



Medical Imaging Sciences Department
Radiologic Technology

STUDENT HANDBOOK
2023-2025



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HORRY-GEORGETOWN TECHNICAL COLLEGE

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Clinical Affiliates

Conway Medical Center
Family Medicine Market Common-Tidelands Health
Georgetown Memorial Hospital – Tidelands Health
Grand Strand Medical Center
South Strand Medical Center McLeod- Loris
Healthcare System McLeod- Seacoast Medical Center MUSC Health Marion and Florence
Waccamaw Community Hospital – Tidelands Health

Preface

Horry-Georgetown Technical College offers an associate degree program in Radiologic Technology and a certificate program in Computerized Tomography. The programs provide students with the basic knowledge and principles needed to become professionals in their field of study. The programs also are devoted to providing quality patient care through professional health care education.

The Radiologic Technology Associate Degree program is designed to comply with the Standards for an Accredited Educational Program in Radiologic Sciences as set forth by the Joint Review Committee on Education for Radiologic Technologists (JRCERT). The Associate Degree program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The [Program Effectiveness Data](#) may be accessed online at www.jrcert.org. Our program annual effectiveness data may also be accessed online on our [web page](#).

Graduates from our programs are eligible to sit for the nationally recognized certification examination administered by the American Registry of Radiologic Technologists for Radiography ([ARRT](#)).

Students enrolled in the program are expected to exhibit mature, responsible professional behaviors required for assimilation into the field of Medical Imaging Sciences. They are not considered employees of the clinical education centers. The following information is provided to inform the students of the policies and requirements of these educational programs.

This student handbook was developed and approved by the Medical Imaging Sciences program officials, clinical instructors, and advisory committee to ensure students adhere to the scope of practice, and Code of Ethics for Radiographer. Breach of policies may result in progressive discipline as described in this handbook.

Program Officials Position Descriptions/Duties

Full-time Program Director:

- Assures effective program operations
- Oversees ongoing program assessment
- Participates in budget planning
- Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development
- Assumes the leadership role in the continued development of the program.

Full-time Clinical Coordinator:

- Correlates clinical education with didactic education, evaluates students
- Participates in didactic and/or clinical instruction
- Supports the program director to help assure effective program operation
- Coordinates clinical education and evaluates its effectiveness
- Participates in the assessment process
- Cooperates with the program director in periodic review and revision of clinical course materials
- Maintains current knowledge of the discipline and educational methodologies through continuing professional development
- Maintains current knowledge of program policies, procedures, and student progress.

Full-Time Didactic Program Faculty:

- Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress
- Participates in the assessment process
- Supports the program director to help assure effective program operation
- Cooperates with the program director in periodic review and revision of course materials
- Maintains appropriate expertise and competence through continuing professional development.

Part-Time Didactic Program Faculty:

- Prepares and maintains course outlines and objectives, instructs, and evaluates students, and reports progress
- Participates in the assessment process, when appropriate
- Cooperates with the program director in periodic review and revision of course materials
- Maintains appropriate expertise and competence through continuing professional development.

Clinical Preceptor:

- Is knowledgeable of program goals
- Understands the clinical objectives and clinical evaluation system
- Understands the sequencing of didactic instruction and clinical education
- Provides students with clinical instruction and supervision
- Evaluates students' clinical competence
- Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development
- Maintains current knowledge of program policies, procedures, and student progress.

Clinical Staff:

- Understand the clinical competency system, understand requirements for student supervision,
- Support the educational process, and maintain current knowledge of program policies, procedures, and student progress.

RADIOLOGIC TECHNOLOGY MISSION STATEMENT

The Medical Imaging Science's Programs of Horry-Georgetown Technical College will provide a student - centered environment for the development of professional attributes, technical abilities and critical thinking skills expected of an entry-level technologist. The graduate of the program will have acquired the knowledge, skills, and professional experiences necessary for success in achieving their career and educational goals and will work as effective imaging specialists in the local communities.

Areas of Assessment

Critical Thinking and Problem Solving

Clinical Competency

Professionalism/Ethics Communication Academic Preparedness Employment

Program Goals

- 1. Students will use critical thinking and problem-solving skills.** Student Learning Outcomes- Students will:
Apply analytical and evaluative abilities.
Modify routine positions according to patient condition.
- 2. Students will be clinically competent.** Student Learning Outcomes-Students will:
Demonstrate competency in positioning Apply radiation protection practices.
Demonstrate applicable patient care methods Select appropriate technical factors.
- 3. Students will demonstrate professional behaviors.**
Student Learning Outcomes- Students will:
Effectively work/demonstrate professional demeanor. Participate in activities that promote the profession.
- 4. Students will communicate effectively.** Student Learning Outcomes- Students will:
Demonstrate effective written communication Demonstrate effective oral communication.
- 5. Students will demonstrate academic preparedness by passing a certification exam(s) in the field.**
Students will pass the ARRT Registry Examination

Student Learning Outcomes

1. Students will demonstrate competency in command of Radiography equipment.
2. Students will execute clinical competence in performing radiography exams in the clinical setting.
3. Students will select appropriate technical factors for examination being performed.
4. Student will develop the ability to perform image evaluation criteria.
5. Students will demonstrate analytical and evaluative abilities in a clinical setting.
6. Students will demonstrate and develop professional demeanor with Healthcare Team.
7. Students will apply ALARA practices.
8. Students will demonstrate applicable patient care methods.
9. Students will demonstrate effective written and oral communication.
10. Students will demonstrate competent use and delivery of information via electronic sources.

11. Students will modify examinations according to patient condition and or technical considerations.
12. Students enrolled in the program will graduate.
13. Students will acquire jobs in the profession.
14. Students will pass the ARDMS/ARRT certification exams.
15. Employees will be satisfied with the graduates.

Revised 6/2023

I. Student Services Table

A summation of available Student Support Services is presented in the table below. The information is organized by Support Service, description of service, and availability of services. Access to information about services is available online through the myHGTC portal. Use the information in this table as a reference for services available for medical imaging sciences students in the HGTC MIS Program.

Support Service	Description	Availability
Program Open Lab	A staffed lab area with equipment and simulators to practice clinical skills.	Hours variable; consult instructor, course information, and online via D2L.
Student Success and Tutoring Center (SSTC)	Academic tutoring, workshops, study skills, writing assistance, time management, resources for test anxiety, software assistance.	Services available at all 3 campuses. Day and evening hours are available.
Library	Offers a unified program of print and information technology resources to meet the needs of students, faculty, staff and community members. Offers library literacy information workshops on all campuses, every semester.	State of the art information technology, computer access, information, and research assistance; print, video, and audio materials; available at all 3 library campus locations. Day and evening hours available.
Testing Center	Testing for students requesting special accommodations provided in conjunction with Disabilities Coordinator. Center also available for test make-up. Paper and computer testing available.	Testing Center services are available on all three campuses. Day and evening hours available.
Advising and Counseling Services	Academic, career, and limited personal counseling services. Includes services for students with disabilities. An Academic Alert system, established for students	Advising, counseling, and disability support services are available on all three campuses.

who are having academic difficulty.

Health Science
Advisors/Medical Imaging
Sciences Student Advisement

Specific advisement for a Medical Imaging Sciences program tracks are offered to students as well as information on specific requirements and program admission testing.

Services are available at the Grand Strand Campus with MIS faculty.

Support Service	Description	Availability
Technology Services – myHGTC/D2L/Help Desk and other computer technology support	Technology assistance for registration, use of myHGTC, D2L, and other computer programs. Technology orientation classes.	Assistance available online, in person, and by phone, and available at all three campuses. Classes held throughout each semester on each campus.
New HGTC Student Orientation	General HGTC orientation for all new students. Includes introduction to library services, technology, and myHGTC Orientation.	Available each semester. An online version is available each semester.
Medical Imaging Sciences Student Orientation	Introduction to the Medical Imaging Sciences programs, review of expectations, review of some major policies, and procedures along with introduction to Medical Imaging Sciences students and faculty.	Offered for all new Medical Imaging Sciences students prior to the first day of classes. This is a mandatory event for all students
General Hospital Orientation	Required for all Health Sciences students. Information provided that addresses basic skills and concepts needed for students to safely participate in onsite clinical activities. (Infection control, HIPAA, etc.).	Program is offered online and in conjunction with the SC Hospital Association. Completion certificate awarded.
Student program clubs	Student organizations for Medical Imaging Sciences students.	DMS and RAD programs each have their own representatives and faculty advisors.

Career Resource Center

Preparation to enter the workforce; resume writing, mock interviews, career fairs, online job board for local and national jobs, and a planned yearly allied health summit.

Services are available online with additional support on all three campuses. Medical Imaging Sciences students are utilizing the online services including current students and alumni.

II. Statement of Equal Opportunity/Non-Discrimination Statement

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu

Student Success

The HGTC Department of Medical Imaging Sciences is committed to student success. HGTC is fully accredited with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Both of these accrediting organizations affirm that the College meets rigorous standards in academics and within the Department of Medical Imaging Sciences.

