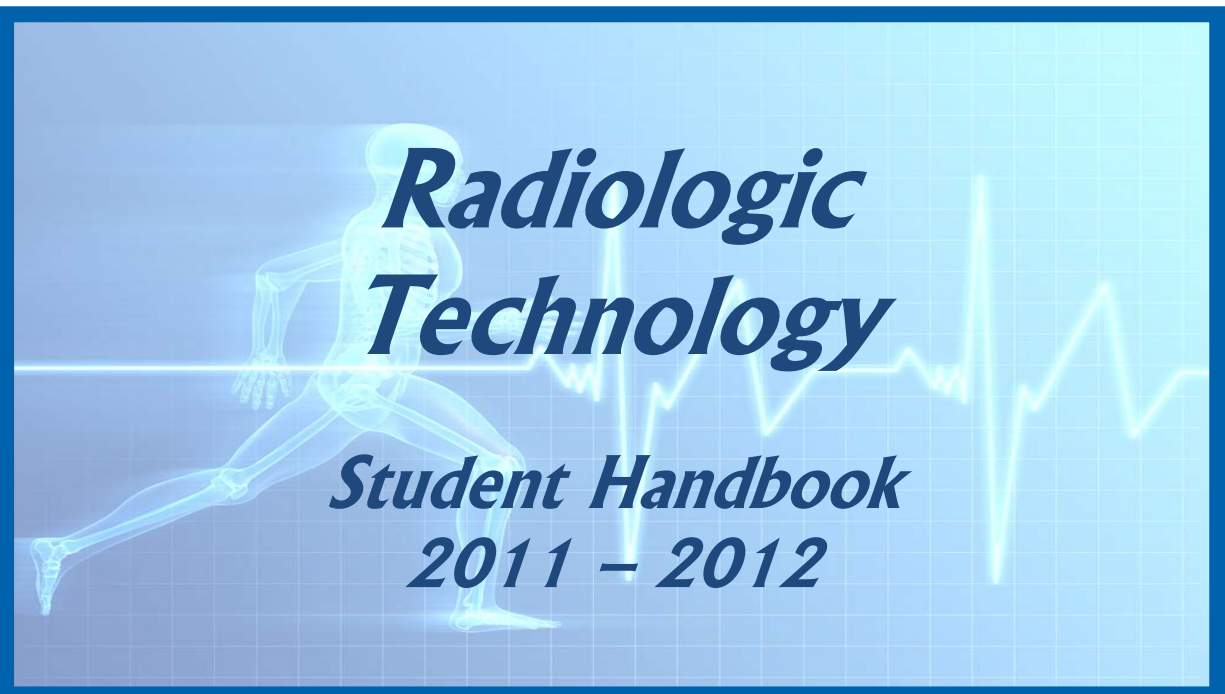


GREAT PLAINS

Technology Center



**RADIOLOGIC TECHNOLOGY PROGRAM
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NOTICE OF NONDISCRIMINATION

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Great Plains Technology Center also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK. or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers:

Lawton campus—Karen Bailey and James Bishop (580) 355-6371

Frederick campus—Nancy Hasley and Gary Tyler (580) 335-5525

El Great Plains Technology Center no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El Great Plains Technology Center tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK. or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

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NONIMMIGRANT ALIEN STUDENTS

This school is authorized under Federal law to enroll nonimmigrant alien students.

USEPA REQUIREMENTS

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

CAMPUS SECURITY ACT

In order to comply with federal regulation 34 CFR 668.36 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at www.greatplains.edu. The report lists statistics of the crime committed on Great Plains Campuses over a 3-year period, and information/policies regarding campus crime.

CONDITIONAL ADMISSION

Applicants notified of initial **acceptance** into any health careers class have a conditional admission pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, clinical site privileges, suitable physical exam, and completed financial arrangements prior to the start date of the career major / program.

1. **Educational Requirement** – You must be a high school graduate or have obtained a GED, and required College Courses.
2. **Age Requirement** – You must be 18 years of age to attend clinicals.
3. **CPR certification** – GPTC will accept only Health Care Provider CPR.
4. **Clinical Site Privileges** – If an applicant is denied clinical privileges at a facility, and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the career major and unable to take the licensing / certification exam.
5. **Previous Health Care Employment** – If you previously worked at a health care facility, you must have a favorable record with the facility to be eligible for clinical rotations.
6. **Negative drug screen** – Applicants will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. An applicant with a positive drug screen will be denied admittance. (*You will be notified when and where to have this done.*)
7. **Clear background check** – Information from an applicant's background check will be submitted to clinical facilities for approval to attend clinical practice. Clinical facilities may deny students access to clinical rotations upon the finding of the background check in regard to sex offenders, felonies and/or misdemeanors, prior to clinical rotations and throughout the program. (*You will be notified when and where to have this done.*)
8. **Mandatory meeting** – Applicants must attend the mandatory meeting to acquire additional information about admission and to initiate their background check.
9. **Suitable physical exam** – Applicants must submit physical exam form, provided by the school, complete with laboratory results, immunizations records, and physical clearance by a physician. Any health related problems must be corrected, and evidence of correction must be submitted. Students are not allowed to participate in clinical activities without documentation of being in good health, as evidenced by the physical exam. Required immunizations are listed below, and must be documented on a shot record. Radiologic Technology requires **titers** to prove immunity for MMR, Varicella, and Hepatitis B.
 - 1 TB skin test
 - Hepatitis B series (series of 3 injections)Must submit a positive Titer
 - MMR (measles, mumps, rubella - series of 2 injections)Must submit a positive Titer
 - Varicella (chicken pox – series of 2 injections)Must submit a positive Titer
 - Tetanus – must have received immunization Within the last 10 years
10. **Completed financial arrangements** – Applicants must pay tuition and fees. Funding award letters/purchase orders will be accepted in lieu of payment.

DRUG FREE SCHOOL'S POLICY STATEMENT

Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment, making you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks: they can damage major organs, increase your risk of cancers, and even cause death.

There are three alcohol and drug treatment centers serving Comanche, Tillman and Kiowa counties: Reflections, Southwestern Medical Center; Silver Linings, Comanche County Memorial Hospital; and Taliaferro Community Health Center.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, the Great Plains Technology Center has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive abuse of alcohol, tobacco, and drugs and their continuous promotion in our society, the Great Plains Technology Center provides drug education units, which are integrated within the standard curriculum. These units are necessary to prepare students for decision-making against drug and alcohol use.

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the Great Plains Technology Center Student Handbook. Some possible actions include parental contact, suspension, or expulsion.

A copy of the Drug-Free Schools Policy and the GPTC Student Handbook will be available to students online at www.greatplains.edu. Continual education will be provided by drug education seminars, teacher in service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

Drug Screen Policy – Adult Medical Programs

Students notified of initial acceptance into adult medical program have a conditional admission pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, suitable physical exam, and payment of tuition and fees prior to the start date of the program.

Students in medical programs are required to be screened for substance abuse prior to clinical practicums. The purposes of the drug screen policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the school policy related to illicit use of substances as stated in the Great Plains Technology Center (GPTC) Student Handbook and the Policies and Procedures book. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally.

Students will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. In addition to initial screening that will occur when the student is admitted to a medical program, students may be subject to testing when requested by a specific clinical agency or for cause; such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes.

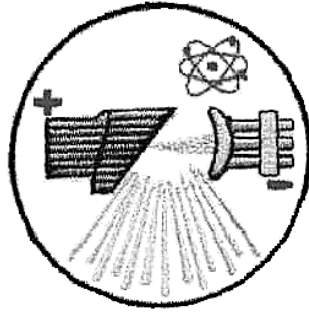
Initial Drug Screening. Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into a medical program. A diluted result will require a retest, at the school's expense. An applicant with a positive drug screen will not be admitted into the program.

Drug Screening of Existing Students. Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted. A diluted result will require a retest, at the school's expense. Students who test positive for illicit drug use may not continue in clinical practicums and therefore cannot meet objectives for clinical courses. Following school policy, they will be dismissed from the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If a student is readmitted and tests positive for substance abuse a second time, the student is not eligible for further admission. If a student tests positive for a prescribed drug, the student must submit a valid prescription, providing the drug level is within prescribed limits and that the level does not indicate abuse.

Appeal Procedure. If a urine drug screen indicates positive for the presence of unauthorized (illegal or non-prescribed) drugs, the student may request a hair follicle drug screen to be performed within 24 hours of receiving the results of their drug test. (If results of urine drug screen are received on Friday, the student will have until Monday of the following week to have a hair follicle drug screen performed.) The hair follicle drug screen will be at the student's expense, performed at the agency specified by GPTC. While awaiting results of a hair follicle drug screen, the student will not be allowed to attend practicum. If the hair follicle drug screen is negative, the applicant may enter the program or a student enrolled in the program may remain in the program. If the hair follicle drug screen confirms the results of the urine drug screen, the applicant will not be admitted into the program. An existing student will be dismissed from the program and may reapply for admission.

