



**TYLER JUNIOR COLLEGE**  
**RADIOLOGIC TECHNOLOGY PROGRAM**

**STUDENT HANDBOOK**

**2008-2009**

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**(STUDENT)**



**REVISED SPRING 2008**

**TYLER JUNIOR COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
AGREEMENT**

I, \_\_\_\_\_, HAVE READ AND UNDERSTAND THE RULES AND  
Print Name  
REGULATIONS AS SET FORTH IN THE [RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK],  
GENERAL AND CLINICAL SECTIONS.

I AGREE TO ADHERE TO THE RULES, REGULATIONS AND ETHICAL STANDARDS, AND  
UNDERSTAND THAT THERE WILL BE DISCIPLINARY ACTIONS OR DISMISSAL ACTIONS TAKEN IF I  
DO NOT COMPLY WITH THESE RULES, REGULATIONS AND ETHICAL STANDARDS.

I HAVE RECEIVED A COPY OF THE CURRENT TYLER JUNIOR COLLEGE CATALOG AND THE TYLER  
JUNIOR COLLEGE STUDENT HANDBOOK.

THE INFORMATION PROVIDED BELOW WILL BE KEPT IN CONFIDENCE AND TYLER JUNIOR  
COLLEGE WILL USE THE INFORMATION FOR IMPORTANT OR EMERGENCY REASONS. I WILL  
**ALWAYS AND PROMPTLY** INFORM, IN WRITING, THE DEPARTMENT CHAIR AND MY CLINICAL  
INSTRUCTOR OF ANY AN ALL CHANGES IN THIS INFORMATION. *Please fill out in PENCIL*

Person to call in an emergency or when reaching me is important:

Name: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

Complete Address: \_\_\_\_\_

Parents: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

Complete Address: \_\_\_\_\_

Spouse or Significant Other: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

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

PHONE : \_\_\_\_\_ (THAT YOU CAN REACHED AT)

E-MAIL \_\_\_\_\_

# **Tyler Junior College Radiologic Technology Program**

## **Mission and Goals 2008**

The Tyler Junior College Radiologic Technology program provides eligible candidates with learning resources that ensure qualified students develop the skills in accordance with the institutional mission. The program strives to instill into its students the value of life long learning to enhance personal growth and development of workplace, business and leadership skills.

Goal 1: Students of the Tyler Junior College Radiologic Technology Program will be clinically competent. Clinical competence will be demonstrated through production of quality radiographs, radiation safety and competent patient care.

Goal 2: Tyler Junior College Radiologic Technology students will learn to communicate effectively through interaction with patients, faculty and staff. Assignments will develop written communication skills.

Goal 3: Tyler Junior College Radiologic Technology Students will develop the critical thinking skills required to adjust to workplace conditions.

Goal 4: Tyler Junior College Radiologic Technology Students will demonstrate the professionalism required of medical personnel.

\*\* See The Assessment Plan on page 38 of the Student Handbook

**SCANS: THE SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS**

**Statement of Workplace and Foundation Competencies**

Tyler Junior College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for this course:

**Common Workplace Competencies**

<b>Manage Resources:</b>	Time/Money/Materials/Space/Staff
<b>Exhibit Interpersonal Skills:</b>	Work on teams/Teach others/Serve customers/Lead work teams/ Negotiate with others
<b>Work with Information:</b>	Acquire & evaluate data/Interpret & communicate data
<b>Apply Systems Knowledge:</b>	Work within social systems/Work within technological systems/ Work within organizational systems/Monitor & correct system performance/Design & improve systems

**Use Technology:** Select equipment and tools

**Foundation Skills**

<b>Demonstrate Basic Skills:</b>	Arithmetic & Mathematics/Speaking/Listening
<b>Demonstrate Thinking Skills:</b>	Creative thinking/Decision making/Problem solving/Thinking logically
<b>Exhibit Personal Qualities:</b>	Self-esteem/Self-management / Integrity

Due to an outcry from employers who say that students are not equipped to think critically, analyze information, make logical arguments or work as a team, the Secretary of the United States Department of Labor has mandated that the above skills and specific competencies be integrated into all program curricula.

Good jobs will increasingly depend on people who can put knowledge to work. Good paying, unskilled jobs are not available. Workplace foundation skills and competencies are required in today's workforce.

A list of the competencies and foundations required is found in the Documents section of this handbook.

You will be required to THINK, use LOGIC, and CRITICALLY EVALUATE in this program. The Radiologic Technology Program is not a flash card memorization type of learning situation. The curriculum is designed to bring you to the realization of the above named skills and those listed in the document section. The program faculty endeavor to maintain the highest standards for your education.

**QUALIFICATIONS FOR CERTIFICATION:**

Quoted from the American Registry of Radiologic Technologists *Examinee Handbook*, 1998, II Eligibility for Certification:

**A. General Qualifications:**

Candidates must comply with the Rules of Ethics contained in the *ARRT Standards of Ethics*. The Rules of Ethics are standards of minimally acceptable professional conduct for all presently Registered Technologists and applicants. The Rules of Ethics are intended to promote the protection, safety and comfort of patients. Registered Technologists and applicants engaging in any of the conducts or activities noted in the Rules of Ethics, or who permit the occurrence of said conducts or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described. One issue addressed by the Rule of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Convictions used in this provision include a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Convictions that have been expunged must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Those who do not comply with the Rules of Ethics must supply a written explanation, including court documentation of the charges, with the application for examination. Additional information may be found in the *ARRT Rules and Regulations* (APPENDIX D) and in the *ARRT standards of Ethics* (APPENDIX E).

Individuals who have violated the Rules of Ethics may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for examination. The individual may submit the pre-application at any time either before or after entry into an accredited educational program. This process may enable the individual to avoid the delays in processing the application for examination, which is made at the time of graduation. The pre-application is not contained in this Handbook and must be requested directly from the ARRT. Submission of a pre-application does not waive the application for examination, the examination fee, the application deadline or any of the other application procedures.

The faculty of Tyler Junior College recommends that you make pre-application as early as possible, as in the event of denial costs will be limited.