Each HGTC student has an individualized "My Academic Plan" (MAP), a plan for success that identifies strengths and challenges. Students have access to Degree Works, a web based tool to help students and advisors monitor student progress toward degree or diploma. To support each student, a number of things are in place. The Student Success and Tutoring Centers (SSTC) provide a wealth of services and assistance to promote academic success on a personalized basis. And as always, each student has an Academic Advisor and the Course Instructor/Coordinator available for academic assistance.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

1. The student must know, understand, and adhere to the rules and regulations stated in this handbook, as well as the Clinical Student Handbook.
2. It is highly recommended the student provide their own health insurance.
3. The student has the right to have all rules and regulations explained to them, including periodic updates of any changes.
4. The student has the right to file a complaint concerning **any grievance** they may have **as a student of Horry-Georgetown Technical College**. The student should direct the grievance to the appropriate person, either the Program Director or the Clinical Coordinator and should occur within 5 days of the incident or complaint. The proper lines of communication and documentation are outlined in the Horry-Georgetown Technical College, [Student Code and Grievance Policy 9.3.7](#) (see Appendix B) that adheres to the South Carolina State Technical College System policy.
5. The student has a right to inspect all records kept related to them, as dictated by the Federal Family Education Rights and Privacy Act of 1974 (FERPA).
6. The student has the right to inspect their radiation record (Radiography Program), and to be informed about the reporting system in such a way that he understands the terms and abbreviations used in the report.
7. The student may refer to Appendix B: [JRCERT Standards](#), [JRCERT Policy 80.001,002,003](#), [JRCERT Procedures 80.001 A-H](#), [Complaint Form](#), and Resolution Procedure. The student has the right to report any noncompliance of Standards for an Accredited Educational Program in Medical Imaging Sciences to:

JRCERT (Radiography)

20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606- 3182
(312) 704-5300
Fax 312-704-5304
www.jrcert.org

Revised 6/1/2023

Student Policies

Student Policy Title: **Statement on Policies**

Original Approval Date: 2023

Purpose

To clarify the procedure for notification of policy revisions and policy application.

1. All policies are subject to revision. Any revised policies will be effective on the date of revision and will be distributed to students in a timely manner via an electronic notification system, announced in class and updated in the HGTC Department of Medical Imaging Sciences Student Handbook which is available online on the HGTC' [Radiologic Technology webpage](#).
2. Information contained within the course instructional package will take precedence if discrepancies exist.

Student Policy Title: **Grading Policy**

Original Approval Date: 2023

Purpose:

1. To provide information to each student concerning the calculation of grades.
2. To assure consistency and fairness in assigning grades.

Policy:

Clinical

1. The clinical component of any course is evaluated by the faculty and must be satisfactorily completed prior to progression to a higher-level course.
2. Each clinical experience will be evaluated.
3. Instructors will review clinical evaluations with the student during mid-term and other advisement sessions.
4. Students may write comments regarding their clinical experience, or evaluation during advisement sessions.
5. Because competency in clinical setting is a critical component for safe imaging practice, the grading scale for is higher than for some other courses. The grading scale for clinical coursework is as follows:

96-100	=	A
90-95	=	B
84-89	=	C
80-83	=	D
Less than 79	=	F

Didactic Lecture

1. Grading policies for each didactic course are for is higher than for other program courses grading scale:

92-100	=	A
83-91	=	B
74-82	=	C
65-73	=	D
64 and below	=	F

2. Achievement of total percentage points equaling a "C" or higher is required to pass each course and progress within the program. Failure to achieve a minimum grade of a C in any MIS course requires a mandatory withdrawal of the student, as a MIS course cannot be repeated due to conflict in course schedules.
3. The course grade in all courses will be calculated using percentage weights for each grade component. Percentage weights are established at the discretion of the Course Coordinator/Instructor and published in the course instructional package.
4. Scores on individual weighted components are not rounded but calculated to the 100th place. Calculation of the final score is NOT rounded. As an example, a final calculation of 73.99 will NOT be rounded to a 74.

Student Policy Title: **Academic Standards/Program Progression**

Original Approval Date: 2023

Purpose

To give the student information about the progression requirements in the Medical Imaging Sciences Programs.

Policy

1. A student who fails only one (1) MIS course and is in good standing with the college may be eligible for re-admission into the program the following year contingent on seat availability (See program re-admission policy). A student will not be allowed to attempt a MIS course more than twice. A second course failure will result in dismissal from **all** MIS program(s) for 24 months. After 24 months (2 years), the student may apply for entry into MIS Programs. The application process is facilitated through the College's Admissions department.
2. Students may withdraw from a course but will be required to withdraw from all other program coursework within the same semester. A withdrawal with a failing grade from a course will count as one of the two attempts allowed for the MIS programs.

- a. Withdrawal must be completed before 2/3 of the semester or course is completed and will be recorded as a letter grade of (W) for the course.
 - b. Withdrawal completed after the 2/3 completion date of the semester or course with a grade of less than 74 for a didactic course and Less than 84 for a clinical course, will receive a letter grade of (WF) for the course and will count as course failure towards completion of the MIS program.
 - c. Students receiving financial aid should meet with a representative from financial aid prior to withdrawing from a MIS course. Students may bring documentation of this meeting's occurrence to the meeting with the course coordinator and/or advisor, as applicable.
 - d. Students seeking to withdraw should meet with the course coordinator/instructor and/or their academic advisor prior to withdrawing. This meeting(s) must be completed before 2/3 completion of the semester or course occurred.
3. Students who elect to withdraw from a Medical Imaging Sciences (MIS) course are expected to notify the course coordinator/instructor, Program Director and/or Academic Chair in writing and follow standard college procedure (See *Student Policy: Attendance Policy and Procedures* in the [HGTC College Catalog](#)).
 4. Students who withdraw or are dismissed from a course must follow the readmission policy for their MIS Program (See *Student Policy: Readmission*).
 5. A course failure is defined as a grade of less than 74 (Didactic) and 84 (Clinical) after the 2/3 completion point of a semester or the course or a clinical failure.
 6. Any student who receives an Incomplete (I) in an MIS course will not be allowed to progress. Refer to the *Grading Scale* in the [College Catalog & Student Handbook](#).
 7. Students who qualify for readmission into a Medical Imaging Sciences class and are accepted will become a cohort member of that class and will be required to follow that class' progression.
 8. Students must successfully complete all program required clinical competencies in Medical Imaging Sciences at the end of each course/semester to progress or graduate.
 9. All Medical Imaging Sciences students attempting re-admission to the program will be required to validate Medical Imaging Sciences knowledge through successful completion of knowledge verification exams prior to acceptance into the program (See *Student Policy: Readmission*). The validation exam will be administered one time only.
 10. Students must maintain a cumulative 2.5 GPA to continue in the program. This includes clinical and didactic courses.

11. Any changes in health status requires an updated Health Sciences Division- Student Health Record.
12. If any information required for the Student Health Record is not completed by the first week of each semester, clinical placement is not allowed, and the student will be withdrawn from the course. A withdrawal from a course due to an incomplete Student Health Record will count as the one allowed withdrawal for that Medical Imaging Sciences course.
13. Each semester, beginning in the second semester and continuing through the duration of enrollment in the Medical Imaging Sciences program, all students must successfully demonstrate competency on a selected set of Medical Imaging Sciences skills to progress in the Medical Imaging Sciences program. (See Radiologic Technology Program Master Plan of Clinical Education) located at:
<https://www.hgtc.edu/documents/academics/programs/mis/rad-tech-clinical-handbook.pdf>

Student Policy Title: **Compensatory Time off Policy**

Original Approval Date: 2013

Purpose

To give the student information about the requirements of attendance at educational seminar/workshops.

Policy

If a student attends a seminar in lieu of class or clinic time they do not receive additional compensatory time off. If the student attends a meeting in the evening and attended clinic on that date, then they are eligible to receive compensatory time. Students who choose to attend weekend registry reviews will not receive compensatory time as this is not considered a mandatory educational meeting.

Compensatory time off for educational meetings is to be taken only on clinical days. The time may be taken only after approval of the designated faculty, the clinical preceptor, and the Clinical Coordinator.

Compensatory time off must be Pre-scheduled and taken within the semester of the date earned.

The steps the student must follow to obtain and use the compensatory time are:

1. The student must obtain the compensatory time slip from the designated faculty member within five days of the educational activity (Proof of attendance will be required).
2. Each student will be responsible for the security of their compensatory time off slips, if lost they will not be replaced.
3. The time must be used within the semester of the date issued or it becomes null and void.
4. The student must arrange with the clinical instructor the date and the time to be used in advance and notify the designated faculty of the agreed upon date.
5. The clinical preceptor will enter the date the time is to be used and initial compensatory time off slip.
6. The slip will be presented to the designated faculty member for their approval and signature.

If a student is *requested to stay late* by the clinical preceptor, the student will have earned compensatory time. This time must be taken within the same semester and must be approved by the Clinical Preceptor and Clinical Coordinator. If the student chooses to stay late, no compensatory time will be earned.

Student Policy Title: **Student Conduct**

Original Approval Date: 2013

To ensure a positive learning environment for all students, the Department follows the Code of Conduct as outlined in the [College Catalog](#). In accordance with the Code, the Department expects students to:

Show respect for others:

Give complete attention and listen while others are talking, avoid arguing with instructors and classmates, avoid confrontation with others during classroom discussions, respect the opinions of others, keep conversations professional and questions focused on relevant course issues, avoid threatening behavior, verbal and/or written defamation towards fellow students, professors, staff technologists and clinical preceptors. Use appropriate language and medical terminology.

Engage in classroom activities:

Actively participate. Avoid sleeping, doing personal work, other class assignments or studying for tests. Exhibit a positive attitude and interest in class or clinic.

Exhibit respect for college property:

Use equipment with care, it is expensive to replace and maintain, keep desk area neat and clean.

Take ownership and responsibility for one's learning:

Complete assignments, be prepared to participate in learning, put forth effort to learn, ask questions, ***take responsibility for one's own actions*** and maintain scholastic integrity and honesty.

Show respect for authority:

Exhibit cooperation with the professor; avoid comments that show disrespect for the professor and their knowledge, select appropriate times to inquire about academic performance, address professors appropriately: Dr., Professor, Mrs., Ms., Miss, Mr. etc. **not by first or last name only.**

Consequences for not following the guideline are listed in the Code of Conduct. Find the current [Code of Conduct](#) on the HGTC's webpage.

Student Policy Title: **Disciplinary Policy**

Revision Date: 6/2023

Purpose:

To provide information to students concerning all disciplinary actions followed in the Medical Imaging Sciences program due to infractions of department policies and procedures.

