will be worn at all times while on duty. Badges will be worn within 10" of the shoulder with the picture clearly visible.

## **Employment Guidelines and Procedures**

In the event that a radiography student is placed on the payroll to perform related work in the Imaging Department at any of the clinical education centers, the following guidelines shall apply:

- Employment of radiography students by the clinical education centers shall be left to the student's discretion and remains independent of the radiography program and its requirements.
- A student's employment shall not interfere with class or clinical schedules or the quality of performance in the educational program.
- Students shall not be used to substitute regular staff while participating in the clinical education component of the program.
- Students participating in the clinical education component of the program should not be supervised by other students employed in the department.
- Students shall not wear the program/ECC uniform or student nametag while on duty as a hospital employee. Students shall adhere to the appropriate hospital dress code as determined by that facility.
- Students shall not wear the film badge provided by ECC while on duty as a hospital employee. Students should be provided with a separate dosimeter provided by the hospital. The student will be responsible for wearing the correct dosimeter according to their respective role(s).
- Time for hospital in-service/orientation required of the employee must not conflict with clinical education assignments. In other words, time missed counts as clinical absence and time exceeding allowed sick time must be made up during the semester break.
- Under no circumstances should a student make exposures while working as paid hospital staff without proper licensing.

## **Student Clinical Supervision Policy**

Each student is assigned to a supervising registered radiographer on every clinical assignment.

- The student must report to the supervising RT or clinical instructor of the assigned clinical area at the beginning of each clinical shift.
- The student must inform the supervising RT or clinical instructor of any scheduled class or clinical activity that will require the student's release from the clinical area.
- The student must obtain permission from the supervising RT or the clinical instructor before

leaving the assigned clinical area for any other reason. (Please refer to the Attendance Policy, Section 4 of the Student Handbook).

The following student supervision guidelines are based on the JRCERT Standards for an Accredited Educational Program in the Radiologic Sciences (2014).

- The ratio of staff to students prior to student competency in a given examination or procedure shall not exceed 1:1.
- Direct supervision is required before a student proves competence in a particular

exam. Direct supervision is defined as the supervising RT being in the room with the student while the student performs the radiographic procedure.

- ALL students must also have a technologist evaluate the request and the patient's condition before attempting to radiograph a patient.
- The student should never attempt an examination without the supervising technologists' knowledge.
  - ALL students must have a technologist approve their images in compliance with the facility's procedure.
  - A qualified radiographer must be present during the performance of any repeat of an unsatisfactory image
  - Students that fail to comply with the guidelines and procedures above will be reprimanded by being placed on clinical probation.
- A student is permitted to perform procedures under indirect supervision ONLY after demonstrating competency in a specific procedure AND after an RT has evaluated the order.
- A student may challenge for competency evaluation ONLY after being checked off on a performance test under simulated conditions in the lab and completion of testing in didactic course work covering the procedural material.
- It is recommended that a minimum of TWO practices on actual patients be performed prior to challenging an exam for competence. Competency evaluation is at the discretion of the evaluating RT or clinical instructor.
- After demonstrating competency, students are allowed to perform examinations under INDIRECT supervision -- meaning that a qualified radiographer is immediately available to assist the student, regardless of the level of student competency.
  - The radiographer must be in close proximity (adjacent) to the room in which the examination is being performed.
  - This immediate availability applies to all areas where ionizing radiation equipment is in use, including portable radiography, surgical radiography, and the emergency department.
    - Telephones, beepers and electronic devices do not constitute immediate availability.

- A qualified radiographer reviews the images with the student before approving them.
- Unsatisfactory images shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.
- Any student who performs radiographic examinations without proper supervision is subject to disciplinary procedures and a ten-point deduction in the clinical grade. Repeated infractions will result in dismissal.

## **Guidelines and Procedures for Students Repeating Unsatisfactory Radiographs (Images)**

Unsatisfactory radiographs (images) shall be repeated by students ONLY in the presence of a radiographer. This includes both first and second-year students. Students that fail to comply with the guidelines and procedures will be reprimanded and may be placed on clinical probation.

Repeated infractions will result in dismissal.

## **Clinical Education Plan**

- The Clinical Education Plan outlines the systems, methods, and instruments used to develop, evaluate, and document student clinical progress. The Plan integrates clinical and didactic education to maximize student achievement of program objectives.
- The Clinical Education Plan was designed using the JRCERT Standards for an Accredited Educational Program in the Radiologic Sciences (2014), the ASRT Professional Curriculum for Radiography (2017), and the ASRT Scope of Practice for the Radiographer. The (2017) ARRT Radiography and Clinical Competency Requirements will apply.
- The method used for clinical education involves the use of the following methods/instruments:
  - Clinical Rotation Objectives, (all clinical courses excluding RAD 266)
  - Clinical Laboratory Validations (RAD 124 RAD 134)
  - Clinical Competency Evaluations, (Comps) (all clinical courses)
  - Clinical Performance Evaluations (all clinical courses)
  - Clinical Progress Evaluations (all clinical courses)
  - Final Competency Evaluations. (RAD 266 only)
  - Comprehensive Clinical Assessment Project (RAD 266 only)

The Clinical Coordinator, clinical instructors and the supervising technologists are responsible for the evaluation of student achievement of clinical objectives. Overall progress and affective behaviors are evaluated on an ongoing basis, and achievement of all program objectives is audited periodically and verified prior to completion of the program.