**B. Educational Requirements:**

**1. Regular Eligibility**

Candidates must have successfully completed a program of formal education which is accredited by a mechanism acceptable to the ARRT. Applicants for registration as radiographers, nuclear medicine technologists, or radiation therapists must have successfully completed an educational program in radiography, nuclear medicine technology or radiation therapy technology, respectively, which has been accredited by a mechanism acceptable to the ARRT. Effective January 1, 1995, application for examination must be made within five years of graduation.

**Scope of Practice:** Applicants for registration shall agree to perform the duties of a radiologic technologist only as directed by a duly qualified physician and under no circumstances are to give out oral or written diagnoses, or work independently, whether in a private office or institutional department. Duly qualified physician refers to a physician who has demonstrated education and training in the uses and effects of radiation.

A complete copy of the American Society of Radiologic Technologists *Scope of Practice* is in the documents section of this handbook.

**The Clinical Affiliate facilities reserve the right to have students removed from their facilities if those students are deemed undesirable or unacceptable, according to those facilities' protocols and professional standards. If removed from a clinical site, the student may be required to drop from the program.**

#### **PROGRAM POLICIES STATEMENT**

These policies were developed to ensure that a high standard of learning of professional skills and professional behaviors is met. Each student is required to read, understand and comply with these policies. The policies are also in place to ensure that the environment in which this learning takes place is conducive to such, safe for, and fair to all parties involved.

#### **LENGTH OF PROGRAM**

The length of education for the Radiologic Technology Program at Tyler Junior College is twenty-four months after gaining acceptance in the program. The time will include a Fall semester of sixteen weeks, a Spring semester of sixteen weeks, and a Summer session of eleven weeks for a total of forty-five weeks per year for the two year program.

#### **ATTENDANCE - PROGRAM POLICY**

Full time attendance is required. No "unexcused absences" or "cuts" are allowed. The

student will be responsible for all the class work covered during any absence from class for any reason. It is the responsibility of the student to make arrangements for any makeup work that might be required for a missed class. Failure to make up tests (or work) usually leads to a failing grade.

**\*\*Follow Make-Up test Policy as outlined in your course syllabi**

## **RADIOLOGIC TECHNOLOGY**

### **CLASSROOM ATTENDANCE POLICY**

#### **FULL ATTENDANCE IS ESSENTIAL TO MAXIMUM LEARNING.**

Ninety percent (90%) attendance is required. This policy includes ALL RADR CLASSES.

Three day a week classes:	90% attendance allows 5 absences
Two day a week classes:	90% attendance allows 3 absences
One day a week classes:	90% attendance allows 2 absences

Three (3) tardies--past 5 minutes--will count as one absence—3 day a week classes  
Two (2) tardies past 5 minutes will count as one absence--- 1 and 2 day a week classes

No absences are allowed in laboratory--laboratory absences must be made up according to the requirements in the Laboratory course outline. Absences on laboratory tests days will result in a loss of 10 points from the test.

For each day of absence beyond the allowed 10%, 5 (five) points will be deducted from the student's grade (term grade).

If a student misses more than 15% of any one class, that student may be dismissed from the program.

Three day a week classes	85% attendance = 7 absences
Two day a week classes:	85% attendance = 5 absences
One day a week classes:	85% attendance = 3 absences (approximate <u>but</u> policy)

Dismissal will be evaluated according to:

1. The students grade average in the class
2. The reasons for the excessive absences
3. The students overall progress in clinical and classroom.

A decision will be made by at least two faculty members. This policy applies to ALL SEMESTERS.

It is recommended that every student strive to attend all classes. This will allow for those unforeseen occurrences requiring non-attendance that cannot be controlled by the student.

Attendance is defined as physically being in class **AND** being awake **AT ALL TIMES**. A student who falls asleep in class will be asked to leave and will be counted absent for that class period, including video sessions.

#### **PUNCTUALITY- Refer to the Instructor's course outline**

Students are expected to attend lectures and laboratory sessions at the scheduled time.

Practicum tardiness will be addressed under the appropriate section. A student will be allowed into class late at the sole discretion of the instructor. If a student is not present for roll call, it is the student's responsibility to see the instructor after the lecture to change the "absence" to a "tardy". Any unscheduled, daily examination that may be given during the tardy time will be given a grade of "zero" and may not be made up. A student who is absent due to an official religious observance or a TJC sponsored or approved activity, and who has appropriately informed the instructor prior to the event, is entitled to make up missed course work. In other cases, the instructor will determine whether a student will be allowed to complete makeup work and the time and nature of the makeup work.

Students are responsible for arranging to make up any course work missed due to absences for any reason.

**CHEATING - The program's policy for cheating specifies that one (1) incident of cheating will result in a grade of zero (0) for that examination and DISMISSAL FROM THE PROGRAM**

**Cheating includes but is not limited to:**

- Copying from the test of another student
- Allowing another student to copy from your test
- Possessing materials or objects not authorized by the instructor during the test, including "crib notes", programmable calculators, open textbooks, notebooks or notes, even if unused.
- Copying, recording, buying, stealing, transporting or soliciting tests (pre or post testing), test keys, questions written assignments or computer programs
- Seeking aid from or collaborating with another student for aid without permission from the instructor during a test
- Discussing the test with a student who has not already taken the test
- Substituting for another person, or permitting another to substitute for you
- Alteration of scantron or any other grade sheets through changing answers or filling in of blank spaces after being graded

**A student dismissed for cheating or plagiarism will not be eligible for re-entry.**

**Plagiarism is defined as** copying someone else's work and presenting it as one's own, without the knowledge of the original author. All research due must give credit when quotes are used.

In the absence of faculty first hand witness, **any student who accuses another student of any wrongdoing and expects the faculty to act** in a disciplinary way **must provide written, signed, detailed documentation** of the incident. **The accuser's name WILL BE MADE KNOWN** to the accused, so the accused may confront his/her accuser, per Tyler Junior College policy.

**TYLER JUNIOR COLLEGE  
COURSE ATTENDANCE, REQUIREMENTS AND WITHDRAWAL POLICY**

TJC enters into a *partnership for success* with each student and willingly assumes the responsibility of offering the quality of instruction, facilities, and services necessary to provide its partners with opportunities to achieve their individual academic goals. The following policies are designed to facilitate this process.