Policy:

Infractions of the rules and regulations and/or refusal to abide by policies and procedures outlined in the student handbook may result in disciplinary action. The following disciplinary measures may be applied at the discretion of the program director with approval of the Horry-Georgetown Technical College administration. The disciplinary measures will be dependent upon the nature of the infraction.

1. Written Warning Letters:

Verbal Warning (In writing): Will occur for first and minor offenses.

Written Warning: Will occur for repeat offenses and/or first offenses consider more serious in nature.

Final Written Warning: Will occur for repeated incidences of the same infraction or in accordance with the nature/seriousness of the offense regardless of any previous warnings issued. Final written warnings carry over from one semester to another and remain in the student record throughout the course of the entire program.

***NOTE: TWO (2) Final Written Warning letters during the program constitutes dismissal from the program.**

Most disciplinary actions follow the normal pattern of verbal warnings, written warnings, and final written warnings. However, the seriousness of the breach or habitual continuation of offenses, regardless of semester will warrant a second final written warning and dismissal from the program. Some breaches may have a zero tolerance such as cheating, whereas the student may be dismissed without the verbal or written warnings (see the [Dismissal Policy](#)). **Two final written warnings are grounds for dismissal.**

2. Students asked to be withdrawn from a clinical site, because of a serious breach of clinical site policy or infractions of programs policy will be dismissed from the program. In addition, they will not be allowed to re-enter any of the Medical Imaging Sciences programs.

Student Policy Title: **Dismissal Policy**

Revision date: 6/23

Purpose

To provide information to students concerning the requirements for professional behavior in the Medical Imaging Sciences program.

Policy

Infraction of the rules as set forth under "Student Rights, Responsibilities and Discipline" in the College Catalog, or behavior not in compliance with the standards of Medical Imaging Sciences Program in lecture class, college lab, or clinical facility is considered grounds for dismissal from the Medical Imaging Sciences Program.

Students are expected to meet the academic and clinical requirements for Horry Georgetown Technical College Medical Imaging Science programs. The student policies in this handbook, instructional packages and clinical handbooks will be followed. Our programs have strict guidelines and policies in which the students are expected to follow regardless of the method of instruction, in person, hybrid, or online format. Most dismissal policies follow the normal pattern of verbal warnings, written warnings, and final written warnings. However, some breaches may have a zero tolerance such as cheating, whereas the student may be dismissed without the verbal or written warnings. **Two final written warnings are grounds for dismissal.** It is further agreed and understood that the student may be dismissed at any time for, but not limited to, the following reasons:

1. Lack of academic achievement; failure to meet academic and clinical standards.
2. Breach of rules and regulations of the clinical education centers and/or college.
3. Lack of ability, integrity, or proficiency, posing a potential danger to the patient, healthcare team and/or facility.
4. Lack of necessary or appropriate interpersonal/professional qualifications, and standards to fulfill obligations to patients and to the program.
5. Positive drug test will result in dismissal from the program.
6. Conviction, distribution, or possession of illegal drugs or controlled substances.
7. Reporting for class or clinic under the influence or with the smell of alcohol or narcotics or partaking of these drugs while in clinic or in class.
8. Malicious destruction or theft of property of the college or clinical education center, its visitors, patrons, or employees.
9. Refusal to comply with the HGTC and/or clinical education centers policies.
10. Disobedience and/or insubordination regarding HGTC faculty, staff, and clinical partners, policies and procedures.
11. Breach of HGTC [Code of Conduct](#).
12. Academic dishonesty.
13. Sleeping on scheduled clinical education shifts.
14. Habitual absence/tardiness without approval.

15. Failure to attend mandatory orientations/meetings.
16. Failure to report for a scheduled clinical day/rotation without notifying the Clinical Preceptor (CP) and the Course Instructor ("No Show – No Call") may be grounds for immediate dismissal from the program.
17. Students asked to be withdrawn/removed from a clinical site because of a serious breach of clinical site policy or infractions of program policy will be dismissed from the program. In addition, they will not be allowed to re-enter any of the Medical Imaging Sciences programs.

Student Policy Title: **Professional Demeanor**

Original Approval Date: 2013

Purpose

Rules of medical and professional ethics must always prevail in any activity. Friendly, prompt, and careful diagnostic treatment is the primary goal and purpose of any Medical Imaging Science Department. Personal feelings **cannot** interfere with this purpose.

Policy

Failure to maintain proper professional behavior will result in disciplinary action. The following general rules are to be observed by all students in the clinical or classroom setting:

1. Students address all staff/faculty, clinical instructors, and the program director as Dr., Professor, Miss, Mrs., Ms., or Mr. unless instructed otherwise. All physicians shall be referred to as doctor.
2. No smoking, eating, or drinking except in designated areas. The HGTC campus is a smoke-free (including vaping) environment. Students may have refreshments in the classroom but are required to leave space clean and orderly. **Food and drink are not allowed in computer labs.**
3. **In the clinic setting, reading materials must be confined to subjects related to the MIS clinical rotation and must be kept out of the sight of patients.** Students are not permitted studying material from didactic courses which are not related to clinical positioning and procedures.
4. Students are expected to remain in their assigned areas. Congregating in hallways, triage area, front offices, or patient waiting areas is not permitted.
5. Students are not to have personal conversations with others in the presence of patients. The patient is their primary concern. Any conversation should be with the patient or include the patient in the conversation.
6. Criticism of patients, the program, staff members, faculty, and any clinical entities is considered

unprofessional, both in the clinic site and classroom. Please refer to dismissal policy for rules concerning violation.

7. Cheating in any form in didactic or clinical sessions is grounds for immediate dismissal.
8. Personal telephone calls, cell phone usage and texting are not permitted except for emergencies. Students should inform friends and family they're not to contact them at the hospital unless it is an emergency. Cells phones should be turned off or put on vibrate/silence, so as not to distract the surrounding area. I-Watches are not permitted during clinical rotations and didactic testing.

Student Policy Title: **Clinical Dress, Appearance and Personal Hygiene Policy**

Original Approval Date: 2023

Revision Date: 6/2023

Purpose

1. To provide information concerning the dress and appearance of students in clinical settings.
2. To assure that students demonstrate appropriate professional appearance in the clinical setting.

Policy:

1. Uniform: The uniform should be neat, clean, without wrinkles, and properly fitting with skin-colored undergarments. The uniform consists of navy-blue scrub top and bottom with white HGTC embroidery (available at Campus Bookstore or you can get the embroidery done at a local scrub shop), and a navy blue lab coat or scrub jacket with white HGTC embroidery. The logo must measure 1 inch in height. No visible cleavage, chest hair, stomach skin, or back showing.
 - Uniform style dress, skirt, pants, or jumpsuit is acceptable. Pull over sweaters are prohibited. Navy-blue tee shirts (long or short) underneath uniform top is acceptable.
2. Shoes: White health care shoes or white/brown/black leather running shoes may be worn.
 - Mesh, open toe or crocs are not permitted.
 - Footwear should be free of colored strips and bold, bright colored logos and should be in good repair.
3. All students are to have, in their possession during clinical education; hospital I.D., name tags, radiation, dosimetry badge, a right and left film marker (when applicable), patient logbook, and positioning handbook (when applicable). Please follow specific program requirements.
4. Identification: Student identification must be worn in every clinical setting on the left front bodice/collar of the uniform or scrub up jacket. Students must wear the HGTC Student ID Badge and/or an Institutional ID Badge in any health care agency, which requires and provides it.

5. Jewelry: A wristwatch with a second hand is recommended, but smart watches may be worn. If caught using your smart watch for other than time, disciplinary action will be taken. The only jewelry allowed is a plain wedding band without stones. If medically needed, a medical alert bracelet/necklace may be worn. Visible body piercing including tongue stud/ring, clear nasal stud, or brow jewelry is to be removed prior to patient care and not worn while in uniform. Gauges are to be removed and replaced with solid skin tone plus to ensure the safety of the student.
6. Tattoos: A visible tattoo must be covered during a clinical experience. (Refer to Clinical affiliates policy and procedures)
7. Hair: Hair must be short or worn off the shoulders. It is to be neat, clean, and maintained so as not to contaminate the patient or the caregiver. Extreme hair colors, hairstyles and hair ornaments are not allowed while in uniform. Beards and mustaches must be well groomed and kept clean.
8. Fingernails: Nail length must be kept at or below the pad of the finger so as not to injure the patient or peers. Nails are to be clean, with no polish. Artificial nails harbor yeast and bacteria and are, therefore, not allowed.
9. Cosmetics/Fragrance: Due to the close nature of the work with patients, students should bath regularly and practice good hygiene. Cosmetics are to be worn in moderation and be consistent with the expected appearance of a healthcare professional. Strongly scented perfumes, powders, after-shave lotions, and colognes may cause allergic reactions in some individuals and are not to be worn. Lotions and deodorants must be limited to those bearing light or no scent.
10. Chewing Gum or Tobacco: Neither of these products are allowed during clinical experiences. The uniform may not smell of smoke upon arrival to the clinical area. Smoke odors linger on clothing and may be offensive as smoking.
11. In Designated Settings: Students may be required to change to scrubs and/or gown. In this event, the uniform should be worn to and from the clinical setting. In clinical rotations/experiences that require professional attire, the dress code is per the policy of the institution assigned for clinical rotations.
12. Open Lab Practice: Students are required to wear dosimetry badge and appropriate leisure attire. Closed-toe and closed-heel shoes are also required.

Note*- Students found in violation of the clinical dress policy will be sent home from the clinical site. The time missed will be made up and scheduling will be at the discretion of the Clinical Preceptor.