## Clinical Plan Orientation

### Student Orientation

- Student orientation to the Clinical Education Plan occurs during RAD 101-Clinical Orientation Unit during the first Summer term.
- A review of the Clinical Education Plan occurs again at the beginning of the second year. Students are oriented to each clinical course at the beginning of each clinical term.

### Radiographer Orientation

All technologists involved in clinical supervision of students receive an orientation packet containing the Clinical Education Plan. The Program encourages the imaging departments of all clinical affiliates to include technologist supervision and evaluation of radiography students in the staff radiographer position descriptions so that the effectiveness of these duties are evaluated during the annual performance review of each staff technologist to ensure a quality of the clinical experience. Clinical instructors and staff have access to the E\*Value electronic management system for clinical course information.

### Clinical Education Sequencing

The following outlines the step-by-step progression of the student through the Clinical Education Plan. Clinical rotation objectives follow a logical sequence of increasingly complex assignments, and are closely correlated to the didactic curriculum. This allows the student to progress from observation of radiographic examinations, to assisting, and finally to performing examinations under direct, and later, under indirect supervision with increasing independence. The student gains a level of knowledge and competency that allows for successful performance as a radiographer.

1. **Didactic Instruction:** Classroom lectures and discussions introduce students to the assigned unit of the Procedures courses.
2. **Clinical Laboratory Demonstration:** The instructor demonstrates and simulates the projections discussed in the classroom. The students practice performing their positioning skills through simulation.
3. **Didactic Evaluation:** A written test evaluates student cognitive learning relating to the procedures studied.
4. **Clinical Laboratory Validations:** An instructor evaluates student clinical skills by observing the student simulate the performance of radiographic examinations. The Clinical Laboratory Evaluation does not involve actual exposures. These evaluations constitute a portion of the Procedures course grade, and successful completion of the Clinical Laboratory Validation is a prerequisite to the performance of the examination for practice on a patient in the clinical



setting. These evaluation documents are completed in the E\*Value electronic management system.

5. **Performance of Patient Examinations under Direct Supervision:** Following successful completion of the Clinical Laboratory Validation, the student may perform that examination on patients under the direct supervision of a registered technologist. It is recommended that the student perform a minimum of two practices on an actual patient when possible prior to competency evaluation.
6. **Clinical Competency Evaluation:** Following successful completion of didactic and clinical instruction, and after having performed a radiographic examination under direct supervision, the student requests a Clinical Competency Evaluation. The student must notify the evaluating technologist his or her intent to be evaluated PRIOR to performance of the exam so that the evaluator can observe the entire process. The Radiography Clinical Coordinator, a clinical instructor or supervising technologist directly observes the student perform a patient exam, and evaluates the student's performance. Successful completion of a Clinical Competency Evaluation by the student is a prerequisite to the performance of that particular examination on patients under indirect supervision. These evaluation documents are completed in the E\*Value electronic management system.
7. **Performance of Patient Examinations under Indirect Supervision:** Following successful completion of a Clinical Competency Evaluation for a specific radiographic examination, the student may then perform that exam on patients under indirect supervision, in compliance with the Clinical Supervision Policy.
8. **Recompetency ("Recomp") Clinical Evaluations:** A Clinical instructor or supervising technologist periodically conducts recomp evaluations by observing the student perform a patient exam for the purpose of evaluating student retention and continued clinical proficiency. Students request a recomp evaluation. A specific number of recomps examinations are required for all clinical courses except RAD 124. These evaluation documents are completed in the E\*Value electronic management system.
9. **Final Competency Evaluations:** During the last clinical term of the second year, the student must complete the Final Competency Objectives. The student must perform 25 radiographic examinations on a patient, under the direct supervision of the supervising technologist, a clinical instructor or Clinical Coordinator. The Final Competencies evaluate and document student performance of each exam. The student must notify the technologist or the evaluation prior to performance of the exam so that the she can observe the entire process. The Clinical Coordinator documents the completion of all Final Competencies. Successful completion of Final Competencies is a graduation requirement. These evaluation documents are completed in the E\*Value electronic management system.

## **Student Documentation Requirements**

Each student must complete and submit on E\*Value documentation of completion of clinical requirements and assessment activities. A portion of the clinical grade depends on the student's timely completion of all required documentation.