**ATTENDANCE:**

Regular attendance at classes is strongly associated with academic success.

**Students are responsible for regular attendance at classes in which they are enrolled.**

Instructors will maintain student attendance records throughout the semester.

Students who will be absent from class due to their participation in a TJC sponsored or approved activity are responsible for informing their instructors prior to their absence in the form of a written notification prepared and signed by an instructional dean.

Students are responsible for arranging to make up any course work missed due to absences for any reason. Make-up work due to absences for any other reason than those listed above will be at the instructor's discretion.

**COURSE REQUIREMENTS:**

Instructors are responsible for providing and explaining written information regarding course requirements to all students enrolled in a course.

**Students are responsible for understanding the stated requirements of a course in which they are enrolled.** Both students and instructors are responsible for complying with the written requirements of a course.

**WITHDRAWING FROM COURSES:**

It is the student's responsibility to drop a class. An Academic Advisor appropriate to student's major must process all drops. **IF A STUDENT FAILS TO DROP A CLASS**

**FOR ANY REASON OUTLINED IN THE STUDENT HANDBOOK, THE STUDENT WILL RECEIVE A FAILING GRADE FOR THE CLASS(ES)**

An instructor may initiate an administrative withdrawal for any student who has missed so many classes that he/she cannot achieve a passing grade for the class.

The student will receive a grade of "W" for a course if a withdrawal form is submitted to the registrar's office by 5:00 p.m. the last day of the 14th week of classes during a 16 week semester, the 7th week of an 8 week session, or on the 15th day of any summer session. Students should consult the Registrar's office for withdrawal dates during special sessions.

Students will receive a failing grade (F) if they have not met minimum course requirements for a passing grade and have not submitted a withdrawal form or been withdrawn from a course by the above deadlines.

An instructor seeking to withdraw a student from a course for disciplinary reasons should comply with the Student Discipline Policy guidelines written in the current TJC Policies and Procedures Manual.

Instructors of THEA or TSI mandated remedial courses are responsible for withdrawing students not later than the end of the 12th week of classes.

Students who withdraw or are withdrawn from all THEA or TSI mandated remedial courses in which they are enrolled will be withdrawn from **all** other college-level courses.

A grade of "I" (incomplete) can be assigned for **emergency situations only** and requires the approval of the appropriate instructional dean. Students must complete work for the course within 30 days after the start of the next regular semester or the "I" will convert to a grade of "F".

A student who has been withdrawn from a course may be reinstated only with the recommendation of the instructor **and** the approval of the appropriate instructional dean. The student must initiate the reinstatement by contacting the instructor within two weeks in a 16 week semester, one week of an 8 week session, or the second day of a summer session from the official date of the withdrawal. Students should consult the Registrar's office for reinstatement dates during special sessions.

*(QUOTED FROM TYLER JUNIOR COLLEGE STUDENT HANDBOOK AND CALENDAR)*

**STUDENT WITHDRAWALS**

The Tyler Junior College Program in Radiologic Technology reserves the right to request, at any time, the voluntary withdrawal of a student, or initiate dismissal of any

student whose health, conduct, personal qualities, clinical performance, patient care skills and scholastic records indicate that it would be inadvisable for the student to continue with the Program.

Those students who withdraw of their own accord and have achieved satisfactorily to that point in the program will receive a "withdrawal while passing." If the student wishes to be reinstated at a later date, the records will be re-evaluated by the Admissions Committee. Voluntary withdrawal requires a letter to be written by the student that explains the circumstance. This letter must be submitted to the Department Chair at the time of withdrawal.

### **READMISSION POLICY**

Students who have dropped from the program because of personal reasons may be readmitted the following year into the term in which the students dropped **if** they were passing at that time **and** there is a Practicum site with an opening for an additional student. (If one RADR class is dropped, all RADR classes should be dropped.)

Students who drop or are dropped from the program for any reason during the first semester must REAPPLY for the following year. Upon readmission, the student will complete the program under student policies and curriculum in effect the year of readmission. The student must submit a letter to the Department Chair stating intentions to re-enter and meet the April 15 application deadline.

Students who have to withdraw from the program due to being called up to active duty military service will not have to reapply. A position in the program is guaranteed for a period of 1 year after active duty military discharge.

Students who were dropped from the program after the first semester due to grades in academic classes may re-enter the following year into the term in which the student was dropped **if** there is a Practicum site, which has an opening for an additional student. Students who were dropped because of didactic grades will be required to repeat the Practicum course of that semester regardless of having passed that course. If clinical slots are fewer than re-admits, prior clinical and didactic grades, and clinical performance will be the determining factors.

A re-entering student, who dropped or was dismissed for "cause", will be admitted on a probationary status for that offence for the rest of the program. The student will write a letter to the program director stating what action he/she will take to ensure that the unsatisfactory behavior is not repeated. **A student who dropped more than two years before projected re-admittance must repeat the entire program**

If a student leaves the program due to personal reasons, that student, if readmitted, will do so without having to write the letter and without being put on probation. A student who was dropped from the program due to a failing grade in Practicum, or was on probation at the time of

dropping, or were required to drop for any reason listed as ineligible to re-enter on 63 and 64 of the Radiologic Technology Student Handbook MAY **NOT RE-ENTER THE PROGRAM** (see the clinical section).

The following criteria shall be met for re-admission: (other than 1<sup>st</sup> year, 1<sup>st</sup> semester who must reapply totally)

1. submit a written request to the Department Chair at least two months in advance
2. provide requested credentials
3. meet current admission requirements
4. fulfill the requirements for admission that are in effect at the time of re-admission

### **TUITION AND REFUND POLICY**

The tuition for the program will follow the Tyler Junior College schedule and is due at the beginning of each semester. The refund schedule is listed in the TJC *STUDENT HANDBOOK*, the TJC catalog and in the schedule of classes.

### **ROOM AND BOARD**

Each student must provide his/her own lodging and meals.