All test results will be filed in the Health Careers Office and shall remain confidential.

Radiologic Technology students will have an additional drug screen conducted during the second academic year, and prior to submitting the ARRT National Certification application. The prior drug screen policy will be in effect for this additional drug screen.



WELCOME

Congratulations on entering the Radiologic Technology Program. Radiology is advancing rapidly in the medical field. This advancement can be both challenging and rewarding to you as a student. We look forward to working with you in the exciting field of Radiology Technology.

Again, congratulations and good luck!

Radiologic Technology Faculty

Carrie Baxter

Donna Madden

Kelly Smith

Deborah Ousley

I. The Program of Radiologic Technology

A. Description

Radiologic Technologists (Radiographer) work under the supervision of physicians, who are primarily Radiologists, operating radiologic equipment to produce radiographs of the body for diagnostic purposes. (Various duties of students will include moving the radiology equipment into the specified positions and with proper training, adjusting the equipment control to set exposure techniques and factors based on cognitive and psychomotor skill obtained.) Students will also gain limited knowledge and skills in specialty areas such as computed tomography, bone densitometry, mammography, magnetic resonance imaging, nuclear medicine, special procedures, and ultrasound and radiation oncology. This program prepares students to sit for the American Registry of Radiologic Technologist (ARRT) National Certification in Radiography.

To request a pre-application from ARRT, write to:

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
Or refer calls to Examination Services: 651-687-0048.

To contact JRCERT, write to:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300

B. Philosophy

We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and mankind. There are two educations, one teaching us how to earn a living and the other teaching us how to live. We subscribe to the belief that Career and Technology education is an essential part of the two educations. There is dignity in work, and work is one of our best means of developing the intelligent use of the hands and mind. Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health profession.

C. Mission

The Great Plains Technology Center Radiologic Technology Program's mission is to prepare students to succeed in work and in life by helping them develop competitive workforce knowledge, skills and attitudes necessary for successful employment in the Radiologic Sciences.

**GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY**

Career Cluster: Health Science (HL)

Career Pathway: Diagnostic Services (HL002)

Career Major: Radiologic Technology (HL0020003)

Career Major Hours: Adult Students: 2815 Hours

Director: Carrie Baxter, M.Ed., Registered Radiologic Technologist in Radiography, Mammography, and Computed Tomography - R.T. (R) (M) (CT)
Office Phone: 250-5577 E-Mail Address: cbaxter@gptech.org

Clinical Coordinator: Donna Madden, M.Ed., Registered Radiologic Technologist in Radiography - R.T. (R)
Office Phone: 250-5581 E-Mail Address: dmadden@gptech.org

<u>Instructors:</u>	Name:	Kelly Smith	Deborah Ousley
	Office Number:	351-6776	250-5578
	E-Mail Address:	ksmith@gptech.org	dousley@gptech.org

Certifications: Kelly Smith, M.Ed., Registered Radiologic Technologist in Radiography - R.T. (R)
Deborah Ousley, M.Ed., Registered Radiologic Technologist in Radiography – R.T. (R)

Academic Credit: Transcript/Certificate/Diploma
Preparation to sit for the American Registry of Radiologic Technologist (ARRT)
National Certification in Radiography.

College Credit: Students may earn college credit from Western Oklahoma State College, Oklahoma State University-Okmulgee, Cameron University or other participating colleges through cooperative agreements approved by the Oklahoma State Regents for Higher Education.

Prerequisites: Must be a high school graduate or equivalent.

Twenty-four college credit hours of post secondary general education must be completed with a final grade of C or better in English Composition I, College Math, Microcomputer Applications, Medical Terminology, Speech, General Psychology, Federal Government and American History.

CPR Healthcare Provider or Professional Rescuer Certification.

Cleared background check.

Acceptance into clinical education settings to meet Radiological Clinical Practice objectives.

Minimum age of 18 to attend clinical sites and have passed the physical exam.

Negative drug screen prior to the start of class. Students may be subject to drug testing prior to and possibly during the clinical experience.

Passed physical exam requirements.

Career Major Description:

Radiologic Technologists (Radiographer) work under the supervision of physicians, who are primarily Radiologists, operating radiologic equipment to produce radiographs of the body for diagnostic purposes. Various duties of students will include moving the radiology equipment into the specified positions and with proper training, adjusting the equipment control to set exposure techniques and factors based on cognitive and psychomotor skill obtained. Students will also gain limited knowledge and skills in specialty areas such as computed tomography, bone densitometry, mammography, magnetic resonance imaging, nuclear medicine, special procedures, and ultrasound and radiation oncology. This career major prepares students to sit for the American Registry of Radiologic Technologist (ARRT) National Certification in Radiography.

Career Major Goals:

- The students will demonstrate judgment and communication skills necessary to effectively interact with patients and fellow health care professionals necessary for the practice of Radiologic Technology.
- The students will be competent in their knowledge and technical skills necessary for the practice of Radiologic Technology.
- Students will exhibit professional ethics and attitude by demonstrating responsibility, concern, and integrity necessary for the practice of Radiologic Technology.
- The program will graduate students with entry-level employment skills.
- The program will provide opportunities to students for professional development and growth necessary for the practice of Radiologic Technology.

Related Career Opportunities:

- Computer Tomography Imaging Technologist
- Mammographer
- Sonographer
- Magnetic Resonance Imaging Technologist

Career Major Objectives:

After successful completion of this career major, the student will be able to:

- Demonstrate an understanding of the health sciences profession, environment, hospital organization, accreditation, regulatory agencies, professional credentialing, professional organizations, professional development, advancement, equipment, basic radiation protection, radiobiology, human diversity and safety.
- Develop a working knowledge of medical terminology throughout the Radiologic technology curriculum.
- Apply knowledge of human structure and function for radiography to accurately demonstrate anatomical structures of the human body on a radiograph or other imaging receptor and aid in the assessment of patient's function.
- Demonstrate the professional obligations to the care of the patient concerning the moral, legal and ethical practices involved in patient care, to include HIPAA compliance.
- Apply knowledge of film screen image acquisition and processing in those areas with film screen equipment in the laboratory and clinical education settings.
- Apply knowledge of imaging equipment in the clinical education settings and laboratory.
- Apply knowledge of digital image acquisition and display for those areas that are equipped with computer and digital resources.
- Provide physiological and physical patient care and recognize emergency conditions that warrant first aid or CPR with an overview of venipuncture, EKG skills, urinary catheterization and drug administration.
- Provide psychological or physical patient care and recognize emergency conditions that warrant response and apply skills in pharmacology and drug administration.
- Completion of competency in all areas of required clinical competencies and be able to function within a radiology department as a radiographer.
- Apply knowledge of basic principles of computed tomography along with identification of sectional anatomy and imaging.
- Demonstrate and apply knowledge of radiation biology within the Radiologic sciences.
- Apply knowledge of radiation production and characteristics in the Radiologic sciences setting.
- Demonstrate and apply radiation protection in the laboratory and clinical education settings.

- Relate knowledge of positioning and radiographic techniques to patient's body habitus to accurately demonstrate structures on a radiograph or other imaging receptor.
- Exhibit knowledge of the effects and changes of pathology and disease as it relates to various radiographic procedures.
- Demonstrate knowledge and skills necessary to help them obtain employment in radiography by completion of a professional resume and portfolio.
- Enable students to successfully complete comprehensive program review for radiography in order to pass the American Registry of Radiologic Technologists examination in radiography.
- Apply knowledge of advanced imaging modalities to enable them to be trained as well as applying skills for advanced radiographic procedures.

DESCRIPTION OF COURSES

<u>Course #</u>	<u>Course Name</u>	<u>ADT</u>	<u>ADL</u>	<u>Total</u>
HL00346	Fundamentals of Radiological Sciences & Health Care (Semester I)	24	24	48

Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the healthcare delivery system. Principles, practices and policies of the healthcare organizations are examined and discussed in addition to the professional responsibilities of the radiographer.

HL00342 Core Medical Terminology (Prerequisite Course)

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.