## **Clinical Rotation Objectives and Equipment Competencies**

Each semester's weekly clinical rotation has its own unique objectives. The objectives and equipment competencies can be found in E\*Value under the appropriate clinical course. Each objective outlines the expectations for each clinical rotation and are unique to each level (clinical course).

- At the end of each clinical rotation, the student must access the objectives electronically; complete a self-assessment; and submit the form to the Clinical Coordinator for each clinical assignment during each semester.
- The student must meet the objectives for each clinical assignment to demonstrate acceptable clinical progress. A student not satisfactorily meeting objectives during the allotted time may be assigned a remediation activity, scheduled for additional time in the assigned area or may be placed on clinical probation.
- The student submits the Clinical Rotation Objectives and Equipment Competencies electronically via the E\*Value electronic management system. These sheets are due on the Monday following completion of each rotation.

## **Clinical Performance Evaluations**

- A Clinical Performance Evaluation must be completed by a supervising technologist for evaluation of the student's overall clinical and affective performance in each assigned rotation.
- Each student must have at least one Clinical Performance Evaluation completed for each week of clinical rotation.
- The evaluation document should be submitted in the E\*Value system by the student to the technologist who supervised him/her for the longest time during the week.
- The technologist then completes the evaluation and submits it in the system.
- The Clinical Coordinator reviews and releases the evaluations for the student's review weekly in order to provide timely feedback.

## **Clinical Competency Evaluations**

- Each student must successfully complete the required number of competency evaluations per semester as outlined in the clinical course syllabus to maintain a satisfactory rate of

progress within the clinical component of the program.

- Competency evaluations should be recorded whether the attempt is successful or unsuccessful, as this provides important information to faculty regarding the clinical progress of each student.
- The student must notify the evaluating technologist of his or her intent to be evaluated prior to performance of the exam so that the evaluator can observe the entire process.
- The total number of competencies completed per term constitutes a portion of the clinical grade. Failure to complete the required number of competencies will result in a reduction in the student's clinical course grade and will result in being placed on clinical probation for lack of clinical progress. Completing more competencies than required may result in a point addition to the clinical grade and the comps will be carried over for credit in the next clinical course.
- The student should complete all routine examination comps by the end of the Fall term of the second year, if possible, in order to avoid overlap with Final Competency requirements.

## **Advanced Modality Assignments**

These assignments are student self-study projects, correlated to the clinical rotations in the advanced modalities.

- Prior to a Clinical Rotation in CT, MRI, etc., the student must complete a reading assignment and a study guide, which is due the Friday before the Clinical Rotation.
- Timely completion of these requirements constitutes a portion of the clinical grade. The Advanced Modality Study Guides comprise a portion of the base clinical grade.
- Advanced modality journal, providing the student opportunity to reflect on the experience, also constitutes a portion of the clinical grade.

## **Final Competency Evaluations**

In a competency based clinical education system, each competency evaluation represents the student's competence on a particular exam/procedure at a point in time. "Recomps" represent the student's maintaining competence on studies the student has previously been deemed competent. It is the student's responsibility to maintain competence through regular review and practice throughout enrollment in the Program. The Final Competency Evaluations are assurance that the student has remained competent on a variety of procedures and is prepared to graduate as a competent, independently functioning technologist.

- During the Spring term of the second year, the student must be evaluated while performing twenty-five (25) examinations on actual patients under the direct observation of the supervising technologist, Clinical Instructor or Clinical Coordinator.

- The technologist documents completion of each examination by signing off on the Final Competency. The completed Final Competency Evaluations are completed in the E\*Value electronic management system.
- The Clinical Coordinator tallies the completion of each exam.
- All Final Competency Evaluations must be completed prior to graduation.

## **Clinical Grade Policy**

- Students will receive a clinical grade for each clinical course.
- Each student receives a progress report at midterm and at the end of each term.

## **Clinical Probation**

- Students must maintain a minimum 80% at the midterm progress report. Any student not meeting at least 50% completion of course requirements at midterm will receive a failing (F) midterm grade and will be placed on Clinical Probation. The Clinical Probation period typically extends through the end of the term and results in a 5-point grade deduction of the final grade. At the end of this probation period, the student must have attained a minimum 80% average and demonstrated improvement in the area of concern after any point deductions.
- Any student failing to attain the 80% clinical grade at the end of the term is subject to failure of the clinical course and subsequent dismissal from the program.
- A student is allowed only two clinical probationary periods during enrollment. If new circumstances arise that require the need to place the student on probation again, the student will be considered for dismissal from the program. Please refer to the Retention and Promotion Policy (Section 4) of the Student Handbook.

## **Clinical Grade Calculation**

The student's clinical grade is first calculated as the Base Clinical Grade, expressed as a percentage which varies from semester to semester. Clinical points are added or deducted to/from the base grade obtain the final clinical course grade. Refer to each clinical course syllabus for information regarding the grading for each specific course.