### **TRANSPORTATION**

Students are responsible for their own transportation and are expected to be in class and the assigned clinical (practicum) areas at the times scheduled. Students **WILL BE REQUIRED TO TRAVEL** to a distant clinical site (for one or all semesters). Neither the reliability of personal transportation, nor personal hardships will be considered for clinical site location.

### **STUDENT HEALTH SERVICES**

Each student is responsible for his/her own medical care. If the student needs to make an appointment with a private physician or dentist, it must be scheduled so that it does not conflict with a scheduled class or clinical assignment. The students are not allowed to discuss their personal medical problems with physicians while in the clinical area.

A physician and school nurse is available at scheduled times at the Rogers Student Center on the Tyler Junior College campus.

If a student does not have health insurance with his family, it is strongly recommended that the student make arrangements for his own health insurance. Information about health insurance for students may be acquired at the Office of Student Affairs at Tyler Junior College. All health science students are automatically enrolled in a small health insurance policy program. Students are also enrolled in a professional liability insurance policy.

**THIS INSURANCE COVERS ONLY CLINICAL INCIDENTS OCCURRING DURING CLINICAL SETTINGS. THE STUDENT MUST BE SCHEDULED BY TYLER JUNIOR COLLEGE FOR A CLINICAL ASSIGNMENT FOR THE INSURANCE TO BE EFFECTIVE. THIS WILL COVER ONLY MINOR INCIDENTS. MAJOR MEDICAL BILLS WILL BE THE**

**RESPONSIBILITY OF THE STUDENT. INSURANCE COVERAGE IS AUTOMATICALLY ADDED WHEN A STUDENT REGISTERS FOR THE CLINICAL (PRACTICUM). CLASS MAXIMUM HEALTH COVERAGE IS \$25,000.00 WITH \$25.00 DEDUCTIBLE.**

**THE COLLEGE, NOR THE HOSPITAL, COVERS THE STUDENT UNDERWORKMAN'S COMPENSATION FOR CLASSROOM, LABORATORY, OR CLINICAL ACTIVITIES.**

## **GRADING**

A minimum grade of 78% must be maintained on all required academic RADIOLOGIC TECHNOLOGY courses. **THE PASSING MINIMUM GRADE IS 78%.** The grading scale below will be used for all RADR academic courses. Practicum (Practicum) RADR courses are graded differently. See Practicum - Grading.

A (91-100)	C (78-82)	F (69-0)
B (83-90)	D (77-70)	

**A GRADE OF “D” IS NOT PASSING AND IS CONSIDERED A FAILING GRADE IN ALL CLASSES IN THE PROGRAM CURRICULUM.** Failure of any RADR course while in the program will eliminate student’s ability to enroll in the following semester.

All courses in the curriculum must be passed with a grade of “C” or better using the TJC grading policy. Any non-RADR courses may be repeated while the student is in the program. No student will graduate from the program until all academic and clinical requirements have been met.

## **EXPECTED CLASSROOM ETIQUETTE**

Tyler Junior College is committed to promoting a level of classroom etiquette conducive to maximum teaching and learning. Within this context, the following etiquette is expected:

1. Attend class each time the class meets.
2. Be on time for class and remain for the entire period. You are inconsiderate of your classmates if you arrive late and leave early.
3. Refrain from talking while the teacher is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to your teacher and classmates.
4. Without prior approval from your instructor, do not use cell-phones, beepers, walkmans with headphones or any type of electronic device in class.
5. Be attentive and participate in class
6. Refrain from bringing non-students to class. This includes children, spouses, boyfriend/girlfriend and friends. Approval of the above to attend your courses must come from the Dean, Allied Health and Nursing. There will be no exceptions.

## **CELL PHONE USE**

Cell phone or pagers are prohibited in class. If a student’s cell phone or pager goes off in class the student will be required to silence or turn the phone off unanswered, and 10

points will be deducted from the students next test score. If the cell phone goes off during a test, 15 points will be deducted from the test score. Subsequent events will result in the doubling of this penalty each time. A student answering a phone during class will be required to leave class and meet with the instructor prior to attending class again. A student answering a phone during a test will receive a 0 grade on the test.

## **PREGNANCY**

Students have the **option** of informing the program, in writing, of a pregnancy. It is recommended that the student inform the Department Chair and/or the Clinical Coordinator (who is also the RSO-Radiation Safety Officer) immediately upon learning of the pregnancy so that the student may be counseled regarding her and her baby's radiation protection. The student is encouraged to read the U.S. *Nuclear Regulatory Commission Guide 8.3, "Instructions Concerning Prenatal Radiation Exposure"* (a copy of this is in this handbook). Once declared, a monitoring badge will be ordered for the fetus and the student may be removed from any rotation in which a heavy fluoroscopy load exists until after the first trimester. Pregnant students will receive no more than a 0.5 rem of radiation exposure during the entire gestation period.

The pregnant student will be required to function as a normal, healthy student in **ALL** assigned radiographic areas, including lifting patients, and transportation. No "light duty assignments" will be made. All female students will sign an agreement of understanding concerning pregnancy and radiation protection prior to acceptance. The agreement simply explains this policy and the prospective student understands the policy.

If the student does not inform the program of her pregnancy in writing, the student will be considered to **not** be pregnant regardless of overt signs and the above measures cannot be taken. These measures are **all** for the benefit of the student and the baby. Without cooperation, the approved, usual and standard safety precautions cannot be implemented. A dosimetry badge will be ordered for the fetus, and the student will be required to wear it at waist level under the lead apron.

\*\*\*Refer to the clinical section for more information on pregnancy.

## **STUDENT CONFERENCES AND EVALUATIONS**

Student conferences and evaluations will be held at least twice during any major grading

period (or more often if a situation warrants). It is at this time that the student will be told of his/her weak and strong points. There will be a complete set of records and data kept on each student. Both the counselor and the student will sign all conferences and evaluations.

## **SUSPENSION POLICY**

A student may be put on suspension (1-3 days) for repeated infractions of the rules, including dress code, behavior (including attitude), lack of initiative, poor performance, lack of self control, patient care negligence or any other incident which the clinical instructor deems appropriate at that time. The student will be informed of the number of days of suspension.