HL00454	Human Structure and Function for Radiography (Semester I, II, III, IV,)	114.5	114.5	229
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Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, organs, and systems are described and discussed. Anatomy/Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. This course is taught as a laboratory science. Students will conduct scientific investigations and fieldwork using scientific knowledge and methodology that will enable them to make educated conclusions based on higher-level critical thinking and problem solving skills. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: Organization of the body, Chemical Basis for Life, Cells & Tissues, Integumentary System, Skeletal system, Muscular system, Nervous system, Endocrine system, Blood, Circulatory system, Lymphatic & Immune systems, Respiratory systems, Digestive system & Metabolism, Urinary system, and Reproductive system. An emphasis should be placed on real-world applications and active-learning exercises should be included along with laboratory experiences. (*This course will be taught during semesters I, II, III and IV according to the following format):

Semester I (Human Structure & Function I) – 100.75 Hours

- Biochemistry & Microbiology
- Tissues, Membranes, and Wound Healing
- Anatomical Nomenclature
- Body Cavities/Organization of the Body
- Bone and Articulations
- The General Skeletal System
- Topographic anatomy
- The Respiratory System
- The Abdominal Caviry/Biliary System
- The Digestive System/Upper Gastrointestinal System
- The Digestive System/Lower Gastrointestinal System
- The Urinary System
- The Endocrine System

Semester II (Human Structure & Function II) – 65 Hours

- Upper Extremity
- Lower Extremity
- Pelvis
- Coccyx, Sacrum, Lumbar Vertebrae
- Thoracic Vertebrae
- Cervical Vertebrae
- Bony Thorax

Semester III (Human structure & Function III) – 29.25 Hours

- One-Year Review
- Cranium
- Facial Bones
- Orbits
- TMJ and Mandible
- Paranasal Sinuses
- Mastoids
- The Special Senses
- Reticuloendothelial System

Semester IV (Human Structure & Function IV) – 34 Hours

- The Nervous System/Cross Sectional Skull
- The Circulatory System/Cardiovascular/Lymphatic/Cross Sectional Thorax
- The Reproductive System/Mammography/Cross Sectional Abdomen and Pelvis
- Muscular System
- Integumentary System

HL00161 Ethics and Law in the Radiologic Sciences 16 16 32
(Semester I)

Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts, and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

HL00162 Image Analysis I 32 32 64
(Semester I and II)

Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation, and the factors that can affect image quality. Actual images will be included for analysis. This course emphasizes the importance of identifying and evaluating diagnostic images. Guidance is given in the selection of accurate improvement methods. Knowledge and experience is also gained during the first year clinical evaluations with the instructor, and through routine image assessment during the Procedures course. (**Content from Image Analysis I, Image Analysis II, Radiographic Procedures I and Radiographic Procedures II will be taught in conjunction and combined for one grade.*)

Semester I (Image Analysis I) – 32 Hours

- Analysis of the Respiratory System
- Analysis of the Abdominal Cavity / Biliary System
- Analysis of the Digestive System
- Analysis of the Urinary System

Semester II (Image Analysis II) – 32 Hours

- Analysis of the Upper Extremity
- Analysis of the Lower Extremity

HL00195 Film Screen Image Acquisition and Processing 40 40 80

(Semester II, III and IV)

Content is designed to establish a knowledge base in factors that govern and influence producing and recording radiologic images. Film and electronic imaging with related accessories are emphasized. Class demonstrations/labs are used to demonstrate theory application.

Semester II (Film Screen Image Acquisition and Processing I) – 17 Hours

- Image Appearance Standards
- Exposure Latitude
- Beam-limiting Devices
- Beam Filtration
- Scattered and Secondary Radiation
- Control of Remnant Beam/Exit Beam

Semester III (Film Screen Image Acquisition and Processing II) – 29.25 Hours

- Exposure latitude
- Optical Density
- Contrast
- Recorded Detail and Distortion

Semester IV (Film Screen Image Acquisition and Processing III) – 33.75 Hours

- Exposure Factor Formation
- Darkroom/Storage Environment
- Characteristics of Image Receptors
- Image Receptor Holders
- Automatic Processing
- Artifacts
- Silver Recovery

HL00450 Image Analysis II 32 32 64
(Semester II, III and IV)

Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. (**Content from Image Analysis III, Image Analysis IV, Image Analysis V, Radiographic Procedures III and Radiographic Procedures IV and Radiographic Procedures V will be taught in conjunction and combined for one grade.*)

Semester II (Image Analysis III) – 16 Hours

- Analysis of the Pelvis
- Analysis of the Sacrum and Coccyx Vertebrae

Semester III (Image Analysis IV) – 16 Hours

- Analysis of the Lumbar Vertebrae
- Analysis of the Thoracic Vertebrae
- Analysis of the Cervical Vertebrae
- Analysis of the Bony Thorax

Semester IV (Image Analysis V) – 32 Hours

- One Year Review
- Analysis of the Cranium
- Analysis of the Facial Bones
- Analysis of the Orbits
- Analysis of the TMJ and Mandible
- Analysis of the Paranasal Sinuses

HL00196	Imaging Equipment (Semester I and II)	48	48	96
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Content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control. (**This course will be divided into Imaging Equipment I and II and will be taught in Semester I and II.*)

Semester I (Imaging Equipment I) – 48 Hours

- X-Ray Circuit
- Radiographic Equipment

Semester II (Imaging Equipment II) – 48 Hours

- Image Intensified Fluoroscopy
- Linear Tomography
- Quality Management

HL00194	Digital Image Acquisition and Display (Semester IV and V)	32	32	64
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This course contains content designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. The guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

Semester IV (Digital Image Acquisition and Display I) – 21.5 Hours

- Basic Principles of Digital Radiography
- Image Acquisition
- Image Acquisition Errors

Semester V (Digital Image Acquisition and Display II) – 42.5 Hours

- Software (Default) Image Processing
- Fundamental Principles of Exposure
- Image Evaluation
- Quality Assurance and Maintenance Issues
- Display

HL00197	Patient Care in Radiologic Science (Semester I)	32	32	64
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Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

HL00198	Pharmacology and Drug Administration (Semester V)	16	16	32
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Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

HL00055	Radiologic Clinical Practice I (Clinical Hours) Semester I, II and III	0	720.75	720.75
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Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Semester I (Radiologic Clinical Practice I) – 85.25 Hours

Semester II (Radiologic Clinical Practice II) – 441.75 Hours

Semester III (Radiologic Clinical Practice III) – 193.75 Hours

HL00453	Radiologic Clinical Practice II (Clinical Hours) Semester IV and V	0	645	645
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Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Semester IV (Radiologic Clinical Practice IV) – 395.25 Hours

Semester V (Radiologic Clinical Practice V) – 249.75 Hours

HL00199	Basic Principles of Computed Tomography (Semester V)	24	24	48
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Content is designed to provide entry-level radiography students with the principles related to computed tomography (CT) scans.

HL00200	Radiation Biology (Semester V)	24	24	48
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Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

HL00111	Radiation Production and Characteristics (Semester I)	24	24	48
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Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter.

HL00140	Radiation Protection (Semester V)	24	24	48
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Content is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

HL00141	Radiographic Procedures I (Semester I and II)	75	75	150
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Content is designed to provide the knowledge base necessary to perform standard radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience complements the didactic portion. This course provides the student with theoretic concepts, terminology and clinical application for routine positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities. (**Content from Image Analysis I, Image Analysis II, Radiographic Procedures I and Radiographic Procedures II will be taught in conjunction and combined for one grade.*)

Semester I (Radiographic Procedures I) – 91.75 Hours

- Introduction to Radiographic Procedures & Imaging Standards
- General Considerations I and II
- Procedure of the Respiratory System
- Procedure of the Abdominal Cavity/Biliary System
- Procedure of the Digestive System
- Procedure of the Urinary System

Semester II Radiographic Procedures II) – 58.25 Hours

- Procedure of the Upper Extremity
- Procedure of the Lower Extremity

HL00139	Radiation Pathology (Semester III)	16	16	32
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Content is designed to introduce theories of disease causation and the pathophysiologic responses pathogenesis, clinical manifestations, radiographic appearance and management of alterations in body systems are presented.

HL00456	Radiographic Procedures II (Semester II, III and IV)	75	75	150
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Content is designed to provide an advanced knowledge base necessary to perform standard radiographic procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience should complement the didactic portion. This course provides the student with theoretic concepts, terminology, and clinical application for routine positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities. (**Content from Image Analysis III, Image Analysis IV, Image Analysis V, Radiographic Procedures III and Radiographic Procedures IV and Radiographic Procedures V will be taught in conjunction and combined for one grade.*)

Semester II (Radiographic Procedures III) – 23.75 Hours

- Procedures of the Pelvis
- Procedures of the Sacrum and Coccyx Vertebrae

Semester III (Radiographic Procedures IV) – 42.5 Hours

- Procedures of the Lumbar Vertebrae
- Procedures of the Thoracic Vertebrae
- Procedures of the Cervical Vertebrae
- Procedures of the Bony Thorax
- Procedures of the Radiographic Pathology

Semester IV (Radiographic Procedures V) – 83.75 Hours

- One Year Review
- Procedures of the Cranium
- Procedures of the Facial Bones
- Procedures of the Orbits
- Procedures of the TMJ and Mandible
- Procedures of the Paranasal Sinuses
- Bone Densitometry
- Procedures of the Circulatory System/Cardiac
- Procedures of the Reproductive System Mammography

HL00383	Career Preparation for Radiography (Semester V)	8	8	16
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This course emphasizes communication skills and specific career knowledge for the health care professional. To support an occupational job search, a functional resume will be produced that summarizes the student's education, personal and professional achievements and work experience. To enhance their professional images, each student will construct cover letters and thank you notes that may be updated or changed as needed.