## **Clinical Points\*\***

The following is a list of circumstances that would cause point additions or deductions from the Base Clinical Grade. The list aids students in determining how each event will affect the Clinical Grade, and is not meant to be all-inclusive. Point additions for exemplary performance, or point

deductions for inappropriate actions occur at the discretion of program faculty, and on the recommendation of supervisors, technologists or radiologists. Under all circumstances, program policies concerning disciplinary procedures will take priority over the clinical grading system.

Repeated violations of program policies result in a reduction in the student's clinical grade. They will also cause the student to be subject to disciplinary procedures, up to and including dismissal from the program.

<b>Circumstance</b>	<b>Clinical Points</b>
Number of competencies performed	
3 or more under the required # of competencies	-3
2 under the required # of competencies	-2
1 under the required # of competencies	-1
minimum required # of competencies for the semester	0
3 or more over the required # of competencies	+1
Special Occurrence	+1
Number of clinical days absent	
0 days absent	+1
1 day absent (over the 2 allowed)	-1
2 days absent (over the 2 allowed)	-2
3 days absent (over the 2 allowed)	-3
each subsequent day absent	-1
Number of clinical lates (tardies) tardy = 7 minutes late or greater	
First three occurrences (4th results in probation)	-1
Failure to follow Time and Attendance Policy (ie. Failure to call in)	-1 per occurrence
Performing examinations without proper supervision	-10
Failure to follow professional appearance (dress code) policy	-1 per occurrence
Failure to comply with Radiation Protection Policy (ie failing to wear Pb during mobile/OR radiography,	- 5
Failure to comply with radiation dosimeter policies (ie. untimely exchange of dosimeter badge, failure to wear dosimeter during exposures) )	-1 per occurrence
Failure to follow standard infection control precautions	- 3 per occurrence
Unprofessional language or behavior	- 5
Refusing to do an examination	- 5
Clinical Probation	-5
Documentation of attendance at approved CE activity (per activity)	+1

# Glossary of Clinical Education Terms

## **Advanced Modality Assignment:**

A student self-study project correlated to a clinical rotation in a special modality. Includes a worksheet due before the rotation and a journal entry due after each rotation.

## **Clinical Competency Evaluation:**

Also known as a COMP. The student performs a radiographic examination on a patient under the direct observation of the supervising technologist or the Clinical Instructor. This must be completed successfully before the student can perform this examination under indirect supervision.

## **Clinical Rotation Objectives:**

A form that lists all of the goals the student is expected to achieve upon the completion of a specific one-week clinical assignment. The student must carry this form with him, and complete sections as each is accomplished. The Clinical Rotation Objectives are submitted to the Clinical Coordinator through E\*Value, and are due the Monday following completion of the rotation.

## **Competency:**

The ability to function with indirect supervision and assume those duties and responsibilities that are set forth in the clinical objectives.

## **Comprehensive Clinical Assessment (CCA):**

A project that the student completes as part of the clinical course requirements. The Comprehensive Clinical Assessment Project is designed to provide progressive growth and evaluation of a student's clinical progress. It provides a semester-by-semester assessment of written communication, critical thinking, technical skills application and image evaluation skills. This information is also used to assess student-learning outcomes.

## **Didactic:**

A term used when discussing classroom-learning experiences, as opposed to CLINICAL experiences.

## **Direct Supervision:**

A registered radiographer is present in the control area with the student during the performance of the examination.

## **Final Competency Evaluation:**

These are completed by the supervising technologist to document student achievement of final comps prior to graduation.

## **Indirect Supervision:**

A registered radiographer is immediately available to assist the student (within line of sight or within a distance to hear the student request assistance). Telephones, beepers and electronic devices are not considered indirect supervision.

**Laboratory:**

A work time scheduled for demonstration of clinical procedures by the Radiography Instructor, for return demonstration by the students, and for positioning practice.

**Objectives:**

See Clinical Rotation Objectives

**Proficiency:**

An advancement in knowledge and skills that is acquired through the repeated performance of patient radiographic examinations. Proficiency is being able to perform above the minimum competency level.

**Simulated Clinical Evaluation:**

A positioning test done with the Radiography Instructor, and a non-patient positioning model. No exposures are made. This evaluation is used as a portion of the clinical grade.

**Validation:**

See Simulated Clinical Evaluation above.

# Clinical Competency Requirements

Year	Term	Number of Comps Required	Number of Recomps Required
First Year	Summer	0	0
	Fall	5	0
	Spring	15	5
Second Year	Summer	10	5
	Fall	15	15
	Spring	6	Final Comps (25)
Totals		51	50

Note: Refer to the Master List of Clinical Competencies in the Appendix.