The program may use suspension:

- a. To remove the student from the clinical site in the event of a situation in which the clinical instructor deems this the best, immediate course at that time. The clinical instructor will immediately inform the clinical coordinator or department chair of the action. The clinical instructor will document the events; a copy will be put in the student's folder and a copy will go to the clinical coordinator.
- b. To give the student an opportunity to evaluate his/her career goals.

On the morning of the day that the student is allowed (if allowed at all), to return to Practicum, a signed letter will be given to the clinical instructor. This letter must include an explanation of the events that led to the suspension, what behaviors are required, and what actions the student will take to correct the behaviors or situations that led to the suspension. The student is responsible for presenting a copy of this letter to the clinical coordinator. **If the expected behaviors are not exhibited, dismissal from the program will result.**

The Practicum time the student missed due to the suspension will be made up with pre-arranged hours designated by the clinical instructor, and are subject to the same rules as normal clinical hours.

## **STUDENTS ON PROBATION**

If it appears that a student is having serious or repeated difficulty with theory or

Practicum, the student may be placed on probation. The student will be counseled weekly to encourage improvement and subsequent retention in the program. If there is still evidence of a deficiency at the end of the agreed probationary time, the student will be evaluated and graded accordingly, or dismissed from the program. The Department Chair or clinical coordinator will assign any probationary period after conferring with the clinical instructor of that student.

After any 3 (three) situations in which the student is put on probation during the 2 year program, even though the student fulfilled each probationary period satisfactorily, **WILL RESULT IN DISSMISSAL FROM THE PROGRAM.**

**Probation will eliminate the students ability to participate in specialty area rotations or re-entry/reapplication.**

#### **DISMISSAL POLICY AGREEMENT**

I, the undersigned, a student in the Radiologic Technology Program (RADR) at Tyler

Junior College, for and in consideration of the training I will receive from Tyler Junior College, its faculty and staff, in consideration of my acceptance into the training program, and for other considerations to be received by me, hereby **promise and agree as follows:**

1. I am currently enrolled at Tyler Junior College and have paid my student liability insurance fee as required by Tyler Junior College.
2. I have read and understand all portions of the course syllabi and course schedules. **I agree to comply with all rules, regulations and requirements contained in the course syllabi and course schedules, and with any additional rules as communicated to me by the instructors during courses.** I understand that I am responsible for knowing and following the rules of all clinical sites where I may have rotations during courses.
3. I can be dropped from the Program with a grade of F for **unprofessional conduct** or **unsafe practices**. These behaviors include, but are not limited to:
  - a. breach of confidentiality.
  - b. stealing information or tangible goods.
  - c. misrepresenting any fact.
  - d. lying about any fact.
  - e. being barred from (asked not to return to) any clinical site.
  - f. failing to complete clinical requirements on time.
  - g. **being under the influence or in possession of alcohol or drugs during class or during any clinical rotation assignment—immediate clinical suspension will occur.**
  - h. representing that I hold a level of certification or licensure I do not hold.
  - i. practicing beyond the scope of clinical objectives.
  - j. failure to practice within the Principles of Professional Conduct for Radiologic Technologists or the Patient's Bill of Rights.
  - k. committing a criminal act during clinical rotations.
  - l. failure to maintain current CPR certification.
  - m. failure to pass any of the RADR curriculum courses.
  - n. disruption of classes, making it difficult for other students to acquire the material presented. This can be observed by the faculty or reported by a fellow student.
  - o. willful damage to school, hospital, or private property.
  - p. documented evidence of lack of proper patient care.
  - q. leaving the clinical area without permission from a faculty member.
  - r. failure to comply with uniform code.
  - s. failure to follow radiation protection rules and regulations.
  - t. tampering with own or another person's radiation monitoring device.
  - u. noncompliance with attendance policies - see clinical section.
  - v. falsifying sign-in sheets/time cards for self or another student.
  - w. Two incidences of being put on probation or suspended and charged with an unexcused absence.
  - x. cheating, lying, collaborating, plagiarizing or falsifying and/or submitting any type documentation verbally or in print.
  - y. use of any form of abusing, disrespectful, arrogant, threatening or harassing language and/or behavior to classmates, instructors, hospital personnel or patients.
  - z. **violating or failing to comply with any provision of the rules, regulations or policies set forth, or any policy stated in the Radiologic Technology Student Handbook**
  - aa. Sharing, comparing or discussing grades with classmates-yours or others
4. **I understand the following:**

**\*that I may contract a contagious disease, possibly a fatal one, through contact with patients.**

**\*that it is mandatory that I practice infection control techniques that have been explained to me at the beginning of this course.**

**\*that I may become physically injured by improper handling of patients and/or equipment.**

**\*that I will be assigned to more than one Practicum site and will manage the possible added monetary and time costs or burdens that this may create.**

**Knowing all the above facts and with a thorough understanding of the risks involved in the training I am about to participate in, I hereby declare that I am willing to assume all risks involved with my training and that I do hereby assume all such risks, whatever they may be, and that if I become unwilling to assume all risks involved in my course of study, I will immediately inform my instructor of such unwillingness and will immediately withdraw from the course.**

**With full and complete knowledge and understanding of all statements contained in this document, and having asked for clarification of any parts that I might not have understood, so that I do have a clear and complete understanding of this document and what I am signing and agreeing to, I hereby promise and agree to hold harmless and indemnify, and DO HEREBY HOLD HARMLESS and indemnify Tyler Junior College, its faculty, staff, agents and employees, from any and all liability, payments, claims, costs, causes of action, judgments and attorney's fees of whatsoever nature and howsoever arising (1) in any way in connection with my being a student at Tyler Junior College and being enrolled in Radiologic Technology Program courses, (2) from clinical site (practicum) experiences in connection with the courses being taken, or (3) in any other way whatsoever.**

**If I violate or fail to abide and conform in any way to the promises, representations and covenants set forth in this document, I agree that I may be dropped from all courses in the Radiologic Technology Program in which I am enrolled, or that I may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Tyler Junior College catalog and student handbook.**

**I have read, understand and agree to each and every provision contained in this agreement, which consists of two (2) pages, including this page.**

## **DISCIPLINARY MEASURES**

**In the event that a student is not performing in a responsible, professional manner or safe**

manner the following disciplinary measures will be taken for lesser offenses :

1. verbal warning - documented for future reference
2. written warning
3. conference with the Department Chair or clinical coordinator; at this time, dismissal may result.