Student Policy Title: **HIPAA**
Original Approval Date: 2013

Purpose

1. To provide information concerning the requirements of students in clinical settings regarding privacy and confidentiality of patients.
2. To assure that students demonstrate appropriate procedural and professional behaviors as guided through the [Health Insurance Portability and Accountability Act of 1996](#) in the clinical setting.

Policy:

In both classroom and clinical settings, all Health Insurance Portability and Accountability Act ([HIPAA](#)) guidelines are to be followed by students. This pertains to fellow students, patients, clinical staff, and faculty members. The HIPAA standards and regulations can be found on the [HIPAA website](#).

Any student found to be in violation of HIPAA guidelines will be dismissed from the MIS program and will not be permitted to return to any HGTC Allied Health program.

Student Policy Title: **Confidentiality in Practice Labs**
Original Approval Date: 2021

Purpose:

Policy:

Students in the Medical Imaging programs may be practicing positioning and noninvasive procedures on each other (i.e., Blood pressures). This is strictly a volunteer activity to be a "patient". Students are expected to respect the rights of privacy as explained in the Student Code and Grievance Procedures ([See Appendix B](#)). Furthermore, the students will follow the [HIPAA protocols](#) reviewed during Orientation. The policies in HIPAA concerning patient confidentiality will be applied to students who are volunteering as a simulated patient.

Student Policy Title: **Social Media**
Original Approval Date: 2013

Purpose:

1. To provide information to each student concerning the appropriate use of social media within the Medical Imaging Sciences program.
2. To provide information to each student concerning the consequences of inappropriate use of social media within the Medical Imaging Sciences program.
3. To define terminology.

- c) **Social media and networking** are interchangeable terms. Each term may refer to, but is not limited to, the following examples: Facebook, Twitter, Instagram, YouTube, Pinterest, any blog, or posting board.
- b) **Libel** is a published false statement that is damaging to a person's reputation, a written defamation.
- d) **Slander** refers to the utterance of false charges or misrepresentations which defame and damage another's reputation, or a false and defamatory statement about a person.

Policy:

1. Medical Imaging Sciences students must not transmit or place online individually identifiable patient, student, faculty, adjunct faculty, staff, clinical agency, or personal information.
 - Medical Imaging Sciences students must not publish libel or make slanderous remarks or insinuations, even if the individuals or organizations are not identified.
2. Medical Imaging Sciences students must not transmit or place online any test question(s) or test content that could be identified as cheating. [The college policy on academic misconduct](#) listed in the College Catalog will be followed to include social media networking.
3. Medical Imaging Sciences students must observe ethical and professional patient-technologist/student technologist boundaries.
 - a. Do not share or post opinions, information, insinuations, or photos gained through the clinical education on any social media outlet.
 - b. Do not share or post libelous or slanderous opinions, information, insinuations about health care team or agency, even if the individuals or organizations are not identified.
4. Should any problem arise during the classroom or clinical setting, use the Chain-of-Command to resolve the issue.
5. Student Radiologic Technologists have a responsibility to promptly report any identified breach of confidentiality or any inappropriate use of social media.
6. This breach may be reported to (but not limited to) an instructor, staff person, or dean.
7. Be aware of your association with HGTC in online social networks.
 - Horry Georgetown Technical College (HGTC) name, photos, trademark, etc., cannot be used in social media groups. For example, if a cohort, class, or classmate makes a Facebook page named HGTC's Fall Class, this would be an infringement on trademark rights.
8. If you identify yourself as a student, ensure your profile and any related content is professional and consistent with how you wish to present yourself to colleagues, clients, and potential employers.

Consequences:

1. Violations of student/faculty/staff/patient/client privacy using an electronic device will be subject to [HIPAA guidelines and consequences](#).

2. Students who share confidential information utilizing social media do so at the risk of disciplinary action, including failure in a course and/or dismissal from the Medical Imaging Sciences program.

Student Policy Title: **Electronic Device Policy**

Revision Date: 2023

Purpose:

To clarify the expectations of students regarding any use of electronic devices during class or clinical courses.

Policy:

1. Cell phones and other electronic devices used for personal communication, will be turned off and/or silenced prior to coming to class or clinic and must be in a bag or stored away.
2. If any device activates/rings during class or clinic, or is used during class without faculty permission, (this includes texting) the student will be asked to leave the classroom or clinic and will be charged an absence.
3. The use of a laptop/electronic devices for note taking must be approved by the faculty prior to start of class lectures and if the student uses it for other personal reasons during lectures (checking emails etc.), the student will be asked to leave the classroom and be charged an absence.
4. Video or audio recording of any lecture session, lab, or conversation is prohibited in the Medical Imaging Science classes due to potential FERPA and HIPAA violations. Any student performing audio or video recording of any conversation, class lecture or lab will be grounds for immediate dismissal from the program.
5. During lab activities, students may use the classroom computers or their own laptops/tablets/IPads for research activities relating to the lab. Students may use their electronic devices for personal matters during **faculty authorized breaks only**.

Student Policy Title: **Student Travel**

Revision Date: 2015

Purpose

To clarify the student's responsibility for travel related to HGTC Medical Imaging Sciences Program requirements.

Policy

1. Students can expect to travel to a variety of clinical sites during the program within a 100-mile radius of any HGTC campus.

2. Students are responsible for their individual travel to and from the HGTC campus or to any assigned clinical experience or field trip.
3. Clinical placement will be determined by the competencies needed for graduation and not location of the clinical site related to a student's home.

Student Policy Title: **Weapons Policy**

Original Approval Date: 2023

Purpose

To reinforce the College's Weapons Policy and as it applies to students at clinical agencies.

Policy

1. No person may have in their possession, carry and/or bring a weapon/firearm of any kind to buildings or onto grounds, parking lots and/or area immediately adjacent to the buildings and/or grounds of facilities utilized for clinical instruction.
2. Any student who violates the provisions of this policy will be dismissed from the Medical Imaging Sciences program.
3. Weapons are considered any device that results in bodily harm, which includes, but is not limited to, firearms, knives, and mace.

Student Policy Title: **HGTC Non-smoking/Clinical Site Non-smoking Policy**

Original Approval Date: 2013

Purpose

To provide information regarding smoking in any form for students participating in clinical rotations at clinical agencies.

Policy

Most of our clinical affiliates currently have hospital-wide no smoking (of any kind) policies. Each site has adapted its own policies. As stated, no smoking (any type) on any hospital grounds; this includes in one's car. The employee will be allowed to punch out, and then drive off the hospital property to smoke. This must all be done during a 30-minute lunch break. **Students must follow all rules/guidelines of employees while at the clinical site.** Any student that breaks these rules may be dismissed from the program.

** There is **NO** smoking on the entire HGTC campus including the Speir Healthcare Building (please refer to the HGTC's Smoking on College Property Policy's procedure [3.7.2.1 Smoking on College Property Procedure](#)).

Student Policy Title: **Attendance**

Original Approval Date: 6/2023

Purpose

To provide guidelines and requirements regarding attendance for successful completion of the MIS curriculum.

Policy

Successful completion of any MIS course requires the student to:

1. Daily attendance is vitally important for you to maintain satisfactory class work. The student will follow attendance policies stated in the Instructional Package. of each course. Attend at least 90% of each MIS course, each semester. Students attending less than 90% of a MIS course will be withdrawn from the course.
 - a) Three class tardies or early departure* will count as one class absence and towards your 10% allowance.
***Students will be required to be in class 2/3 of the entire time to be considered present**
2. Attendance of all clinical hours/days per MIS course per semester. A maximum of 2 (two) of the total clinical assigned days may be missed. After the two allowed absences every absence must be made up at a date/time/location determined by the clinical coordinator. Summer attendance is more strict and only one absence is allowed due to the shortened 10 week semester.
 - a) Failure to attend the arranged/completed make-up day as assigned by the clinical coordinator will result in an additional make-up day and a final written warning.
 - b) Clocking in must be done on a department computer and not on your personal device. Breach of this policy will result in disciplinary action.
 - c) **Falsifying attendance records in any way is grounds for immediate dismissal from any MIS program.**
3. Students absent in a morning class will not be permitted to sit for examinations conducted in didactic courses in the afternoon. It will be the responsibility of the student to contact the testing center and the instructor to schedule a make-up examination.
4. **Bereavement Leave** - You will be granted a maximum of 3 days excused absence for a death in your immediate family. Immediate family includes Spouse, child, father, mother, sibling, mother or father in-law, and grandparents of you or your spouse. Students will be responsible for learning any material missed which may be missed as a result of the bereavement time.
5. The protocol of action for absences in clinic, didactic or lab courses is a verbal warning (written), a written warning letter and then a final written warning. Attendance requirements will be outlined in the Instructional Packages of individual courses.

Two final written warning letters are grounds for dismissal.

Student Policy Title: **Tardiness**

Original Approval Date: 6/2023

Purpose:

To provide guidelines and requirements for students regarding being on time in the classroom, lab, testing or clinical setting.

Policy:

1. Students are required to be in attendance to educational activities on time, which means being in class or clinical in proper uniform and at your assigned area at the time designated on your schedule or by faculty.
2. Tardy for lecture or clinical Site is defined as 1 (one) minute past scheduled start time.
3. Excessive tardiness will not be tolerated and will result in disciplinary action.
 - a) 2 (two) tardies= verbal warning
 - b) 3 (three) tardies = written warning + one day of absence (please refer to clinical attendance/tardy policy regarding make-up).
 - c) 4 (four) tardies = final written warning + second absence (please refer to clinical attendance/tardy policy regarding make-up).
 - d) 5 (five) tardies = 2nd final warning and dismissal from the program.
4. Tardiness of 30 minutes late = 1 absence and a full day must be made-up within the semester.
5. If the 30+ min. tardy occurred, the student must schedule a make-up day with the Clinical Preceptor and Clinical Coordinator. In addition, the student must notify the course instructor of the make-up date.
6. Falsifying attendance time, or by "clocking in" using a personal cellphone or any other means is grounds for immediate dismissal.
7. Additional information on the tardy policy is stated in each program's clinical handbook or in the course information sheet.
8. If a student exhibit multiple tardies in different classes within the program in the semester, it is considered insubordination and will be subject o further progressive discipline per program officials.