HL00384	Comprehensive Program Review for Radiography (Semester V)	44	44.25	88.25
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This course provides a comprehensive review of the radiography curriculum in preparation for taking the certification exam given by The American Registry of Radiologic Technologists (ARRT). Identified areas of weakness will help the student focus on the curriculum items that need concentrated study. The computerized testing format of the ARRT exam will be emphasized.

**HL00449 Advanced Imaging
(Semester V)**

24 24 48

This course emphasizes advanced skills and specific career knowledge for the health care professional. To broaden their knowledge of primary radiographic procedures, the student will be involved in the exploration of specialized diagnostic and/or therapeutic procedures that may include, but is not limited to, the study of advanced imaging procedures and related associated imaging modalities, analysis of radiographic/sectional images, and evaluation of ethical dilemmas. Flexibility is built into this course to provide a means for program faculty to develop the specialized knowledge and skills that may be required of students at their specific geographical location.

Career Major Total:	Theory	Lab	Clinical	Total
Adult Student:	724.50	724.75	1365.75	2815.00

*Additional Hours added to Career Cluster Major with Prerequisite Medical Terminology of 45 Hours to equal 2860 Hours in Career Major.

Evaluation Policy:

Didactic Learning Evaluation

Employability Skills Grade (10% of final grade)

- Daily points for each class or clinical day attended equals 20 points.
- Student is graded over 5 categories for 4 points each to equal 20 daily points.
- Weekly grades will consist of the total 5 consecutive class periods per instructor or program in session to equal 100 points.
- Student absence results in a "0" for that days' employability grade. -4 points will be deducted for each hour the student is tardy or absent, not to exceed 20 points per class.

Five categories for daily points:

- Respectful / Honest
- Organized / Alertness
- Professional
- Punctual / Dedicated
- Positive Attitude

Description of five categories for daily points:

- Does not talk back or argue with instructors, campus staff, clinical staff or classmates.
- Comes to class and clinical prepared with books, assignments due, clinical uniform, name badge, film badge and tools. Does not fall asleep in class or clinical.
- Adheres to campus and clinical dress, neat appearance. Does not have body or mouth odor.
- Team player.
- Determined to succeed demonstrating reliability by coming to campus and clinical on time.
- Positive working attitude, no whining or complaining and be flexible when asked to adjust assignment, clinical exams or campus policies.

Quizzes/Assignments/Skill/Lab practice (15% of final grade)

- Workbook assignments
- Clinical assignments
- Class/clinical projects
- Short review quizzes

Unit Exams (55% of final grade)

- Cognitive exams
- Performance exams (hands-on)

Final Exam (20%)

- Cognitive exam that covers material presented over the semester

Clinical Learning Evaluation

Employability Skills Grade (40% of final grade)

- Daily points for each class or clinical day attended equals 20 points.
- Student is graded over 5 categories for 4 points each to equal 20 daily points.
- Weekly grades will consist of the total 5 consecutive class periods per instructor or program in session to equal 100 points.
- Student absence results in a "0" for that days' employability grade. -4 points will be deducted for each hour the student is tardy or absent, not to exceed 20 points per class.

Five categories for daily points

- Respectful / Honest
- Organized / Alertness
- Professional
- Punctual / Dedicated
- Positive Attitude

Description of five categories for daily points

- Does not talk back or argue with instructors, campus staff, clinical staff or classmates.
- Comes to class and clinical prepared with books, assignments due, clinical uniform, name badge, film badge and tools. Does not fall asleep in class or clinical.
- Adheres to campus and clinical dress, neat appearance. Does not have body or mouth odor.
- Team player.
- Determined to succeed demonstrating reliability by coming to campus and clinical on time.
- Positive working attitude, no whining or complaining and be flexible when asked to adjust assignment, clinical exams or campus policies.

Clinical Applications (20% of final grade)

- Mandatory Clinical Competencies
- Radiographic Equipment Manipulation Competency
 - Semester I-Minimum of 2 diagnostic rooms at CCMH
 - Semester II-V All remaining diagnostic and mobile radiographic equipment as student rotates to each clinical educational setting
- Radiographic Computer Applications Competency
 - Semester I-Minimum of computed radiography workstation and cassette reader
 - Semester II-V All remaining radiographic computer applications as student rotates to each clinical educational setting
- Clinical Experience Log

Clinical Assessments (40% of final grade)

- Clinical proficiency evaluations
- Simulated Exam Semester I
- Clinical performance evaluations

Grading Scale:

The grading scale as adopted by the Board of Education is as follows:

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = 69 and below

NOTE: Students are required to maintain an 80% average in each course taught to pass levels in each Semester, during their 22-month training period. If at any time during the course, the student's grade falls below 80%, the student will be notified of this and placed on Academic Probation. If final brings GPA below the 80%, then the student will be dismissed from the program, regardless of prior probationary status. Students will be notified of their GPA prior to taking final exam.

Clinical competencies must be maintained at 100% to pass levels for each Semester. If student does not maintain competencies for the Semester they will be put on Clinical Probation, until competencies are reached in the next following Semester. Failure to meet the competency requirements at the end of the following Semester will result in student dismissal from the Radiography Technology program.

Assignments turned in by students 1 day late results in 10 points loss per day up to 1 week of that assignment grade. Late assignments in excess of 1 week (7 consecutive days to include the weekend-ex. Thursday to Monday= 4 days) will result in a "0" for that assignment grade. (If student is absent the day that the assignment was made, it is the **student's responsibility** to contact instructor to review material covered during class or clinical and receive assignments or worksheets given.)

Exams should be made up immediately upon return to campus class, unless advanced arrangements have been made with instructor to take exam within one week of missed examination. Any student missing an exam must provide justifiable written documentation prior to making up the exam or a letter grade (i.e. 7 points) will be deducted from the makeup exam. If student fails to make up the exam during the specified time frame, it will result in a "0" for that exam grade. (It is the student's responsibility to make arrangements with the instructor for examination make-ups. Make-up exams are lowered one letter grade.)

Exam items left blank on exams will result in double penalties, to encourage the student to answer questions.

Make-Up Work Policy:

All Make-Up Work Is The Responsibility Of The Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:

For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

Accountability Measures and Assessments:

- Registered Radiologic Technologist in Radiography R.T. (R)

Industry Alignments:

- American Registry of Radiologic Technologists (ARRT)

Instructional Materials and Supplies:

Adult students are required to purchase the following list of textbooks and/or supplemental reference materials. The prices listed are approximate and subject to change.

Textbooks:

Adler, Alene M.; Carlton, Richard R. Introduction to Radiologic Sciences and Patient Care. 1-4160-3194-4. Philadelphia: Elsevier Publishing, 2007. (\$53.00)

Carlton, Richard R.; Adler, Arlene M. Principles of Radiographic Imaging an Art and Science. 1-4018-7194-1. Canada: Thompson Delmar, 2006. (\$174.00)

Carlton, Richard R.; Arlene M.; et al. Principles of Radiographic Imaging Workbook. 1-4018-7195-X. Canada: Thompson Delmar, 2006. (\$73.00)

- Carter, Christi; Veale, Beth. Digital Radiography and PACS. 978-0-323-07221-2. Canada: Elsevier Publishing, 2008. (\$49.00)
- Eisenberg, Ronald L.; Johnson, Nancy. Comprehensive Radiographic Pathology. 0-323-03624-4. Philadelphia: Elsevier Publishing, 2007. (\$67.00)
- Frank, Eugene D.; Long Bruce W.; Smith, Barbara J.; Rollins, Jeannean Hall. Merrill's Atlas of Radiographic Positioning & Procedures Vol. I & II. 0-323-04210-4. Philadelphia: Elsevier Publishing, 2007. (\$200.00)
- Frank, Eugene D.; Long Bruce W.; Smith, Barbara J. Merrill's Atlas of Radiographic Positioning & Procedures: Workbook. 11th ed. 0-323-04216-3. Philadelphia: Elsevier Publishing, 2007. (\$73.00)
- Sherer, Mary; et al. Radiation Protection in Medical Radiography. 6th ed. 0-323-03600-7. Philadelphia: Elsevier Publishing, 2010. (\$49.00)
- Sherer, Mary; et al. Radiation Protection in Medical Radiography Workbook. 6th ed. 0-323-04476-X. Philadelphia: Elsevier Publishing, 2010. (\$20.00)

Supplies: (provided by school)

- Handouts
- Classroom Computers
- 1 Name Badge
- Dosimeters
- Online CT Basics/ASRT

Supplies: (provided by students)