**SERIOUS OFFENSES MAY RESULT IN IMMEDIATE SUSPENSION OR DISMISSAL!!**

Refer to the clinical section for information on clinical disciplinary measures including grading and demerits.

**UNSAFE/ UNPROFESSIONAL BEHAVIOR POLICY**

In the application period, the prospective student is subject to prescreening requirements (background checks and drug screens) which are the same as those required of employees at Tyler Junior College clinical affiliates. The document *Tyler Junior College Standard for Drug Screening and Background Checks* is supplied in the application process.

**CLINICAL DISMISSAL FOR UNSAFE BEHAVIORS**

1. If possible, two people will make the observation (and verification) of a student's unusual behavior\*. The observation will be agreed upon by both and documented by stating specific acts of abnormal behavior of the student in question.  
\*May include listed behaviors. List is not inclusive of all observations: slurred or loud speech, impaired gate, repeated poor judgment, alcohol on breath, negligent patient care. **A behavior which poses a risk to a student, patient or co-workers. Danger to the patient will be rigidly interpreted.**
2. A confidential conference, including a witness, will be held to discuss with the student the documented conduct and advise the student that a decision has been made to dismiss the student for the remainder of the day. The conference will be documented.
3. The hours missed will be documented as an unexcused absence and will be cumulative for the semester.

**DUE PROCESS AND GRIEVANCE PROCEDURES**

Health Sciences Due Process and Grievance procedures differ from those published in the Tyler Junior College Handbook. Health Science students will follow the Due Process Procedures as set forth below:

**NOTE: THERE ARE SLIGHT DIFFERENCES IN THIS POLICY THAT SUPERSEDE THOSE OF THE COLLEGE.**

*Dispute of Grade*

A student is entitled to a review and explanation of the grading process and the grade received. **A grade is the sole prerogative and responsibility of the faculty member, and any review as the result of a dispute is intended to ensure accuracy, fairness, and adherence to Tyler Junior College policy.** The following steps shall be followed in an effort to reconcile the grade dispute:

1. The student will discuss any grade dispute occurring during the semester with the faculty member involved within ten working days after the dispute arises. If a final grade is disputed, the student will discuss the grade with the faculty member within ten working days into the following long semester; i.e., summer school disputes may be challenged no later than ten working days into the following fall semester.
2. The decision of the faculty member in all grade disputes is presumed final since the grade is the sole prerogative and responsibility of the faculty member. However, if the student feels that the grade is incorrect, the student may present the dispute in writing to the appropriate Department Chair for review. This step must be completed within five working days following the decision of the faculty member. If there is no Department Chair or in the event the Department Chair is the instructor named, the student will proceed to the appropriate instructional dean.
3. The Department Chair will review the written student dispute and written faculty response to the dispute in question. Within five working days, the Department Chair will make a written response to the student and faculty member regarding the dispute. Attached to this response will be appropriate documentation thus far accumulated.
4. If the student does not agree with the decision of the Department Chair, the student may proceed to the dean of the appropriate instructional school. This step must be completed within five working days of the decision of the Department Chair. Within five working days, after receiving the dispute, the dean will review all documentation and respond in writing to the student, faculty member, and Department Chair. Attached to this response will be all appropriate documentation. **The decision of the instructional dean is final in the matter of grade disputes.** If the instructional dean is the instructor named, the final decision will be made by the dean from another instructional school.

*Academic Grievances Not Related To Disputed Grades*

The following steps shall be followed in an effort to resolve academic grievances not related to disputed grades; e.g., removal from a class, removal from a program, denial of privileges associated with a class or program, or classroom dishonesty. A student is entitled to impartial and consistent treatment while attending Tyler Junior College.

1. The student will discuss the matter with the faculty member involved within **two working days** of the incident precipitating the grievance.
2. If the student feels that the decision of the faculty member is unsatisfactory, the student may present the grievance in writing to the appropriate Department Chair for review. This step must be completed within **two working days** after the decision of the faculty member. If there is no Department Chair, or in the event the Department Chair is the person addressed in the grievance, the student shall go directly to the appropriate instructional dean.
3. The Department Chair will review the written student grievance and the written faculty response to the grievance. Within five working days, the Department Chair will make a written response to the student and faculty member regarding the grievance. Attached to this response will be all appropriate documentation thus far accumulated.
5. If the student does not agree with the decision of the Department Chair, the student may proceed to the dean of the appropriate instructional school. This step must be completed within five working days. Within five working days, the instructional dean will review all documentation and respond in writing to the student, faculty member, and Department Chair. Attached to this response will be all appropriate documentation thus far accumulated.
5. After appealing to the instructional dean, the student may appeal to the academic committee. Within ten working days, the academic appeals committee will review all documentation and meet with appropriate parties. The academic appeals committee will provide a written response to the student, faculty member, Department Chair, and instructional dean.
6. If not in agreement with the decision of the academic appeals committee, the student may request a conference with the President. The President will review the grievance for matters of policy and procedures only.

**Note: Under certain circumstances, students may not be allowed to continue in class until the dispute or grievance is resolved.**

Adopted Summer 1997

## **Chain Of Command**

### Clinical Situation

Immediate technologist involved  
Clinical Instructor  
Clinical Coordinator  
Department Chair

### Classroom Situation

Course Instructor  
Department Chair

### Laboratory Situation

Laboratory Instructor  
Laboratory Coordinator (if applicable)  
Department Chair

### All situations which are not resolved at the Department Chair level

Dean of Allied Health and Nursing  
Student Grievance Due Process - See above

This order of events must be followed. People in each position on this chain will not discuss a problem with a student until an effort has been made to resolve the problem at each level in secession.. Most situations can best be resolved best at the first level. If, after talking with the first level, no satisfaction or solution is found, the student is then free to go to the next level in an effort to resolve the issue.