Student Policy Title: **Make-up Policy for Course Lectures**

Original Approval Date: 2023

Purpose

The program officials and instructors will abide by the following procedures for permitting students to make up coursework missed as a result of being absent from a scheduled lecture session. This policy serves to eliminate as much as possible any potential advantage that a student may gain by being absent from a lecture session, and thereby obtain a greater amount of study time and/or preparation time for the scheduled activities of the class than those students in attendance.

Policy

1. The student is solely responsible for the reading assignments, lecture material covered, and making up any examinations, quizzes, homework assignments, etc., which occurred during their absence. Failure to notify the designated faculty of an appointment to make-up the missed quiz or test due to the absence within 24 hours will result in the student receiving a zero (0) for the day's quiz or test.
2. All examinations and/or quizzes must be made up on/or before the student's first regular scheduled day of attendance (Monday/Friday) following their absence from the lecture session. The student must adhere to the following procedure:
 - a. It is the student's responsibility to notify the course instructor of the absence and provide the instructor with the **appointment date and time** of the scheduled make-up test or quiz **at the testing center**.
 - b. In the event the course instructor is not available, notify the chairperson immediately of the situation (instructors who anticipate they will not be available should submit the examination to a program official, who will deliver the examination/quiz to the testing center or proctor the make-up examination).
3. In the event a drop box is not available, the student who fails to meet an assigned (e.g. homework) deadline as a result of being absent on the deadline date, at the discretion of the course instructor, may submit the assignments prior to the beginning of the next class lecture. At the discretion of the Professor/Instructor, a grade reduction or percentage may be imposed for failing to meet the deadline schedule (if program not notified of absence, per [Attendance Policy](#)).

The policy and procedure will be followed in all cases except where a faculty member or the instructor has agreed to waive said policy because of special extenuating circumstances.

Student Policy Title: **Radiation Exposure Practices and Guidelines**

Revision Date: 6/2019

Policy:

In part 20, subpart C, Occupational Dose Limits, of its rules and regulations, the Nuclear Regulatory Commission (NRC) has established standards for protection against radiation hazards. The NRC has set annual dose limits as 50mSv (.05Sv, 5rems or 5000mrems) for whole body dose.

Following ALARA (as low as reasonably achievable) and taking into consideration that the dose limits are set for our student population, the Medical Imaging Sciences program has set the **badge/dose limits at 1mSv (100mrem) monthly, and 3mSv (300mrem) quarterly**. These limits are well below NRC standards for safe practices.

The Medical Imaging Sciences programs conform to these rules by providing optically stimulated dosimeters to all students enrolled in the program. Every month the dosimetry monitors are sent to the Radiation Detection Company, 3527 Snead Drive, Georgetown, TX 78626 to be evaluated. The report is evaluated by the Program Director and Clinical Coordinator. Any student receiving an exposure in excess of the applicable limits set forth by the program will receive a written notification. The student's activities are then closely monitored by the Program Director, Clinical Coordinator, and Clinical Preceptor. A copy of this counseling report will be sent to the administrative director at the assigned clinical site and a copy will be kept in the student's clinical file. The student will be required to complete the Radiation Monitoring /Overexposure Documentation form.

Consequences of an overexposure report could lengthen the student's enrollment time and/or require the student to attend a radiation safety program at their expense.

A lab fee will be charged to the student each semester for the purpose of purchasing radiation monitoring services. If a student loses or damages a radiation monitoring device, they must notify the clinical coordinator and will be restricted from access to clinical rotations until new dosimeter is obtained. Replacement costs are the responsibility of the student and will be assessed a fee of \$40. In addition, students who hand in a badge out of cycle will be assessed \$10 late fee.

Students are required to exercise safe radiation practices at all times. To provide maximum protection against hazard when using ionizing radiation, the following procedures must be adhered to:

1. The student shall stand behind the control panel/protective barrier when making an exposure in a diagnostic examination room. When making an exposure with a **mobile x-ray unit**, the student will maintain a **6 feet minimum distance** from the patient and **wear a mandatory lead protective apron.**

***NOTE: Making a portable exposure without wearing a protective lead apron is grounds for immediate dismissal from the program.**

2. Lead aprons shall be worn when working in fluoroscopy rooms with ionizing radiation. Lead lined gloves shall be worn as required. When not assisting or participating in the exam, the student will stand in the control booth area.
3. Dosimetry monitors must be worn in all radiation areas. **If a student reports to their clinical site without a current monitoring device, they must immediately leave the clinic site until the appropriate badge is obtained. This will constitute an absence from clinic and must be made up.**

- The monitor must be worn at the collar, outside the lead apron.
- The badges should be removed if undergoing diagnostic procedures as a patient. The most common reason for exceptionally high badge readings is accidental exposure when left on lab coats or lead aprons within the radiography suite.
- Radiation badges should not be left in the vicinity of ionizing radiation when the wearer is not present. **Dosimeter Badges must be stored in a designated area within the clinical site as determined by the Radiation Safety Officer of the department.** Badges may only be removed from the clinical site on days the

student has lab class in the college's energized lab. Students will not be allowed to participate in lab class if they do not possess their dosimeter badge.

- Dosimetry monitors must not be tampered with. Badges should not be subjected to extreme heat or extreme cold. Do not launder. Do not break the light and vapor seal around the badge. Do not thumbtack the badge to a bulletin board.
 - Do not "lend" your badge to a friend. Do not wear it when having medical or dental x-rays.
 - Taking exposures intentionally or unintentionally on another student or intentionally exposing a dosimetry monitor to radiation are unsafe radiation practices and are grounds for disciplinary action up to and including dismissal from the program.
 - Any loss of monitor or accident or misuse of a radiation monitor must be reported to the program director and the student will be required to fill out a Radiation Monitor incident report.
4. Students shall make use of collimators on x-ray equipment. The collimator shall; at minimum, be closed to the dimensions as required by the image receptor size to be utilized for each individual exam. If the collimator is not functioning, report it at once to the appropriate supervisor.
 5. Suspected equipment malfunctions must be brought to the attention of a supervisor immediately.
 6. Students must read the monthly radiation monitor report and initial it. The monthly report is circulated during class time and is kept on file in the office of the clinical coordinator.
 7. Students are not allowed to perform fluoroscopy on any patient to check for positioning prior to overhead radiographs.
- ◆ At no time may a student participate in a procedure using unsafe radiation protection practices. Unsafe radiation protection practices are grounds for disciplinary action up to and including dismissal from the program.

Student Policy Title: **Operating Procedures for Energized Radiography Labs**

Revision Date: 5/2018

Purpose:

To provide guidelines and requirements for students regarding use of the Radiology labs at HGTC.

Policy:

The standard protocols listed in the Student Handbook, concerning radiation practice guidelines and radiation exposure monitoring shall be followed. In addition, students in the energized lab at the school will adhere to the following:

1. Students may only x-ray phantoms or inanimate objects for positioning and/or exposure classes. At no time are students allowed to x-ray each other or anyone else. Diagnostic x-rays are exams

ordered by physicians and this is a serious offense if students take it upon themselves to x-ray each other or friends.

2. Students must wear dosimetry monitors during lab exposures. Students will not be allowed to participate in lab class if they do not possess a dosimeter badge. This will be recorded as an absence and will result in a grade of zero for the lab assignment.
3. No more than 5 students may stand behind the control booth during an x-ray exposure.
4. **Students may not hold or be in the area of the primary beam while the exposure is taken.** Sponges, lead weights and blocks may be used to hold positions or objects.
5. All doors must be shut during x-ray exposures.
6. Pregnant students may choose to leave the room instead of standing behind the control booth during an exposure. As with other students, at no time should a pregnant student be in the area of direct ionizing radiation.
7. At no time shall the x-ray tube be aimed towards the control booth during an exposure.
8. Exposures should be taken tabletop, in the table bucky or upright bucky.
9. Collimation should be practiced when making an exposure.
10. Students are expected to clean up the radiography suite, leave the X-ray tube positioned above the table in the upright position and power down the room before leaving. All lead aprons are to be placed on their prospective racks or laid flat on the table.

Student Policy Title: **Major Illness or Injury to Student Radiographer Policy and Procedure**

Original Approval Date: 6/2023

Purpose:

To provide information for a student who is unable to actively participate in any/all components of the program for a period extending beyond that which is stated in the course instructional package, as a result of a major illness or unforeseen event.

Policy:

A student who is unable to actively participate in the clinical education component of the training program for a period extending beyond that which is stated in the course instructional package, as a result of a major illness or unforeseen event, will have to work with their faculty to determine one of the courses of action:

1. Drop the program at that point and petition for return the following year providing the program can comply with the maximum student capacity guidelines as provided by the Joint Review Committee on Education in Radiologic Technology.
2. A student who is $\frac{3}{4}$'s or more into didactic classes may petition to the faculty to complete and finish that semester.
3. Should the event occur during the first semester of the program or prior to the first day of enrollment, the student must reapply for admission consideration and selection to the next available class.
 - a. If the event occurs after the first (1st) semester:

- The student will provide the program director with all available information relative to the circumstances which prohibits said student from actively participating in the clinical education component. Information detailing the length of time that the student will be unable to actively participate in the clinical education component will also be provided.
- The program director will evaluate each student on a case-by-case basis and respond accordingly to the aforementioned policy.
- In order to facilitate re-admission into the program, any responsibility of waiver of program student capacity requirements by the JRCERT will be investigated and pursued on a case-by-case basis by the program director.