- During the Spring Session, Final Comps may be attempted on any exam that an initial comp has been achieved.
- **A total of 53 (38 required/minimum of 15 elective) competency exams plus the 10 patient-care procedure comps must be completed before graduation.**
- **25 Final Comps must be completed before graduation.**

## Elgin Community College Radiography Program Master Plan of Clinical Education

### First Year

#### Fall Semester

Tuesday or Thursday: 7 hours per day

17 weeks, 255 clinical hours per semester

#### **RAD 124 Radiography Clinical Practicum I** (3 Credits/15 Contact Hours)

Unit	Length
1 Fluoro	2 weeks
2 General Rad / Afternoon	2 weeks / 2 weeks
3 Portables	2 weeks
4 Surgery	



<b>Unit</b>	<b>Length</b>
5 Orthopedics	4 weeks
6 Clinic	4 weeks

## Spring Semester

Tuesday or Thursday: 7 hours per day

17 weeks, 255 clinical hours per semester

### **RAD 134 Radiography Clinical Practicum II** (3 Credits/15 Contact Hours)

<b>Unit</b>	<b>Length</b>
1 Fluoro	2 weeks
2 General Rad	2 weeks / 2 weeks
3 Portables	2 weeks
4 Surgery	
5 Orthopedics	4 weeks
6 Clinic	4 weeks

## Second Year

### Summer Term

Monday or Wednesday: 7.5 hours per day 10 weeks, 100 clinical hours per term **RAD 242** (2 Credits/10 Contact Hours)

<b>Unit</b>	<b>Length</b>
1 Fluoro	2 weeks
2 General Rad	2 weeks
3 Trauma/PM	2 weeks
4 Portables	2 weeks
5 Surgery	
6 Orthopedics OR 7 Clinic	2 OR 2

### Fall Semester

Monday, Wednesday and Friday: 8 hours per day 17 weeks, 425 clinical hours per semester

**RAD 256 (5 Credits/25 Contact Hours)**

<b>Unit</b>	<b>Length</b>
1 Fluoro	2 weeks
2 General Rad	2 weeks
3 Trauma/PM	2 weeks
4 Portables	2 weeks
5 Surgery	
6 Orthopedics/Clinic	4 weeks
7 Clinic	4 weeks
8 Advanced Modalities (CT, MR, US, Mammography (Elective))	1 day each

**Spring Semester**

Monday, Wednesday and Friday: 8 hours per day 17 weeks, 425 clinical hours per semester

**RAD 266 (5 Credits/25 Contact Hours)**

<b>Unit</b>	<b>Length</b>
1 Fluoro	2 weeks
2 General Rad	2 weeks
3 Trauma/PM	2 weeks
4 Portables	2 weeks
5 Surgery	
6 Orthopedics/Clinic	~4 weeks
7 Pediatrics	2 weeks
7 Advanced Modalities (Nuc Med/Bone Densitometry), Heart Cath/Angio Lab, Rad Therapy)	1 day each

**Total Program Clinical Hours = 1460 Hours**

Updated 2/2020



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## **Section 6 Educational Outcomes**

# Radiography Program Effectiveness Data

## Program Mission

Elgin Community College's radiography program is a JRCERT-accredited associate degree program that provides accessible and relevant education in accordance with the highest professional standards. The Program, in partnership with its clinical partners, will graduate competent radiographers that practice excellent patient-centered care to the diverse populations within the community.

## Program Goals and Expected Outcomes

### The Program will graduate competent radiographers

Expected Outcomes: Students/graduates will produce quality radiographs by:

- Producing quality radiographic images
- Practicing effective radiation safety for the patient, him or herself and others
- Demonstrating overall competence in clinical practice

### The student/graduate will develop and practice proficiency in problem-solving and critical thinking skills

Expected Outcomes: Students/graduates will demonstrate proficiency in problem-solving and critical thinking skills by:

- Modifying standard procedures to accommodate patient condition and other variables
- Determining the need and adapting exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
- Evaluating radiographic images for appropriate positioning and image quality and make appropriate adjustments to obtain a diagnostic radiographic image.

### The student/graduate will practice effective communication skills in the clinical setting.

Expected Outcomes: Students/graduates will practice effective communication skills in the clinical setting by:

- Demonstrating effective communication skills

### The student/graduate will conduct him or herself in a professional manner.

Expected Outcomes: Students/graduates will conduct him or herself in a professional manner by:

- Demonstrating professional values and behavior in clinical practice.
- Demonstrating professional growth through participation in lifelong learning.

**The student (graduate) will provide excellent patient care for a diverse population of patients.**

Expected Outcomes: Students/graduates will provide excellent patient care for a diverse population of patients by:

- Demonstrating increased understanding of the importance of cultural competence in clinical practice
- Demonstrating increased awareness of the impact of current trends and changes in healthcare affecting global population.