- Textbooks
- Pencils
- Paper
- Jump Drives
- Radiographic Markers
- Clinical Uniform

The 22-month program of study is divided into three semesters per year. The courses which are taken each semester are shown below:

Semester I - Freshman (first year level)	
Fundamentals of Radiologic Sciences and Health Care	Human Structure Function for Radiography I
Ethics and Law in the Radiologic Sciences	Imaging Equipment I
Patient Care in Radiologic Science	Radiologic Clinical Practice I
Radiation Production and Characteristics	Radiographic Procedures & Image Analysis I
Semester II - Freshman (first year level)	
Human Structure and Function for Radiography II	Film Screen Image Acquisition & Procession I
Radiologic Clinical Practice II	Radiographic Procedures & Image Analysis I
Imaging Equipment II	Radiographic Procedures & Image Analysis II
Semester III - Freshman (first year level)	
Radiation Pathology	Human Structure & Function for Radiography III
Film Screen Image Acquisition & Procession I	Radiographic Procedures & Image Analysis IV
Radiologic Clinical Practice III	
Semester IV - Sophomore (second year Level)	
Human Structure & Function for Radiography IV	Digital Image Acquisition & Display I
Film-Screen Image Acquisition and Processing III	Radiographic Procedures & Image Analysis V
Radiologic Clinical Practice IV	
Semester V - Sophomore (second year level)	
Digital Image Acquisition & Display II	Pharmacology & Drug Administration
Radiologic Clinical Practice V	Basic Principles of Computed Tomography
Radiation Biology	Radiation Protection
Career Preparation for Radiography	Comprehensive Program Review for Radiography
Advanced Imaging	

E. Clinical Education Setting

- To provide the students the opportunity to gain the clinical experience necessary for them to become a competent functional radiographer, Great Plains Technology Center has agreements with the following Clinical Education Settings:

CLINICAL EDUCATION SETTINGS

Comanche County Memorial Hospital *Lawton, OK*
Duncan Imaging Center *Duncan, OK*
Duncan Regional Hospital..... *Duncan, OK*
Duncan Regional Orthopaedic Associates, Inc *Duncan, OK*
Grady Memorial Hospital..... *Chickasha, OK*
Memorial Hospital..... *Frederick, OK*
Reynolds Army Community Hospital *Fort Sill, OK*
Southern Plains Medical Center P.C. *Chickasha, OK*
Southwestern Medical Center *Lawton, OK*
The Physician's Hospital in Anadarko *Anadarko, OK*
USPHS Indian Hospital *Lawton, OK*

*Additions and deletions of Clinical Education Settings, to include out-of-town, may be subject to change.

Students will be required to rotate to any and all additional Clinical Education Settings as they become available. Clinical times will vary from 7:00 a.m. to 10:00 p.m., with possible weekend rotations. Combined clinical and academic hours will not exceed forty (40) hours per week. **There will be NO makeup of seat time allowed.**

This supervised experience is planned to enable students to gain experience in all areas of diagnostic radiology (radiography). This includes the areas of general diagnostic, urology, fluoroscopy, surgery, computer tomography, special procedures and trauma/portable radiography.

Limited experience is gained in Magnetic Resonance Imaging, Mammography/Bone Densitometry, Nuclear Medicine, Radiation Oncology, Ultrasonography, and Vascular Radiography (Cardiac Cath Lab). Refer to the Radiologic Technology Clinical Handbook for Specialty Rotations.

2. The Clinical Education Setting does not make space available for personal belongings of Great Plains Technology Center students and faculty. Any damage occasioned by the loss of such personal belongings shall not be the hospital's liability. The hospital will provide access to instructional and library resource material.
3. Clinical assignments are made by the Clinical Coordinator. A schedule of classes, clinical hours, days off and holidays will be posted by the coordinator. (All students will rotate through all Clinical Education Settings. Cost of travel is the student's responsibility. Extenuating circumstances that prohibit students from traveling to all Clinical Education Settings will be dealt with on an individual basis. Example: medical conditions.)
4. Students are expected to abide by the personnel policies of the Clinical Education Setting at all times. Nametag, markers, and dosimeter badge must be worn at all times when in the clinical area. Employee handbooks are available in Clinical Coordinator's office. The Clinical Education Setting administration may recommend the withdrawal of a student from their Clinical Education Setting; however, final action will be taken by Great Plains Technology Center faculty.
5. The Clinical Education Setting will make available emergency medical care to Great Plains Technology Center students and faculty members who may be injured while at the hospital. The term "injury" includes physical injury and also injury due to contact with blood borne pathogens, body fluids, or communicable diseases through mucus membranes or via infectious needle sticks. **The cost of such treatment is the responsibility of the student or faculty member.**
6. Incident Reports at Clinical sites and GPTC must be filled out 24 hours post-injury, and student must notify the Clinical Education Setting's clinical instructor and Radiologic Technology Clinical Coordinator. (If copy of Clinical Education Setting Incident Report is put in student file, GPTC Incident Report is not necessary.)

HEALTH POLICIES

a. Clinical Location

- 1) All clinical facilities require that students be free of any communicable diseases.
- 2) Students in the clinical area will abide by the policies of the facility with regard to illness. The instructor should be notified if a student becomes ill, while on clinical duty.
- 3) A student who incurs an injury or has an exposure due to contact with bloodborne pathogens, through body fluids, mucous membranes or infectious needle sticks, will contact their instructor immediately.
- 4) Clinical agencies make available emergency medical care to students who become ill or are injured while in the clinical setting.

b. School Location

- 1) If a student is involved in an accident/injury, while at school, they should first notify an instructor, who will assess the situation and notify the School Nurse, if needed.
- 2) If an ambulance is needed, the School Nurse will notify administration.
- 3) If a bloodborne pathogen exposure has occurred, the School Nurse must be notified.

Students are responsible for medical expenses resulting from treatment of illnesses or accidents, including injuries at school or in the clinical setting. Each student is encouraged to carry their own health insurance. (An accident/incident form should be completed and given to the appropriate administrator when an accident occurs at any location.)

7. The Clinical Education Setting will make available emergency medical care to GPTC students and faculty members who become ill while at the hospital. **The cost of such treatment will be paid by the student or faculty member.**
8. Students are required to pass a background check and negative drug screening prior to clinical rotations. Students are required to maintain current records of vaccinations, original PPD, Hepatitis B vaccine, and CPR throughout the 22-months of training. It is the students' responsibility to submit copies of these records to GPTC, to be kept in the students' file. If the students' background check and drug screening is not passed, or vaccinations, PPD, Hepatitis B vaccine, and/or CPR are not current during the 22-months of training, the student will not be allowed to go to the clinical site which may result in dismissal from the program. **Costs for background check, immunizations, drug screening, and CPR are the student's responsibility. Radiologic Technology requires Titers to prove immunity for MMR, Varicella, and Hepatitis B.**

NOTE: Noncompliance of proper documentation will result with the student being marked absent for clinical days missed, until records are brought up-to-date.

Student is required to have completed two (2) Heptavax B immunizations before attending clinical rotations.

9. **Students are highly advised to have personal medical insurance. Student insurance packets are available through the GPTC office: (Cost of insurance is the student's responsibility.) The GPTC faculty or Clinical Education Setting are not responsible for injuries incurred at the clinical site or on GPTC campus. This will include physical injuries and also injury due to contact with blood borne pathogens, body fluids, or communicable diseases through mucus membranes or infectious needle sticks. (GPTC carries only a medical liability blanket policy on all medical students, which is not medical insurance and will not cover personal medical illness or injuries.)**
10. Students are expected to stay home when they have a communicable disease that may infect affiliate personnel, patients, or GPTC students. Students may need to take a leave of absence (temporary interrupt) from school, pending approval of GPTC administration, if the communicable disease lasts longer than five (5) consecutive days. Doctor's approval to return to school is required. (Refer to GPTC Student handbook for Adult Student Attendance Policy.)
11. Smoking
Smoking at clinicals is not permitted, due to a smoke-free environment that promotes health. If there are no patient examinations, one (1) 15-minute break will be allowed in the a.m. and one 15-minute break in the p.m. Breaks are to be taken consecutively through and not divided into segments. Approval from clinical instructors is required prior to taking a break. **(Breaks are a privilege and are not mandatory during clinical training.)**

12. Food and Drinks

The Clinical Education Setting cafeteria and snack bar are available for use by the student. Trays, dishes and silverware are not to be brought to the radiology department. There are carryout containers and plastic silverware for "to go" orders. If meals or snacks are eaten in the lounge area, please be considerate of others and clean up any mess. Students must store drinks and snacks in lounge or kitchen area only, avoiding all patient care areas where patients may see or smell food and run the risk of spillage on the computed radiography equipment, processor or films. No food or drinks are allowed in the surgical area.