## **JRCERT Non Compliance Due Process**

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The student has the right to assume that the program is run within the guidelines for, and in compliance with, the JRCERT STANDARDS. If the student feels that the program is not in compliance, **documentation** of the events that led to the complaints or allegations of non-compliance along with a written statement will be presented to the Department Chair. The Department Chair will respond to the student within five working days. If the student feels that resolution has not been accomplished, the student may contact the Dean of Allied Health and Nursing. If, after the dean has taken the event to the next level of administration, the student does not feel that there has been resolution, then the student has the right to contact the Joint Review Committee on Education in Radiologic Technology.

Good faith efforts by all parties must be made in an effort to resolve the conflict before the JRCERT is contacted. This is simply good policy and the JRCERT will expect that this has been done before it is contacted. In the event that the program has allegations or complaints relating to its non-compliance with the JRCERT STANDARDS, and the JRCERT, after its due process, agrees that the complaint is valid, the program will make every effort to immediately correct the situation. Each student is supplied with copy of the JRCERT *Standards for an Accredited Educational Program in Radiologic Sciences*.

## **CIVIL TREATMENT**

All students should expect to be treated, and to treat others, fairly and without harassment or any form of intimidation or extortion while he/she is a Tyler Junior College student. It is reasonable to expect instructors, classmates, co-workers and hospital personnel to stop offensive behavior when asked to do so without the fear of retaliation. The student's first line of defense is to ask the person to stop an offensive behavior (preferably and almost essentially in the presence of a witness), document the event and report it to the immediate supervisor, clinical instructor, instructor, department chair, etc. In all cases, the clinical coordinator and/or the Department Chair must be made aware of the situation. The faculty is always willing to listen to concerns about this, perceived or actual.

**\*\*Unnecessary (personal / non-work related) contact with instructors, especially through unofficial channels may constitute harassment.**

- **Continuing the above behavior will result in dismissal.**

## **ANATOMY AND PHYSIOLOGY TIMING**

If a student has taken Biology BIOL 2401, BIOL 2402 more than five years before entry into the program, he/she must retake these courses. If 5 years have elapsed, a student may take BIOL 2404 as a refresher course and previous grades will be accepted.

If a student fails to maintain a grade of "C" in Biology BIOL 2401 and BIOL 2402 he must have permission from the Department Chair and the Dean of Allied Health and Nursing to continue in the program.

All classes in the curriculum must be passed with a "C" or better.

## **COMMUNICABLE DISEASE POLICY**

All students will receive instructional material on communicable diseases to include AIDS and Hepatitis B Viruses in the class-Methods of Patient Care, RADR 1309.

All students will have a TB skin test, or an appropriate test, upon entering the program, **and** again annually. TB skin tests are done annually and is the responsibility of the student to get this done on time.

**WHEN A STUDENT IS IDENTIFIED AS BEING INFECTED WITH ANY OF THE FOLLOWING COMMUNICABLE DISEASES, THE FOLLOWING STEPS ARE TO BE TAKEN TO ENSURE THE HEALTH OF THE TYLER JUNIOR COLLEGE COMMUNITY AND OF THE PATIENTS WITH WHOM THE STUDENT WOULD BE IN CONTACT. THIS POLICY IS ALSO DESIGNATED TO PROTECT THE STUDENT WHO IS INFECTED. THE LIST BELOW IS NOT NECESSARILY ALL INCLUSIVE.**

Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid, chicken pox, shingles, poliomyelitis, venereal disease.

1. The student must notify the Department Chair in writing of the disease contracted and his or her physician's name and phone number. The student will not attend classes or Practicum (practicum).
2. The Department Chair or clinical coordinator will contact the Health Service Director of Tyler Junior College.
3. The Health Service Director will confer with appropriate public health officials or literature for guidance as to protocol concerning the disease report and report to the Department Chair.
4. The Department Chair will contact the student as to when the student may return to campus or Practicum. The Department Chair will adhere to public health guidelines dictated by the Health Service Director
5. The student will supply the Department Chair documentation from a physician stating that he or she may return to campus and/or Practicum.
6. Every effort will be made to work with the student to keep that student current with his/her classes. A schedule of make up time for Practicum hours will be arranged by the student and his or her clinical instructor.

#### **ACTING AS WITNESS**

A student is not to sign his/her name as a witness to a patient's signing of a will, power of attorney, advanced directive, or consent for medical treatment.

#### **RESPONSIBILITY FOR INFORMATION RETENTION**

**The student is responsible for retaining all information, knowledge, theory and concepts presented in all RADR and BIOL classes in the program.** It is essential that this requirement be met in order for the student to pass the American Registry for Radiologic Technologists examination.

The summer class, RADR 2235- Radiologic Technology Seminar, will test retention of information, knowledge, theory and concepts. The student will know where more intense study is needed in preparation to pass the ARRT examination and may ask for help at that time.

#### **A PASSING GRADE IN SEMINAR, RADR 2235, IS REQUIRED TO QUALIFY FOR GRADUATION.**

Self imposed standards of earning only the minimum 78% in program courses is not advised. It is very difficult to be proficient two years later if the student did not study and thoroughly understand the information. Studying for and passing a particular examination does not end the student's responsibility for knowing that information.

#### **CONTROLLING INSTITUTION**

The controlling institution is Tyler Junior College.