**The Program will provide the healthcare community with qualified radiographers.**

Expected Outcomes:

- A retention rate of 75% or higher
- The 5-year average employment rate of graduates within one year of graduation will be 75% or greater. A positive outcome is defined as employment in the field for those graduates who declare they are actively seeking employment in the field or pursuing continued education in the field.
- First time pass rates of the cohort of graduates on the ARRT credentialing exam will be consistent with or above the national passing rates each year of the exam, with a minimum pass rate of 75%.
- Mean scores of cohort of graduates on the ARRT credentialing exam will be consistent with or above the national mean scores each year.

## **Radiography Program Outcomes**

[Radiography Program Effectiveness Data 2023](#)



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## **Appendix**

## **A1 Health Professions Division Statement on Safety**

Adopted/Revised February 2014

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

## **A2-4 Links to Elgin Community College Procedures**

[Administrative Procedure 4.403 – Appeal of Student Grades](#) [Administrative Procedure 4.408 – Appeal For Complaint Procedure](#)

## **A5 Health Professions Division Statement on Safety**

Adopted/Revised February 2014

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the

college catalog. A student may choose to appeal a dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

## **A6 Radiography Program Recognized Clinical Education Settings/Clinical Instructors**

### **Advocate Sherman Hospital (ASH)**

1425 N. Randall Road Elgin, IL 60123

**Clinical Instructor: Rey Dino, RT(R)**

Email: [reyris.dino@aah.org](mailto:reyris.dino@aah.org)

Phone (Work Area): 224-783-8466 Phone (ER X-ray): 224-783-8112

### **Advocate Outpatient Center Algonquin (AOCA)**

600 S. Randall Rd Algonquin, IL 60102

**Clinical Instructor: Diane Johnson, RT(R)**

Email: [diane.johnson@advocatehealth.com](mailto:diane.johnson@advocatehealth.com)

Phone (Direct): 224-783-4328

### **Amita St. Joseph Hospital (ASJH)**

77 N. Airlite Street Elgin, IL 60123

**Clinical Instructor: Sherri Rempfer**

Email: [sherri.rempfer@ascension.org](mailto:sherri.rempfer@ascension.org)

Phone (Work room): 847-888-3757

### **Northwestern Medicine/McHenry County Orthopaedics (NMCO)**

420 N. Rt. 31

Crystal Lake, IL 60012

**Clinical Instructor: Shayna LaValle, RT(R)**

Email: [shayna.lavalle@nm.org](mailto:shayna.lavalle@nm.org) Phone: 815-356-5200

Phone (Direct): 815-788-2025



**Northwestern Medicine McHenry Hospital (NMMcHH)**

4201 W. Medical Center Drive McHenry, IL 60050

Clinical instructor: Jeanne Butler, RT(R)

Email: [jeanne.butler@nm.org](mailto:jeanne.butler@nm.org) Phone: 815-788-2054

**Northwestern Medicine Huntley Hospital (NMHH)**

10400 Haligus Road

Huntley, IL 60142

Clinical Instructor: Anders Grau, BS, RT(R)

Email: [anders.grau@nm.org](mailto:anders.grau@nm.org) Phone: 224-654-0790

Phone (Direct): 815-382-5942

**Northwestern Medicine Crystal Lake Medical Arts (CLMA)**

360 Station Drive Crystal Lake, IL 60014

Clinical Instructor: Sharis Castellano-Habura RT(R)

Email: [sharis.castellano-habura@nm.org](mailto:sharis.castellano-habura@nm.org) Phone: 815-356-2394

Phone (Direct): 815-814-4900

**Northwestern Medicine Woodstock Hospital (NMWH)**

3701 Doty Road

Woodstock, IL 60098

Clinical Instructor: Laurie Wilson RT(R)

Email: [laurie.wilson@nm.org](mailto:laurie.wilson@nm.org) Phone: 815-206-3481

**Fox Valley Orthopaedic Institute (FVO) and (FVO ORTHO)**

2525 Kaneville Road

Geneva, IL 60134

Geneva South X-ray direct line: 630-686-8411 Geneva North X-ray direct line: 630-686-8301 1975 Lin Lor Lane Plaza Suite

Elgin, IL 60123

Elgin X-ray direct line: 630-686-8417

Clinical Instructor: Danielle Baumler RT(R)

Email: [dbaumler@fvortho.com](mailto:dbaumler@fvortho.com) Phone: 630-699-2902

Clinical Instructor: Amber Frerichs RT(R)

Email: [afrerichs@fvortho.com](mailto:afrerichs@fvortho.com) Phone: 815-970-2294

### **Shriners Hospitals for Children (Chicago)**

2211 N. Oak Park Ave Chicago, IL 60707

Clinical Instructor: Tracy O'Brien, BS, RT(R)

Email: [tobrien@shrinenet.org](mailto:tobrien@shrinenet.org) Phone: 773-385-5564

## **A7 Social Media Conduct**

Developed by HP Program Directors Adopted/Revised June 2013

In exchange for the educational opportunities provided to me by the clinical agencies, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in complying with these requirements. I agree to uphold all HIPPA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Video/audio recording is only permitted with faculty/staff approval. If not approved, students are prohibited from all forms of video/audio recordings. Video/audio recording is also prohibited from being shared with individuals or any internet social media. Such violation may also result in a delay in completing my degree requirements or in further disciplinary action against me by Elgin Community College.