13. Students Use of Phones

- a. Personal telephone calls are not allowed except in emergency cases. The departmental phones are for hospital business and must be kept free for the heavy volume of communications needed to provide good patient care. Students needing to speak with other students should not use the telephone, but personally speak to the other student during scheduled break times.
- b. Students are not allowed to use the hospitals toll-free extensions for personal use, i.e. to talk to other students that are in clinical rotations at those Clinical Education Settings.
- c. Cellular telephones are to be on silent mode at clinical education setting. Students may only use cell phones during breaks and lunch. Cell phones are not to be displayed openly. Cell phones should not be used in patient care areas. (i.e. exam rooms, work areas, and hallways, etc.) Cell phones should not be used to text message or play games during clinical time. If student receives a call in the event of an emergency, (child care provider, family emergency, etc.) student will go to non-patient care area to respond. Students not abiding by these guidelines may be asked not to bring cell phones to clinical education settings by clinical affiliates.

14. If you should arrive at the Clinical Education Setting and learn that the school is closed, you will be supervised in the clinical area by the technologist in charge. Due to your attendance on a day when other students were off, you will be compensated with another day off.

15. A discount on items purchased in the cafeteria and snack bar may be given to the Radiologic Technology students and faculty when the GPTC issued ID badge is displayed. (Subject to change)

16. Students may **NOT** charge items purchased in the hospital. Items are payroll deducted for employees only.

F. Radiation Protection Monitoring Practices Policy for Faculty and Students

1. The radiation protection monitoring policy for the Radiologic Technology program is in compliance with Nuclear Regulatory Commission and State laws.

The faculty and students wear the same dosimeters at all clinical sites during the scheduled month to obtain a more accurate reading, since most monitoring companies are unable to read radiation to individuals less than 10-20 mr according to Dosimetry reports.

The faculty and students wear a separate dosimeter on campus in the lab to monitor radiation levels during lab experiences. Dosimeters are stored in a designated, controlled area on campus.

Great Plains Technology Center's Radiologic Technology Program will provide dosimeter monitoring for the Radiologic Technology faculty and students, and review of such dosimeter reports as in accordance with NRC regulations.

Formal written counseling of students and faculty of GPTC Radiologic Technology includes reviewing guidelines that are set at dosimeter reports in excess of 1/10 **EfD**. Review is conducted quarterly by the Radiation Safety Committee, the Radiation Safety Officer, and the Radiation Medical Physicist.

When a student or faculty member receives 30mrem or more during a month, according to dosimeter reading, that individual will receive a formal written counsel reminding them that the Radiologic Technology Program safeguards the health and safety of students and faculty associated with education activities through implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable. The program will also counsel the student or faculty in basic radiation safety practices of time, distance and shielding and also the utilization of grid holders, sponges, sandbags and restraints to help minimize radiation exposure to patients, others and themselves. The program will also review what type of exams were conducted during the clinical education setting experience and to what extent the student or faculty participated and how to minimize radiation exposure to themselves. A Radiation Safety Practices power point will also be reviewed by the Radiation Safety Officer and the individual, and a follow-up date will be established to review future dosimetry reports to assure that the student or faculty has taken positive steps and actions to adhere to radiation safety guidelines and to minimize radiation exposure to patients, others, and themselves.

Students' Radiation reports are kept on file at GPTC. Students will review and initial by their name for proof of documentation that student reviewed their radiation monitoring reports on a monthly basis. Levels in excess of $\frac{1}{4}$ EfD per quarter require additional monitoring according to Federal regulations. In the event that a student or faculty member's dosimeter reads more than $\frac{1}{4}$ EfD in a quarter, an additional dosimeter will be issued to monitor student or faculty.

2. Students will wear GPTC dosimeters in lab and a separate dosimeter in the Clinical Education Settings. In the event that the student does not have their dosimeter at the Clinical Education Setting, the student will be sent home to obtain dosimeter and that time missed will be reflected against attendance and employability grade.
3. Students will **not** be permitted to wear GPTC Radiologic Technology dosimeter when employed by GPTC Clinical Education Settings or non-GPTC Clinical Education Settings.
4. Radiation Safety Practices—refer to the Radiation Operations and Safety Procedures Manual located in the Radiologic Technology Laboratory.

II. Policies and Procedures

A. Advanced Standing and Transfer Policy

1. A new applicant can be considered only if all of the authorized student positions are not occupied and if the applicant is transferring from or completed an approved JRCERT Radiologic Technology Program.
2. Along with the applicant's transcript, the previous program will specify the credit / achievement of the student including; courses taken, clinical experience, beginning and termination dates, attendance records and grades. A determination will be made at this time as to whether the applicant's completed course work is compatible with the Great Plains Technology Center curriculum. The applicant will then be advised if he/she should complete the transfer procedure. Any student whose transferred courses and/or grades do not fulfill the requirements of this program may apply for acceptance into the next class of students.
3. The combined length of training in both the previous and accepting programs, including all transferred credit, must equal no less than 22 months.
4. The applicant must initiate the request for a transcript to be forwarded from the previous program to the Radiologic Technology Director. For the transcript to be accepted as official, it must be received directly from the previous program with an official seal.
5. Accreditation of the previous program by the Joint Review Committee on Education in Radiologic Technology must be ascertained.
6. The applicant must obtain three letters of recommendation from his/her previous institution of training. One of these must be from the Program Director. It is preferable that the other two letters include a recommendation from either a radiologist, a chief technologist or a staff technologist.
7. The applicant must meet all pre-admission criteria (see application process booklet for details):
 - Must be a high school graduate or have obtained a GED, and have obtained required college courses (official transcripts required)
 - Must be at least 18 years of age to attend clinical education settings
 - Must have a current Healthcare Provider CPR Certification
 - Have a cleared background check
 - Have a negative drug screening
 - Have passed the physical exam, and submitted immunization records
 - Must be cleared for clinical site privileges
8. For individuals who have completed an accredited program and are seeking to re-graduate to fulfill ARRT's 3-attempt and 3-year limit procedure, students may enter the program providing space is available, and will be required to complete all didactic & clinical competencies required by the GPTC Radiologic Technology Program and meet all criteria for all pre-admission policies as previously stated.
9. If student has been out of a program longer than one year, the student will take comprehensive exams to determine student placement in the program. Regardless of student placement, the student will be required to repeat all clinical competencies.

B. Graduation

1. The Program's graduation rates are consistent with the program's mission and goals, and with JRCERT policy.
2. Program graduates earn degrees or certificates within 150 percent (36 months) of the published program length from the start date.
3. The Radiologic Technology Program is competency based education that provides for variable graduation to include options for early release of eligible students that have completed all competencies/graduation/completion program requirements, and for extension of program length for students unable to complete all competencies/graduation/completion requirements in the established program time frame.
4. This policy is stated in the Joint Review Committee on Education in the Radiologic Technology Handbook.
5. The Handbook is available for review in the Radiologic Technology Director's office.
6. Graduation/Completion Requirements: (To be completed prior to graduation and to obtain completion certificate from GPTC.)
 - a. All course work completed with a minimum of 80% GPA.
 - b. In compliance with JRCERT and ARRT standards, all competencies required to sit for national certification completed.
 - c. All books, CDs and computer disks have been returned to the Health Careers Librarian in satisfactory condition.
 - d. All student information records to include permanent address with phone number and place of employment address with immediate supervisor, if available, upon graduation.
 - e. Cleared outstanding debts or financial obligations with GPTC or Radiologic Technology Program and with the Health Careers secretary.
 - f. Cleared and cleaned locker as verified by instructor.
 - g. Program, instructor, clinical and exit surveys turned in to Radiologic Technology Director.
 - h. All CTSO attire or instruments must be returned in good repair to the CTSO advisor.
 - i. All ID badges and dosimeter turned in & dosimeter report picked up from Program Director.
 - j. Passing of 3 National Certification Preparation Exams.

C. Standards of Conduct and Disciplinary Procedure

1. Certain acts of behaviors are considered unacceptable and detrimental to the overall objectives of the School of Radiologic Technology. The following list is not inclusive, but represents many of the unacceptable modes of behavior.
 - a. Discourtesy to patients, clinical affiliate employees, physicians, public, or GPTC employees.
 - b. Disregard of established school or Clinical Education Settings policies, to include use of cell phones and designated parking.
 - c. Creating or contributing to unsafe working conditions.
 - d. Creating excessive noise in or around the patient waiting areas.
 - e. Frequent lateness or absenteeism.
 - f. Not notifying the GPTC Radiologic Technology Program instructors that you will be late or absent to class or Clinical Education Settings prior to the start time of class or clinicals.
 - g. Smoking/Use of tobacco. (Tobacco is prohibited at GPTC and Clinical Education Settings.)
 - h. Disregard of personal appearance, uniform/dress, or hygiene.
 - i. Not adhering to clinical uniform and grooming policy.
 - j. Chewing gum in the Clinical Education Setting areas.
 - k. Drinks, candy or food in patient care areas.