### **FACILITIES FOR PRACTICUM (PRACTICUM CLASS)**

Several hospitals in the East Texas area serve as Clinical Affiliates for the radiography student. The placement of the student is the responsibility of the Department Chair and faculty. Minor affiliates for special interest rotations will be assigned as appropriate for meeting the goals of the program. **STUDENTS (this includes students at all facilities) WILL BE ROTATED BETWEEN CLINICAL FACILITIES AS NEEDED TO ALLOW EQUAL EDUCATIONAL OPPORTUNITIES FOR EACH STUDENT.**

The clinical affiliate reserves the right to have students removed from their department if those students are not desirable or unacceptable according to the protocols and professional standards of that facility. The student shall have one conference prior to removal **if the infraction is not so serious that a conference is not applicable.**

### **PRACTICUM CENTERS - RADIOLOGIC TECHNOLOGY**

#### **TRINITYMOTHER FRANCES HOSPITAL – TRINITY MOTHER FRANCES HEALTH SYSTEM**

800 East Dawson; Tyler, Texas 75701  
Hospital-903.593.8441 Radiology-903.531.4155  
**Goldie Byrd** Clinical Instructor  
Office-903.531.4934  
Barry Borel-Department Director  
Jimmy Murray, RSO

#### **TRINITY MOTHER FRANCES HOSPITAL-JACKSONVILLE**

2026 S. Jackson, Jacksonville, Texas 75766  
903.541.4538  
**Michele Slaton**- Clinical Instructor  
Kevin Seitz, Department Director  
Jimmy Murray, RSO

#### **AZELEA ORTHOPEDIC AND SPORTS MEDICINE (MIT)**

3414 Golden Tyler, Texas 75701  
903.939.7500 ext 7137  
**Stefani Kersey** - Clinical Instructor  
Jeff Shaffer-Department Director  
Dr. Todd Raabe, RSO

**EAST TEXAS MEDICAL CENTER - TYLER**

1000 S. Beckham; Tyler, Texas 75701

Hospital-office 903.531.8648 Radiology-903.531.8657

**Mindy Bell** Clinical Instructor

Bill Tobin, Technical Coordinator, Director/Medical Imaging

Russ Tarver, RSO

**UNIVERSITY OF TEXAS HEALTH CENTER AT TYLER**

11937 US Hwy 271; Tyler, Texas 75708-3154

Business-903.877.3451 Radiology-903.877.7099

**Ross Reeves**, Clinical Instructor

Ron Jung, RSO - Director/Instructor

**EAST TEXAS MEDICAL CENTER-JACKSONVILLE**

501 S. Ragsdale; Jacksonville, Texas 75766

Business-903.541.5000 Radiology-903.541.5169

**Patty Vargas** /Clinical Instructor

**Elizabeth Killingsworth**, Director/ Clinical Instructor

Dr. Daniel Bennett, RSO

**PALESTINE REGIONAL MEDICAL CENTER**

2900 S. Loop 256; Palestine, Texas 75801

Business-903.731.1000 Radiology-903.731.1081

**Robin Wilson**-Clinical Instructor

WJ Copeland, RSO - Director/Instructor

**TRINITY MANHATTON CLINIC - TRINITY MOTHER FRANCES HEALTH SYSTEM**

3802 Manhattan Drive; Tyler, Texas 75701

Business-903.509.8888

**Rhonda Beard, RSO** - Clinical Instructor

**TRINITY CLINIC-TRINITY MOTHER FRANCES HEALTH SYSTEM**

520 East Douglas; Tyler, Texas 75702

Clinic-903.593.1721 Radiology-903.510.1175

Mike Houston- Radiology Manager 903 510-1171

Ronnie McGee- Supervisor of Radiology

**Mary Ann Bass** Clinical Instructor-903.510.1175

Debbie Oldham, RSO

**PRESBYTERIAN HOSPITAL OF GREENVILLE**

P. O. Box 1053, Greenville, Texas 75401

903. 408 .5000

**David Head**, Clinical Instructor

**Carla King**, Clinical Instructor,

John Ervin, Director of Radiology

**EAST TEXAS MEDICAL CENTER - ATHENS**

2000 Palestine , Athens, TX 75751

Hospital 903 675-2216; Radiology 903 676-2171

**Danny Wilson**, Clinical Instructor

Richard Vasquez, Director of Radiology

**Texas Spine and Joint Hospital**

1814 Roseland BLVD

Tyler, TX 75701

903.525.3352 or 903.525.3347

**Amanda Munns**, Clinical Instructor

Laura Haggard, Director of Radiology, RSO

**HEALTH PARK PLAZA - TMFHS**

Health at Work

1327 Troup Hwy

Tyler Tx 75701

903.590.2189

**Shenequia Mickey**, Clinical Instructor

Mike Houston, Director

**FACULTY FOR TYLER JUNIOR COLLEGE RADIOLOGY TECHNOLOGY PROGRAM**

Nathan Stallings, M.S., R.T.(R) - Department Chair/Instructor

Katrina Travis, B.S. R.T.(R) - Clinical Coordinator/Instructor

Mindy Bell, A.A.S., R.T.(R)- Clinical Instructor

Goldie Byrd, A.A.S., R.T.(R)-Clinical Instructor

## **ADVANCED PLACEMENT POLICY**

Every effort will be made to allow a student to transfer into the program from another program. Each situation will need to be individually assessed.

1. The student requesting admittance to the program at an advanced level will need to do the following.
2. Submit all transcripts, all course descriptions of each class completed in current program, all clinical competency records (directly mailed from current director to TJC director).
3. Be in “good standing” in the current radiologic technology program in which the student is enrolled.
4. Have a 2.0 or better overall GPA and have passed all current radiology classes.
5. Passed the TASP test or be TASP complete or exempt.
6. Have a minimum ACT score of 17–this may be waived if GPA’s are 3.0 or better and recommendations from clinical instructor and Department Chair for current program are favorable.
7. Submit a letter of recommendation from clinical instructor and Department Chair from current school. This letter must come directly to TJC Department Chair from both parties.
8. There must be a Practicum setting which may take another student.
9. Complete an interview with Department Chair and clinical coordinator.
10. Not have missed more than one semester during the transition.
11. Submit an application to the program, health and immunization information.
12. Complete the process for a criminal background check and drug screening.

A deciding factor will be whether or not the student’s progress (course sequencing) will relatively seamlessly fit into the TJC program curriculum.

## **CONCLUSION**

The provisions of this Handbook are subject to change by the faculty of the Tyler Junior College Radiologic Technology Program upon agreement by the faculty and administrators of Tyler Junior College. Any changes in policy will be presented in writing to the student at the time of the change.

The Tyler Junior College Radiologic Technology Program **RESERVES THE RIGHT TO WITHDRAW AND CHANGE COURSES AT ANY TIME, CHANGE FEES, CALENDAR, CURRICULUM AND OTHER REQUIREMENTS AFFECTING**

**STUDENTS.** These changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

*Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.*