# A8 Master List of Competencies

## Mandatory (36)

### Symbols Key

- ^ The procedures should be performed on patients whenever possible, but simulation is acceptable.
- \* Trauma requires modifications in positioning due to injury with monitoring of the patient's condition.
- ~ Trauma requires modifications in positioning due to injury with monitoring of the patient's condition

### Chest and Thorax (5)

Competency	RAD 124	RAD 134	RAD 242	RAD 256	RAD 266
Chest PA/Lat	11/17/2022	1/17/23			
Ped Chest (< 6)					
Geriatric Chest~					
Chest (AP Cart or Wheelchair)					
Ribs **					

### Upper Extremity (11)

Competency	RAD 124	RAD 134	RAD 242	RAD 256	RAD 266
Finger/Thumb					
Hand					
Wrist					
Forearm					
Elbow					
Humerus					
Shoulder					
Trauma Shoulder* (Scapular Y or Transthoracic)					
Clavicle					
Geriatric Upper or Lower Extremity~					
Trauma Upper Ext*					

### Lower Extremity (6)

Competency	RAD 124	RAD 134	RAD 242	RAD 256	RAD 266
Foot					
Ankle					
Tibia/Fibula					
Knee AP/Lat					

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Trauma Lower Ext*					
Femur					

### Spine and Pelvis (7)

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
C Spine					
T Spine					
L-S Spine					
Cross-Table (Horizontal Beam) Lateral Spine					
Pelvis					
Hip					
Cross-Table (Horizontal Beam) Lateral Hip (patient recumbent)					

### Abdomen (2)

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Abdomen Supine					
Abdomen Upright					

### Mobile/Surgery/C-Arm Procedures/Miscellaneous (5)

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Portable Chest					
Portable Abd					
Portable Upper or Lower Extremity					
C-Arm Procedure (More Than One Projection)					
Surgical C-Arm (Manipulation Around a Sterile Field)					

### Patient Care Procedures (10)

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
CPR/BLS certified^					
Vital Signs - Blood Pressure^					
Vital Signs - Temperature^					
Vital Signs - Pulse^					
Vital Signs - Respirations^					

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Vital Signs - Pulse Oximetry^					
Sterile Technique^					
Venipuncture^					
Patient Transfer^					
Care of Pt Med Equip (O2, IV tubing)	10/13/2022				

## **Elective (15)**

### **Chest and Thorax**

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Chest Lat Decub					
Sternum					
Soft tissue neck					

### **Upper Extremity**

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Scapula					
AC joints					
Ped Upper or Lower Ext (< 6)					

### **Lower Extremity**

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Toes					
Os Calcis					
Patella					

## **Skull (1)**

At least **ONE** elective must be from the SKULL section.

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Skull					
Sinuses					
TMJ's					
Orbits (mod MRI)					
Facial Bones					
Nasal Bones					
Mandible					

### **Spine and Pelvis**

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
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<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Sacrum/Coccyx					
Sacroiliac Jts.					
Scoliosis series					
Geriatric Hip or Spine					

## Abdomen

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
IVP					
Ped Abdomen (< 6)					
Abd Decubitus					

## Mobile/Surgery/C-Arm Procedures/Miscellaneous

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Portable Peds (<6)					

## Fluoroscopic and Miscellaneous Procedures

At least **TWO** electives must be from the FLUORO section and performed per site protocol.

<b>Competency</b>	<b>RAD 124</b>	<b>RAD 134</b>	<b>RAD 242</b>	<b>RAD 256</b>	<b>RAD 266</b>
Esophagus					
Myelogram					
Arthrogram					
Small Bowel					
Cystography					
ERCP					
UGI Single or Double Contrast					
BE Single or Double Contrast					
Hysterosalpingogram					
Esophagus					
Myelogram					

## Clinical Competency Requirements

<b>Year</b>	<b>Term</b>	<b>Number of Comps Required</b>	<b>Number of Recomps Required</b>
First Year	Summer	0	0
	Fall	5	0
	Spring	15	5
Second Year	Summer	10	5
	Fall	15	15
	Spring	8	Final Comps (25)

Totals		53	50
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Notes:

- A total of 51 (36 required/minimum of 15 elective) competency exams plus the 10 patient care procedures comps must be completed before graduation.
- 25 Final Comps must be completed in the 2nd year Spring Semester before graduation.
- During the Spring Semester, Final Comps may be attempted on any exam that an initial comp has been achieved.