- l. Not wearing standard protective devices, i.e. lab coats, during exposure to body fluids.
 - m. Not wearing supplemental protective devices, i.e. gloves, masks, gowns, eye protection—when the exam necessitates.
 - n. Nonsupportive attitude towards classmates.
 - o. Rude gestures towards classmates, patients, clinical affiliate employees, physicians, or GPTC employees.
 - p. Unprofessional conversations.
 - q. Gossiping.
 - r. Unethical behavior.
 - s. Leaving the patient or the exam during the middle of the exam, to take a break, go to lunch or start other exams or competencies.
 - t. Not having an ARRT registered radiographer present in the examination room when a student repeats a radiograph, regardless of the student's skill level.
 - u. Cell phones or pagers being disruptive during class.
 - v. Failure to maintain accurate and up-to-date clinical experience log sheets on a daily basis.
 - w. Failure to maintain accurate and up-to-date competency forms, limited specialty achievement form, and competency requirement form.
 - x. Creating or attempting to create a disturbance.
 - y. Using cell phones at Clinical Education Settings during non-specified times (i.e. breaks and lunch).
 - z. Utilizing computers in classroom without prior consent of instructor, to include external devices and/or printing, which will be subject to inspection by program faculty.
 - aa. Failure to abide by direct, indirect, or repeat supervision policies when performing examinations.
2. When one of the previous occurs, the student may first be given a verbal counseling. Upon committal of a second offense, the student will be given a written counseling report. It may be considered grounds for dismissal should the student commit a third offense or, if warranted, may be dismissed upon 1st offense.
3. Students may be immediately dismissed should any of the following occur:
- a. Intoxication, drinking alcoholic beverages on school, Clinical Education Settings property, or during any approved school function, which may be after hours, to include travel to and from school function.
 - b. Dishonesty, larceny, stealing or theft.
 - c. Using, possessing or selling illegal drugs or controlled substances.
 - d. Being absent three continuous days with failure to notify a program faculty member.
 - e. Gambling on school or Clinical Education Settings property.
 - f. Disclosing or looking up in the Radiology Information System, Teleradiology, or File Room, confidential information from patients and classmates chart or radiology reports without authorization. i.e. case study research.
 - g. Committing an immoral act or admitting such an act.
 - h. Fighting on school or clinical affiliate property.
 - i. Accepting or soliciting gifts, gratuities, tips or personal property from patients or visitors.
 - j. Leaving school. i.e. (class or clinicals) before the end of the scheduled shift, or during a scheduled shift without permission from GPTC program instructors.
 - k. Insubordination or refusing to carry out directions of a program faculty member or supervisor.
 - l. Falsifying time cards, time sheet or other school records, including clocking or signing in or out for another student and not clocking or signing in or out at the clinical facility.
 - m. Neglecting or abusing (verbal, written, or physically) patients, visitors, fellow workers or classmates.

- n. Abusing or destroying any property on the school or clinical affiliate premises.
- o. Sleeping at the clinical affiliate during scheduled shift.
- p. Taking radiographs on fellow students, family or staff technologist at the clinical sites without written order of a referring physician, as is routine and mandated by the Nuclear Regulatory Commission medical imaging procedures.
- q. Allowing radiographic exams to be performed upon self, by other students, or staff technologist at the clinical sites, without written order of a referring physician.
- r. Severe unprofessional conduct towards classmates, GPTC employees, clinical affiliate employees, patients, or physicians, at school, during school functions, or at clinicals.
- s. Documented sexual harassment.
- t. Severe unethical behavior.
- u. Leaving clinical assignment area without permission of faculty member or clinical supervisor.
- v. Not adhering to policies concerning professional meetings.
- w. Grades inconsistent with grade policy in Didactic and Clinical grades.
- x. Cheating on examinations, or attempting to cheat.
- y. Sharing, giving, copying, printing e-mail, use of electronic devices to duplicate any form of exam or quiz, for self or other students.
- z. Giving patients medications (over the counter or prescription) without the written order of a physician.
- aa. Violation of medical legal policies.
- bb. Arrest by law enforcement officials or detainment during school hours or approved school functions.
- cc. Personal activities during school hours or approved school functions that affect the educational process of the Radiologic Technology program and students.
- dd. Failure to obtain clinical competencies for the semester after being on probation.
- ee. Undocumented exams: i.e. no record in hospital log or computer system, no order, no film jacket and no radiographs for student competencies submitted for program faculty verification/ validation.
- ff. Students calling other clinical facilities to inquire about confidential information pertaining to classmates, patients, clinical staff or faculty.
- gg. Refusing to perform an examination on a patient, which is a direct violation of "Patient's Bill of Rights".
- hh. Violation of HIPAA regulations.

D. Dismissal

Students may be dismissed for:

1. Grades inconsistent with the school standards as stated in the "Grade Policies" section of the Radiologic Technology Student Handbook, which is a supplement to the GPTC Student Handbook.
2. Failure to complete competency examinations each semester. Refer to the Clinical Handbook for Clinical Competency Requirements and GPTC Radiologic Technology Program policy.
3. Failure to follow school policies as stated in the GPTC and Radiologic Technology Student Handbooks.
4. Violation of rules and regulations of the clinical affiliate as stated in their respective Employee Handbooks.
5. Failure to pay required tuition for the Radiologic Technology Program.
6. Exceeding allowed absences or tardies for a given semester.

E. Grievance Procedure

For specific information related to the Grievance Procedure, refer to the GPTC Student Handbook.

F. Appeals Procedure

For specific information related to the Appeals Procedure, refer to the GPTC Student Handbook.

G. Readmission Policy

1. All students requesting readmission must apply with said permission from the superintendent or designee.
2. Students leaving, in good standing:
 - a. In good standing is defined as students who voluntarily leave with a good behavior and performance record.
 - b. A student who withdraws in good standing prior to the end of a semester/trimester must reenter the program at the beginning of that semester/trimester.
 - c. If student has withdrawn due to a medical condition, he/she must submit a release and documentation from doctors, counselors, therapists, or treatment centers, or by the applicant themselves if outside help was not sought, and how those problems have been resolved and corrected for the applicant's success in the program.
 - d. Students leaving before successfully completing the first semester/trimester do not compete with other applicants to be slotted in the program.
 - e. Students leaving after completion of the first semester/trimester must meet with the program director for approval of reentry.
 - f. Returning students will only be considered for readmission if the class has vacancies.
3. Students leaving, not in good standing:
 - a. Not in good standing is defined as a student who is dismissed or voluntarily leaves with an unfavorable behavior or performance record.
 - b. Returning students must compete with other applicants to be slotted in the program.
 - c. Returning students must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met. See page 4 of this Handbook for more details.
4. Any student applying for readmission who has been out of the program for more than one year must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met. See page 4 of this Handbook for more details.
5. Students may qualify for readmission only one time.

H. Grading Standards

For Grading Standard specifics, refer to the Radiologic Technology Handbook, Section I.-D. Course of Study.

I. Probation

1. Probation is used to provide the student with remedial work, one time per semester per each course, in order to gain the knowledge and experience necessary to raise his/her grade up to the required standard of 80%. Points up to a maximum of 20 points will be given to increase student's GPA to the minimum standard grade of 80%, but not to exceed 80% GPA. This encourages students to seek extra help from instructor to continue improving future exam grades.
2. At the time the student is placed on probation, the specific requirements of that probation will be given to him/her in writing. The student will be solely responsible for contacting instructors and getting remedial work (limited to 20 possible points per semester), scheduling of tutoring and individual instruction, and verifying the time period for improving his/her grade. **Remedial work must be turned in within two weeks after probation counsel, or student will forfeit points.**
3. At the end of the probation period, students not meeting the minimum standard of academic and/or clinical probation may be recommended for dismissal from the program.
4. If final brings GPA below 80%, the student will be dismissed from the program, regardless of prior probationary status. Students will be notified in writing of their GPA prior to taking final exams.

J. Academic, Clinical Education Setting, and Disciplinary Advisement Policy & Procedures

1. Program academic advisement is available to students through the program director's office at the request of the students. Grade reports will automatically be given to students periodically at the mid-term and before finals. Academic advisement is required if student's GPA in any given content area falls below 80%. The student is then placed on academic probation and given opportunity to complete remedial work and schedule tutoring from the Academic Center or individual instruction from program faculty.
2. Program disciplinary advisement is conducted through the program faculty offices, depending upon where the unacceptable behavior took place. Certain behaviors are considered unacceptable and detrimental to the overall objectives of the Radiologic Technology Program and are listed on pages 26-28.
3. Program clinical advisement is available to students at their request through the clinical coordinator's office. Grade and progress reports will automatically be given to students at mid-term and prior to the end of the semester. Clinical advisement is required to review Clinical Performance Evaluations, and clinical competencies periodically with each student.