Please note, the program cannot guarantee placement for the following year. Placement will depend on attrition/availability of seats, successful completion of the knowledge verification examinations and the [Readmission Policy for the Radiography program](#).

Student Policy Title: Clinical Education Related Injury/Illness Procedure

Original Approval Date: 6/2023

Purpose:

To provide information and guidance regarding the process for a student who is injured while at clinical training.

Policy:

An accident/illness involving faculty, staff worker or student must be reported immediately to the Clinical Preceptor and the Human Resources Department of the clinical site before seeking medical treatment, if possible, so an accident/incident report can be completed, and workers' compensation can be notified.

In the event someone in human resources cannot be notified, the injured party may contact the college's workers' compensation insurance carrier, Compendium services, to complete an accident/incident report and to receive clearance for treatment at 877-709-2667. If the incident is an emergency, please notify the human resources as soon as the proper medical attention has been rendered for verification of workers' compensation coverage.

NOTE: if an injury or illness is determined to be of a more serious nature to require more than first aid attentions, public safety should be contacted immediately. If the injured person requires medical attention, public safety will call 911 or a family member's number provided by the victim or from emergency contact information. If the injury requires immediate action before the arrival of public safety, one bystander should also dial 911 or dial a family member.

Employees of HGTC should not transport an injured person to the hospital or doctor's office but should follow the transport in order to assist with information. If public safety cannot be reached, then 911 should be called immediately and the injured person should not be moved without the supervision of qualified medical personnel.

In any event, if an accident occurs, proper documentation needs to be completed. An accident report needs to be filled out stating the name of the injured party, the location of the accident, his or her identification number (social security number or HGTC's student identification (H) number), their address and phone number, the date and time of the accident, whether there were witnesses, and a brief description of what occurred.

A copy of the report needs to be distributed to the following departments: human resources, the respective supervisor, and the Dean/Provost of the specific campus.

Student Policy Title: **Communicable Disease Policy**

Original Approval Date: 6/2023

Purpose:

To provide information and guidance regarding the process for a student who is exposed to a communicable disease including but not limited to TB and COVID while at clinical training.

Policy:

1. Students who may have a communicable disease, which could be spread to patients or fellow clinical staff, must report the condition to the Clinical Coordinator in accordance with the policies of the clinical affiliate where they are assigned.
2. When caring for patients with communicable diseases (hepatitis, acquired immune deficiency syndrome, tuberculosis, meningitis, etc.) students must be directly supervised by a qualified radiographer/technologist and will follow the exact procedures established by the clinical education center. In the event the student has come in contact with a communicable disease while at the clinical site, they will be notified and treated accordingly.
3. Students must have a yearly TB test while in any MIS program and must supply proof of such to the HGTC clinical admissions coordinator at hgtc-clinical@hgtc.edu.

Student Policy Title: **Student Pregnancy Policy**

Original Approval Date: 6/2013

Purpose:

Due to the possible exposure of radiation and its effects on a fetus, this policy will provide important information and guidance for a student who becomes pregnant while in a medical imaging sciences program.

Policy:

1. [Declaration of pregnancy](#), although voluntary, is strongly encouraged, and must be done in **writing** ([See Appendix A](#)). The Radiation Protection Policy for pregnancy will be reviewed. At any point in time the student also may choose to "**undeclare**" ([See Appendix A](#)) the pregnancy and it also must be done in writing. The program has forms for "declaration" and "undeclaration" of a pregnancy. Students declaring their pregnancy will be referred to the Student Affairs Office for further counseling to help navigate their educational pathway.

The Options for a **Declared** pregnancy are as follows:

1. **Option for student to continue in program without modification.** The student maintains full status in both didactic and clinical components with no restrictions and follows all applicable attendance policies for the courses. Upon declaration of pregnancy the student will be required to provide documentation from her obstetrician she is able to continue her clinical education.
 2. **Option for the student to discontinue the program due to pregnancy.** If the student chooses this option, she may apply to be readmitted into the following year's class if she withdraws in good standing, if spacing allows, and if she has successfully completed the first semester. She will be required to successfully complete the knowledge verification examinations with a passing grade of 85% or greater to be re-eligible for re-admittance.
 3. **Option for the student to continue in the program with temporary modification.** During the declared student's pregnancy, first **trimester** she may continue in the program but opt **not to participate** in:
 - Fluoroscopic procedures (unless with remote control fluoroscopy equipment)
 - Mobile and Surgical procedure
 - Procedures involving Radium implant patients.
2. Students' who choose plan of action 3, may cause a delay in program completion. Students' will be responsible for making up any missed competency/program requirements during breaks or doing additional hours as long as they do not exceed 40 hours in a week including class time. Students may not make up time when the College is closed.
 3. It is the responsibility of the program director to counsel the student regarding her actions. The final decision is made solely by the student. She will not be forced to take any specific action. Students "undeclaring" a pregnancy will follow normal protocol for the program.
 4. Although it is both procedure and practice of this program to offer the utmost in radiation protection to all students, the Horry-Georgetown Technical College Medical Imaging Science Program or any of its clinical affiliates will not be responsible for injury to either the mother or child during pregnancy.

For further information on the [college pregnancy policy](#).

Student Policy Title: **Radiation Protection for Pregnancy Policy**

Original Approval Date: 6/2013

Purpose:

Due to the possible exposure of radiation and its effects on a fetus, this policy will provide important information and guidance for a student who becomes pregnant while in a medical imaging sciences program.

Policy:

1. Upon notification of declared pregnancy, the student will be issued a "fetal monitor". This monitor (dosimeter) is to be worn at the waist and under the apron. [NRC GUIDE 8-13](#) "Instruction Concerning Prenatal Radiation Exposure" will be provided to and will be reviewed with the student.
2. The Nuclear Regulatory Commission states that **5mSv (500 mrem) for the entire gestation** of pregnancy is the maximum permissible dose. The monthly dosimetry badge reports will be evaluated to monitor the exposure to the student.
3. In the event a reading occurs which exceeds **.5 mSv/month** (50 mrem), the following points will be reviewed:
 - a. An explanation for the higher reading, ie:
 - a. Dosimeters worn improperly.
 - b. Dosimeter placed in an area that will affect its accuracy.
 - c. Care of patient after a dose of radioactivity was given.
 - d. Dosimeter badge lost.
 - b. Review the [NRC Regulatory Guide](#) titled "Instruction Concerning Prenatal Radiation Exposure."
 - c. Investigate ways to reduce radiation exposure:
 - a. Eliminate participation in exams involving fluoroscopy and portable x-ray.
 - b. Increase distance from radiation sources.
 - c. Decrease time spent with patients who have received radioactive therapy.
 - d. Notify the radiographer you are pregnant before an exposure.

Student Policy Title: **CPR for Professional Rescuer/Healthcare provider Policy**

Original Approval Date: 6/2013

A valid CPR for Healthcare Providers or Professional Rescuer must be kept on file for all current students. According to hospital requirements, this must be updated bi-annually and proof of such must be provided to the designated personnel at the clinical site and HGTC's clinical admissions coordinator at HGTC-clinical@hgtc.edu.

Student Policy Title: **Criminal Background Checks and Drug Testing Policy**

Original Approval Date: 6/2013

Purpose:

To provide important information and guidance for students pertaining to the clinical requirements for backgrounds checks and drug testing while in the medical imaging sciences program.

Policy:

1. Background Checks

All students enrolled in any of the Health Sciences programs are required to have Criminal Background checks prior to their entrance into the program. It is a requirement of all the clinical affiliates and is listed under acceptance requirements for the programs in the college catalog. If possible, students should try to get a positive record expunged. The following is the course of action which takes place after the background checks are complete:

- Background checks go directly to Student Services.
- The student will be informed if a background check has violations that need to be sent to the clinical sites.
- The student will be advised by the VP of Student Services as to the proper protocol to follow.
- The clinical site personnel will determine if the student may intern at that site.
- Any student denied access to a clinical affiliate will be ineligible for admission to the program or will be dismissed from the program if enrolled. The inability to attend clinical course work will render the student ineligible of satisfying the clinical requirements of the program.
- The student will be informed by Student Services as to the outcome.

A student denied access by any site will be dismissed from the program. Students' may not complete the program without performing their clinical education.

2. Drug Testing

Students need to be informed that at any time a clinical site may require them to take a drug test. A positive drug test will result in dismissal from the program. The program [Dismissal Policy](#) states (#6), that a student can be dismissed from the program if reporting to a clinical site under the influence of alcohol or drugs.

If a clinical site asks to have a student removed because of drug testing results, the student will be dismissed from the program.

Students need to understand that these are program policies needed to uphold the integrity of the sponsoring clinical affiliates. If a student is dropped from the program due to the above issues, it is recommended that they contact student services to see what other options the College may have to offer. If a student thinks they were wrongfully dismissed, they may follow the protocols listed under [Student Grievance Procedure for the South Carolina Technical College System](#) that can be found on the HGTC's policy library (See [Appendix B](#)).

Student Policy Title: **Felony Policy**

Original Approval Date: 2023

“Candidates must comply with the “Rules of Ethics” contained in the American Registry of Radiologic Technologists Standards of Ethics. This includes, but is not limited to, compliance with state and federal laws. A conviction of, or a plea of guilty to, or a plea of nolo contendere to a crime which is either a felony or is a crime of moral turpitude 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 application for the examination.” Additional information may be found in the [American Registry of Radiologic Technologists Standards of Ethics](#) (See [Appendix B](#)). Additional information can be accessed on the [ARRT webpage](#).

Individuals who have violated the Rules of Ethics may request a pre-application review of the violation in order to obtain a ruling of the impact of their eligibility of the ARRT examination. The individual may submit an application at any time either before or after entry into an approved educational program, since this review must be completed before eligibility is confirmed.

All students accepted into the Medical Imaging Sciences Program are required to have a criminal back-ground check performed prior to start of each semester, at their own cost. A criminal back-ground check performed prior to start of each semester, at their own cost.