## A9 HP Exposure/Incident Report Form

Working in the health field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

### Exposed Individual

Name: \_\_\_\_\_

HP Program: \_\_\_\_\_

Cell: \_\_\_\_\_

Home: \_\_\_\_\_

### Exposure

Exposure Incident Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location of Exposure: (ie. facility & department or unit)

Name of Facility: \_\_\_\_\_

Department or Unit: \_\_\_\_\_

Type of Exposure: (example: needle stick, mucous membrane, bite, TB, etc.)

Type of Device: (example: manufacturer, safety device, type of needle, etc.)

Body fluid or substance Involved: \_\_\_\_\_

Body part(s) exposed: \_\_\_\_\_

### Incident Details

Explain in detail what occurred:



Personal protective equipment used:

**First Aid**

Was first aid performed?            YES            NO (Select one)

Describe action taken:

If so, by whom?

Was Required Testing Performed?            YES            NO (Select one)

**Faculty**

Instructor Name: \_\_\_\_\_

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

Comments:

Facility contact to whom incident was reported:

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

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit a copy of the completed form to both the Program Director and Dean of Health Professions

RAD 2022



## A10 Magnetic Resonance (MR) Environment Screening Form

The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic electronic, magnetic, or mechanical implants, devices or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is ALWAYS on.

First Name \_\_\_\_\_ MI \_\_\_\_\_

Last Name \_\_\_\_\_ Age \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_ Phone(H) \_\_\_\_\_

City \_\_\_\_\_ Phone(W) \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mark Yes or No as appropriate

Have you had prior surgery or an operation (e.g. arthroscopy, endoscopy etc.) of any kind?

Yes                  No

Have you had an injury to the eye involving a metallic object (e.g metallic slivers, foreign body)?

Yes                  No

Have you ever been injured by a metallic object or foreign body (e.g BB, bullet, shrapnel etc.)?

Yes                  No

If yes, please describe

Are you pregnant or suspect that you are pregnant?

Yes                  No

WARNING!!!!!!: Certain implants, devices or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device or object.

Implant?		Device/Object
Yes	No	
		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 or implant
		Artificial or prosthetic limb
		Any metallic fragment or foreign body

Implant?		Device/Object
Yes	No	
		Any external or internal metallic object
		Hearing aid
		Other implant
		Other device

**IMPORTANT INSTRUCTIONS!!!!**

Remove all metallic objects before entering the MR environment or MR system room including hearing aids, beeper, cell phone, keys, eyeglasses, hairpins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paper slips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel toed boots/shoes and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment.

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

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. If any of the information you provide on this screening form should change prior to or during enrollment in the ECC MRI program, you must notify the MRI Clinical Coordinator or Program Director immediately to be screened again to ensure you are able to enter in and work in the MR environment. In the event you fail to notify or report changes to this information, you release Elgin Community College and the faculty of all legal responsibility for any injury that occurs as a result. Initials:

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Form Information Reviewed By

\_\_\_\_\_  
Date

Mark one:           MRI Technologist           Radiologist           Other\_\_\_\_\_

# A11 Health Professions Student Handbook Agreement

Elgin Community College's Radiography Program Student Handbook provides information regarding the policies and procedures in effect for the Radiography Program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

I have received a copy of the Radiography Program Student Handbook.

I am aware that it is my responsibility to ask questions about the contents of the Radiography Program Student Handbook and have those questions answered to my satisfaction.

I understand that failure to follow any of the policies in the Radiography Program Student Handbook may result in my dismissal from the Radiography Program.

I agree to fully participate in the lab portion of the Radiography Program. I understand that this requires hands-on participation and that parts of my body will be exposed and touched.

I agree that while enrolled in the Radiography Program I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a radiographer but also strive to develop professional behaviors and attitudes.

I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the Radiography Program.

---

Student (signature)

---

Date

---

Student (print name)

---

ECC Student ID Number

## Statements and Releases

### A12 Confidentiality Statement

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Radiography Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Radiography Program Director.

---

Student (signature)

---

Date

---

Student (print name)

### A13 Photography Release

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Radiography Program to the affiliated clinical facilities where I will be assigned.

---

Student (signature)

---

Date

---

Student (print name)

### A14 Permission to Survey Future Employer

I give permission to survey my future employer as part of the Radiography Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program in meeting its goals.

---

Student (signature)

---

Date

---

Student (print name)

# A15 Addendum to Radiography Student Handbook

## Second Year Elective Mammography Rotations

The Radiography program has revised its policy, effective May 2018, regarding the placement of students in clinical mammography rotations to observe breast imaging.

Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

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

I have read and understand the policy.

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Student (signature)

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Date

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Student (print name)

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ECC Student ID Number