Student Policy Title: **Student Withdrawal Policy**

Original Approval Date: 2023

Purpose:

To provide information and assistance to students who are interested in withdrawing from a medical imaging sciences program. The following policy must be followed to stay in good standing with the program and college.

Policy:

As stated under the Attendance Policies and Procedures listed in the [College Catalog](#). It is expected to keep in good standing with the Radiography Program the student should:

1. Seek advice and counseling from either the Program Director, and/or faculty advisor to help students understand the implications of their decision and what options may be available to them.
2. Send documentation in writing (via email) when withdraw is the choice of the student.
3. The student and/or the faculty of the class may withdraw the student from classes and the program.
4. The faculty or Program Director at any time may withdraw the student from the program due to breach of program policy. In this case the student will be counseled and informed with written documentation that this will occur.

Student Policy Title: **Readmission Policy**

Original Approval Date: 2019

Purpose: This policy details the requirements for processing an individual's request for readmission into the program.

Policy:

Due to course sequencing, **readmission attempt must take place within one year**. After one year has lapsed students will be required to reapply and begin the program from the beginning.

A student who was dismissed due to reasons listed in the Medical Imaging Sciences Student Handbook [Dismissal Policy](#) to include but not limited to: academic misconduct/dishonesty, insubordination, refusal of a clinic site to host the student for clinical rotation, and falsification of records, slander, defamation, libel, etc. is considered **not in good standing** with the program and **will not be eligible for readmission** to any MIS program (*South Carolina Technical System Code 3-2-106.1*).

Re-admission candidates must have no more than one "W, WF, D, or F" in any radiography course. Having failed more than one radiology course, or failing the same radiography course for a second time will prohibit re-admission to the program for a period of 24 months.

Terminology

The terms failure, failing, unsuccessful, and fail can be used interchangeably. Each of the previous terms may be used to describe circumstances in which a student:

- withdrew from a Medical Imaging Sciences course after the two-thirds point of the semester and is failing the course (WF)
- did not achieve a minimum course average of 74 to pass the **didactic**/lecture component of the course (D) or (F)
- did not achieve a minimum course average of 79 to pass the **clinical** component of the course (D) or (F)
- was unsuccessful in any RAD course and subsequently earned a "D" as the overall course grade.
- Enrolled in a Medical Imaging Sciences course for a **second attempt**, and remained enrolled past the drop/add date and did not achieve a minimum course average of 74 to pass the didactic/lecture component of the course (W),(WF),(D), or (F), therefore is ineligible for readmission into the program.
- Enrolled in a Medical Imaging Sciences Clinical course for a **second attempt** and remained enrolled past the drop/add date and did not achieve a minimum course average of 79 to pass the clinical component of the course (W), (WF), (D), or (F), therefore is ineligible for readmission into the program.

Conditions for readmission into the Radiography Program, associate degree:

1. The student who withdrew for personal or medical reasons, or was dismissed due to insufficient

academic achievement, but is in good standing and had met all financial obligations to the program and the college may be considered for re-admission into the program. Students who were dismissed or withdrawn from the program due to disciplinary issues and/or code of conduct violations and are not in good standing with the college are not eligible for re-admission. Re-admission to the radiography program will be considered on seat availability and a first come - first serve basis should more than one applicant apply. If no seat is available in the next cohort, the student must re-apply to the program from the beginning of the application process.

2. Re-admission candidates must have **no more than one** "W, WF, D, or F" in any radiography course. Having failed more than one radiology course, or failing the same radiography course for a second time will prohibit re-admission to the program for a period of **24 months**.
3. A student who has completed at least one successful semester of enrollment in the Radiography Program and maintained the required academic standards of the program is eligible for re-admission. Failure to maintain a "C" or better in the first semester, the student will have to begin the initial application process to the program and all course restrictions and time limits will apply. If approved for re-admission, students will be required to repeat the entire last unsuccessful semester.
4. A minimum GPA of 2.5 is required to be considered for re-admission. Students with GPA below 2.5 are not eligible for re-admission.
5. Students who have had a break in progression of the program are required to validate their knowledge of Radiologic Technology prior to re-admission through a minimum of two (2) written knowledge verification examinations including all information up to the course/semester the student is requesting re-admission.
6. Students will only be allowed one (1) attempt to successfully complete each individual knowledge verification examination.
7. Re-admission candidates will be required to score a minimum of 85% on knowledge verification examinations. Failure to achieve a minimum grade of 85% will deem a student ineligible for re-entering the program. If unsuccessful on the knowledge verification exams and the student has continued interest in re-entering the program, the student would be required to re-apply to the program from the beginning, during the next application cycle.

***Note-Course time limits would apply.**

Readmission process:

- a. The student must submit a formal, written request for re-admission to the program to the Department Chair of Medical Imaging Sciences a **minimum of three** months prior to the start of the semester the student is requesting to re-enter. The formal written request should include:
 - Full name and H number
 - Courses/Semester/Year for which they are applying.
 - The reasons for previous withdrawal
 - **Detailed plan of action** outlining changes that will increase the probability of success and program completion.
- b. The Department Chair evaluates the request and verifies that the student satisfies the conditions for re-admission.
- c. The Department Chair convenes a meeting of the program's re-admissions committee

following the students' completion of the Knowledge Verification Examinations. The committee will approve or disapprove the candidates request for re-admission. The decision of this committee is final.

- d. The department chair will inform the student of the decision made by the re-admission committee no later than two weeks prior the start of the semester.

If the request is approved, the following criteria must be met:

1. The student will be required to contact HGTC's clinical admissions office to verify mandatory student compliance records for clinical rotations.

This will require a proof of:

- A current, valid Basic Life Support or CPR certification
- Updated Immunization Records
- Recent, valid Urine Drug Screen (UDS) and Criminal Background Check (CBC)
*Note: Each individual student may need to provide HGTC's clinical admissions with other or more detailed information related to personal circumstances.
- Proof of individual liability insurance

2. It will be **mandatory** for students who are re-admitted to the program to participate and complete the **Personalized Academic Coaching (PAC) Program** Agreement. The **PAC Program** provides HGTC students with regularly scheduled academic/Writing Center support, mentoring, and/or college skills coaching in the Student Success and Tutoring Center on the Grand Strand Campus. Each participant is paired with an experienced coach for **one-on-one weekly appointments for the duration of the semester**. Should the student fail to show-up for an appointment or cancel a weekly appointment, the student **will be dismissed** from the program. The SSTC provides academic coaches who offer guidance for college skills, such as note-taking, time-management, test-taking anxiety, study skills, and more. During your session, the academic coaches will prompt you to:

- Try new college skills strategies.
- Share college skills best practices and personal experiences with college skills.
- Discuss your current methods of studying, time-management, and note-taking.

3. **Radiology Tutor:** Each re-admitted student will be scheduled to meet with the radiology program **tutor for a minimum of one hour per week** for the duration of the semester. Should the radiology tutor not be available the student will be required to meet with the course instructor for additional instruction and guidance. **A grade recorded less than 75% on any written unit test or 70% on a quiz will require the student to meet one additional hour (total 2 hrs.)** that week to review the test and learn their areas of weakness.
4. The program will provide the student a copy of the current Student Handbook to be reviewed by the student. The student will have the opportunity to ask questions pertaining to its content. The student will acknowledge a written statement of acceptance and understanding verifying that the student has reviewed the handbook and agrees to abide by the policies and guidelines of the program.

5. The student will schedule an orientation meeting with the Department Chair and Clinical Coordinator prior to the day of re-admission.

Student Policy Title: **Advanced Placement and Part-time Student Policy**

Original Approval Date: 2019

Purpose:

This policy serves to identify the programs' philosophy relative to advance placement of students and part-time student attendance.

Policy:

Due to the nature of the educational process relative to the clinical education performance requirements and competencies, it is the programs' philosophy that part-time student attendance disrupts the coordination of the student's clinical education relative to their didactic education. Therefore, the program **does not** provide for student attendance on a part time basis.

The program's didactic course of instruction is designed to provide the student with knowledge of the course content as applicable to the medical imaging science profession. Courses completed by the student prior to admission into the Program would not have presented the course content in this context. Also, the student would not have received the educational benefit of coordination with the didactic education components relative to the clinical components of the program. A student who had previously been enrolled in a medical imaging science educational program and completed required courses would be processed according to the Transfer Student Policy. Based on the aforementioned justification, the program does not provide for advanced placement of students.

Student Policy Title: **Repeat Image Policy**

Original Approval Date: 2019

Purpose:

This policy serves to identify for the student the procedure to follow when a repeat image is required.

Policy:

Once the student has successfully completed a clinical competency area, they may perform the exam with indirect supervision. However, the "Standards for an Accredited Educational Program in Radiologic Technology" as established by the Joint Review Committee on Education in Radiologic Technology state:

"Unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer."

In accordance with this essential, all repeat radiographs must be performed in the presence of a qualified

radiographer. The repeat log must contain the signature of the ARRT Registered Technologist that is present during the repeat exposure. The repeat Log will be reviewed with the student by the site Clinical Instructor along with the Professional Development Evaluation, required 5 times each semester. When submitted, the Clinical Coordinator will also review the Repeat Log and if action is required, a conference will be held with the student and documented for the student permanent records. This policy is reviewed more thoroughly in your clinical handbook.

All repeat logs will be kept in the student files for the duration of their educational career.

Student Policy Title: **Student Outside Employment Policy**

Original Approval Date: 2019

Purpose:

To provide information and assistance to students who are interested working while enrolled in a medical imaging sciences program.

Policy:

Students are permitted, but not encouraged, to hold part-time jobs during their medical imaging science educational process. The MIS Program requires that part-time employment schedules must not conflict with the student's daily assignment schedules and that the student does not function in the aforementioned capacities during clinical education assignment hours. As a result of the continuous monitoring of the student's progress by program officials, should it be documented that the student's performance is below the required academic standards, it is recommended that the student reevaluate their work schedule. All students are aware of the consequences of not meeting said academic requirements.

Students may be employed in medical imaging science departments as transporters, file clerks, radiology aids and, in some instances, limited radiographers. If you are employed at a clinic site, under no circumstances you will be allowed to complete competencies, check offs, or other program requirements in the course of employment.

Student Policy Title: **Telephone Use and Courtesy Policy**

Original Approval Date: 2019

Purpose:

To provide information and assistance to students regarding telephone use and expectations of phone courtesy while in the clinical setting.

Policy:

The telephones in faculty offices are intended for school business and may not be used to make personal calls. Emergencies are an exception. A student may request from a professor to use the office telephone for an emergency call if necessary.

The telephones in the clinical education centers are intended for hospital business and may not be used for personal calls. When you answer the phone at any of the clinical sites please use proper phone

courtesy, identify yourself, state the name of the facility and the department name.

Cell phone use in clinical sites is prohibited. In the classroom, cell phones must be off or silent (for emergency use).

Student Policy Title: **Work Stoppage Policy**

Original Approval Date: 2019

Purpose:

To provide information regarding procedures implemented in the event of a potential clinical rotation interruption during the program.

Policy:

In the event the clinical site is unable to function or continue in routine manner because of a strike, temporary closure, or any other incident that would hinder clinical education to fall below JRCERT/JRC-DMS/NMTCB standards, the program will make every effort to reassign students to other clinical centers on a temporary basis.

Student Policy Title: **Visitor Policy**

Original Approval Date: 2019

Purpose:

To provide information to students regarding visitors while in any educational activity within the medical imaging sciences program.

Policy:

Except for emergencies, students are not permitted to receive visitors in the classroom or clinical sites at any time. You are to instruct your friends to wait for you in the lobby or outside the building in which the classroom is located or outside of the clinical site.

Student Policy Title: **Advising Policy**

Original Approval Date: 2019

Purpose:

To provide information to students regarding regular advisement with faculty while enrolled in the program.

Policy:

Advising sessions are held with students by the program chairperson and faculty as deemed necessary by faculty and/or student each semester. Advisement may cover students' status regarding academic standing, clinical performance, professional demeanor, and attendance.

Students should meet with their clinical instructor at a minimum mid-semester and at the end of the semester to review clinical performance. Please be advised that students have access to their academic records in compliance with the provisions of the Buckley Amendment (FERPA). Academic records are found in Degree Works.

The Chairperson is regularly available to students Monday-Friday as scheduled and posted on the door of Room 1282H, Speir Building. To schedule an appointment, please see the Program Director or call direct (843) 839-1149. All program faculty have an open-door policy with regards to students.

Student Policy Title: **Inclement Weather Policy**

Original Approval Date: 2019

Purpose:

To provide guidance to students regarding potential events related to weather and how the program activities proceed.

Policy:

It is the policy of the Medical Imaging Sciences Program to follow the Horry-Georgetown Technical College policy for inclement weather. For clinic and for didactic days please follow the radio announcements for Horry-Georgetown Technical College specifically (NOT Horry County Schools) or the HGTC website which is and most accurate.

RAD - Associate Degree

	Lect	Lab	Cr	Hours
Summer I				
RAD 102- Radiographic Patient Care Procedures	2	0	2	2
RAD 101- Intro. To Radiography	1	3	2	4
RAD 153- Applied RAD I	0	9	3	9
			7	15
Fall I				
BIO 211- Anatomy and Physiology II	3	3	4	6
RAD 130- Procedures & Positioning I	2	3	3	5
RAD 110- Imaging I	2	3	3	5
RAD 165- Applied RAD II	0	15	5	15
			15	31
Spring I				
SPC 205 Public Speaking	3	0	3	3
RAD 136- Procedures & Positioning II	2	3	3	5
RAD 115- Imaging II	3	0	3	3
RAD 175- Applied RAD III	0	15	5	15
			14	26
Summer II				
RAD 230- Procedures & Positioning III	3	0	3	3
RAD 201- Radiation Biology	2	0	2	2
RAD 256- Advanced Rad	0	18	6	18
			11	23
Fall II				
PSY 201- General Psych	3	0	3	3
RAD 210- Imaging III	3	0	3	3
RAD 103- Intro to CT	2	0	2	2
RAD 268- Adv Rad II	0	24	8	24
	16		32	
Spring II				
Humanities	3	0	3	3
RAD 205- Rad Pathology	2	0	2	2
RAD 220- Selected Imaging Topics	3	0	3	3
RAD 278- Advanced Rad III	0	24	8	24
			16	32
		Total	79	159
		Pre-reqs.	10	
		Degree Credits	89	

PHYSICAL REQUIREMENTS FOR CLINICAL EDUCATION

Radiologic Technology Program

	Never 0 hrs.	Occasionally 1-3 hrs.	Often 3-6 hrs.	Frequent Over 6 hrs.	Constant
Unassisted Lifting					
0-20 lbs.			X		
20-25 lbs.		X			
25-50 lbs		X			
50-100 lbs		X			

Unassisted Moving /Pulling/ Pushing					
0-20 lbs			X		
20-25 lbs			X		
25-50 lbs			X		
50-100 lbs			X		
>100 lbs			X		

Reaching					X
Standing				X	
Walking				X	
Sitting		X			
Climbing		X			
Bending/stooping		X			
Grasping/holding w/hands				X	

*** The essential Job function requires lifting, moving, pushing/pulling of a minimum of 50 pounds. This requirement may be more if done with assistance.**

Appendix A

1. Radiation Monitoring and Overexposure Document Form
2. HGTC Medical Imaging Sciences declared Pregnancy Policy
3. HGTC Medical Imaging Sciences Un Declaration of Pregnancy
4. Receipt of Student Handbook

Radiation Monitoring and Overexposure Document Form

Date: _____

This document has identified that the radiation monitoring device assigned to _____ has received radiation doses that have exceeded the established amounts set by the Horry-Georgetown Technical College's Medical Imaging Sciences program. This measurement was identified on a Radiation Detection CO Monitoring report dated _____ for the time period of _____.

For student purposes, badge readings may not exceed 300 mrems quarterly.

It has been identified that your Badge report indicates _____

This document also verifies that the student was counseled on the importance of radiation protection and back tracked the student's assignment at the time the exposures would have occurred. The following was covered:

1. Where was student assigned? (ie fluoro, OR etc)
2. Where does student store badge when not in use?
3. Has student left badge in car or other area where heat generates.(washer/dryer)?
4. Did student let badge on fluoro apron or in radiology room?
5. Is student following ALARA principles?
6. Are there other reasons the report may be high?

This document will be kept in student's clinical file and sent to assigned clinical site.

Student signature: _____

Program Director signature: _____

Clinical Coordinator signature: _____

Radiation Safety Officer signature: _____

HGTC Medical Imaging Sciences Declared Pregnancy Policy

This declaration is necessary to initiate ALARA limit of 5mSv (500 mrem) per gestation or .5 mSv (50 mrem) per month designated by the program faculty.

Reminders:

- Monitors should be worn at waist level
- Monitors should be worn under lead aprons , when aprons are to be utilized
- NRC guide 8.13 is required reading and is being provided to you.

I wish to inform the Program Director and Clinical Coordinator of my pregnancy.

Name: _____

SSN: _____

Expected Delivery date: _____

Signature: _____

Date: _____

Clinical Coordinator: _____

Program Director: _____

HGTC Medical Imaging Sciences Un Declaration of Pregnancy

I wish to un declare my pregnancy to the Program Director and Clinical Coordinator.

Name: _____

SSN: _____

Signature: _____

Date: _____

Clinical Coordinator: _____

Program Director: _____

HORRY-GEORGETOWN TECHNICAL COLLEGE
Medical Imaging Sciences

RECEIPT OF STUDENT HANDBOOK

I have received a copy of the current Medical Imaging Sciences Student Handbook. I have reviewed the Student handbook and had the opportunity to ask questions regarding its content, policies and procedures. It is my understanding if any additional questions arise concerning material in this handbook I may contact:

Dr. Douglas Gleasman, DC RT (R), Program Director/Chairperson or

Casey MocarSKI BS, RT(R), (CT) Clinical Coordinator

I also understand that I am responsible for all of the information contained in this handbook and I will be expected to conform/adhere to all procedures herein, during my didactic and clinical education.

Student Signature

Date

Please print name

Faculty Signature

NOTE TO ALL STUDENTS IN CHILDBEARING AGE: To assure the radiation safety of your baby in the event you become pregnant during your clinical education, please read and sign the Student Pregnancy Policy.

Appendix B

Reference links

HGTC's policies library:

https://www.hgtc.edu/about_hgtc/administrativedepartments/humanresources/policiespracticesprocedures.html

The College Catalog:

<https://www.hgtc.edu/academics/collegecatalog.html>

Student Code and Grievance Policy located at:

<https://www.hgtc.edu/documents/policys/Chapter9/9.3.7-policy.pdf>

Student Code Vice President for Student Affairs located at:

<https://www.hgtc.edu/documents/policys/Chapter9/9.3.7.1-procedure.pdf>

Student Grievances Vice President for Student Affairs located at:

<https://www.hgtc.edu/documents/policys/Chapter9/9.3.7.2-procedure.pdf>

AART standards are located at:

<https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/6bf7867c-b0fa-4773-ae18-2ebd78023931/arrt-standards-of-ethics.pdf>

The Joint Review Committee on Education in Radiologic Technology (JRCERT) has a process for reporting accreditations non-compliance allegations. The form is located at:

<https://www.jrcert.org/wp-content/uploads/2022/12/Allegations-Reporting-Form.pdf>