K. Articulation

1. The Radiologic Technology Program will implement the School to Work system in conjunction with GPTC Health Certification Cluster (HCC) at the Lawton or Frederick campus, and reserve up to two slots per year to one student from each campus, providing those students have met all application criteria for the program, including the 24 college credit hours of post-secondary general education by the time they graduate from High School, and have turned transcripts in by the deadline date of the program. In the event there are no Frederick HCC students, then that slot would roll over to the Lawton campus. High school students must be recommended by their instructors, complete the application process and meet certain criteria to promote success. Guidelines for acceptance are provided to all high school students in a manner that is timely and appropriate for program admission.
2. Students have the opportunity to concurrently enroll with Western Oklahoma State College for college credit towards an A.A.S. in Radiography Technology. Specific cooperative alliance information is available in the program director's office.

L. Refund Policy

For specific information related to tuition refund policies, refer to GPTC Student Handbook, or contact the Financial Aid office.

M. Part-time Work

1. Students are advised that GPTC does not restrict or have a policy on outside job-related work activities with industry. Advisement will be given to those individuals whose job-related activities affect school work, i.e. sleeping in class, grades declining, etc.
2. Students are **not** allowed to perform examinations for competency during part-time employment. Clocking-out to perform clinical competencies will **not** be allowed.
3. Students are advised that GPTC and its Advisory Committee members strongly discourage students from working as a technologist until their second year of training. (The Radiologic Technology Program and its advisory committee members do not recommend or approve of students being technologists before they have completed all competencies and academic curriculum of semesters I, II, & III.) This recommendation promotes excellence in education and enhances quality and safety of patient care as well as the protection of the radiography student. Clinical Education Settings have agreed to not hire students in a technologist capacity until the last week of July or August.
4. Students are not allowed to work as an employee during school hours. (example: Clock in for pay during scheduled school hours or signing for the day to work while students are doing clinicals.)
5. Students are **not** allowed to volunteer during their own time or non-scheduled school hours for clinical experience, as they will not be covered under medical liability insurance and may be deemed as discrimination of other students unable to have the same opportunity.
6. Students are advised that the Radiologic Technology Program and the administration at GPTC do not recommend or endorse currently enrolled students being employed by a medical facility as unsupervised technologists, after school training hours, evenings, nights, weekends, or holidays, and/or being unsupervised imaging technologists; wherefore students would have the responsibility of injecting contrast media into trauma patients. GPTC therefore, is not medically, physically, or legally liable for any action that the student may do willfully in part or whole; nor due to negligent action or behavior done willfully in part or whole, while employed by a medical facility, after school training hours, evenings, nights, weekends, or holidays. (This recommendation promotes excellence in education and enhances quality and safety of patient care as well as the protection of the Radiologic Technology student.)

N. Inclement Weather

1. When weather conditions make driving unsafe and when other schools in the county are closed, the Superintendent or his/her designee will make the decision regarding the operation or closing of GPTC.
2. GPTC will broadcast updates (recorded *SchoolReach* messages) to telephones of full-time high school, full-time adult students, and staff in case of an emergency.
3. If the decision is made to close the school, the various local radio and TV stations will be advised as soon as possible, but not later than 6:30 a.m. *Therefore, unless a radio or TV announcement is made to the contrary, GPTC will be open.*

O. Attendance

For specific information related to attendance, refer to GPTC Student Handbook.

1. It shall be the adult attendance policy of Great Plains Technology Center to allow no more than eight (8) absences per semester (four (4) absences for summer semester).
2. Tardies - Being to work on time is an important part of being employable, therefore, students must be in class at the designated time. Habitual and/or excessive tardies will result in the instructor not being able to recommend a student to a potential employer. Tardies count toward attendance as follows:
 - a. Any tardy up to one hour in length will count as 1 hour's absence.
 - b. Any tardy from one hour to two hours will be equivalent to 2 hours absence.
 - c. Any tardy after two hours will be equivalent to a full session's absence (3 hours).
 - d. Leaving class early will count as an absence.
 - e. Tardies in excess of 10 per semester may result in dismissal

Documentation is not required for make up work or daily grades, but is required for missing a test.

3. ***There will be no makeup of seat time allowed.*** If a student exceeds the maximum number of absences, appropriate disciplinary action will be taken, up to and including termination.
4. The Dean of Students/Principal or Administrator for appropriate extenuating circumstances may waive this policy. Student receiving Federal Financial Aid and Veterans Administration benefits must maintain 90% attendance for each semester in order to continue receiving benefits. Students not maintaining required attendance may be dismissed from the program and will not receive course credit. Variances from the above policy shall be addressed in the individual handbooks.
5. Appointments for personal reasons should be made outside of school hours. Please do not schedule appointments during clinical hours.
6. Personal needs are to be taken care of during breaks, before class time, and at lunch time rather than using class time. Appointments with instructors and coordinators should be made for breaks, before or after school (not class times). Instructors are available for appointments from 7:00 a.m. until 4:00 p.m. (CPR certification, shots / titers / PPDs should be scheduled on student's time. In the event student has to use class time to complete pertinent records, time will be charged against student)
7. All counseling concerning attendance policies will be documented and kept in the student's file.
8. Vacations and Holidays
 - a. Vacations are determined by the GPTC calendar and Radiologic Technology Program for the year. This calendar will be given to the students at the beginning of the school year.
 - b. The following holidays are observed each year: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas.

P. Hospitalization and Medical Care

1. It is extremely important for the school to know the present health condition of the student upon admission to the program. A physical examination is to be completed by each student prior to the first day of class (date deadline will be determined and sent), and the examination report, with copies of results and shot records will be submitted to the school to be kept on file in the student's files.
2. The school does not have a physician assigned to the care of students. In case of illness or emergency, each student should have the name of his/her physician on record in the school office.
3. The student may be asked to contact his/her physician regarding appropriate measures to be taken in the event of exposure to infectious and communicable disease in the Clinical Education Setting, when deemed advisable by the faculty.
4. Students in the Clinical Education Setting are expected to abide by the policies of the clinical affiliate in regard to illness.

Q. Uniform and Grooming

1. The school clinical uniform consists of a Pewter Gray lab coat and scrub pants, with Pewter Gray or Malibu Blue scrub top. A nametag and dosimeter are also a part of the required uniform, with school patch sewn on left upper arm of lab coat. (Patches are \$5.00, payable to GPTC.)
2. Wearing of Lab Coats
 - Students may remove lab coats under the following conditions, but must have lab coat in the clinical education settings at all times:
 - When working in areas and on examinations that do not expose the student to blood or other body fluids being excreted from patient.
 - During lunch and breaks.
 - Students **must** wear lab coats under the following conditions:
 - While working in the emergency room.
 - When leaving the surgery department while on surgical rotation.
 - During fluoroscopy and urographic studies.
 - Portables
 - Exams in which student may come in contact with bodily fluids
 - Students **are not allowed** to wear warm-up jackets during clinical rotations in lieu of lab coats. Warm-up jackets are not a part of the approved clinical uniform. It is suggested however, that if a student is cold that he/she wear his/her lab coat.
 - If student does not have lab coat available in clinical education setting, the student will be sent home to obtain lab coat, and will be charged for time lost.
3. The students are informed that they may not wear any portion of the school uniform when performing work related duties as an institutional employee to include:
 - a. Lab coats with the school patch.
 - b. Student I.D. badges.
 - c. Student markers.
 - d. Designated Program scrub attire. (see above)
 - e. Dosimeter

4. The nametag, markers, and dosimeter badge must be worn at all times when in the Clinical Education Settings, as instructed. (Refer to E.- Clinical Education Setting) Nametags cannot have stickers placed on the front or back except for faculty phone numbers provided by the Radiologic Technology Program. Small decorative medical pin may be worn on the name tag providing it does not obscure the student's picture, name, or school name. Prior approval is required by program faculty before student may place pin on name tag.

Students coming to Clinical Education Settings without the above listed items will be dismissed from the Clinical Education Setting to retrieve them. Student will be held accountable for the time missed.

5. Uniform: V-neck scrub tops (Malibu Blue or Pewter Gray) and uniform style pants (Pewter Gray) must be in good shape and ironed. Scrub tops may need appropriate undergarments, i.e. all white, black, or gray t-shirts or turtlenecks. Stirrup style pants and dresses are not permissible. Uniforms will be purchased before class begins from medical uniform supply facilities. Students are required to wear their uniform to class and clinicals on a daily basis.
6. Socks or hosiery must be white, black or neutral. Shoes are to be all white or all black and made of sturdy leather that provides good support. Shoes and shoe laces must be kept clean and polished at all times. Canvas shoes/clogs/mules are not allowed.
7. The uniform must be:
 - a. Clean and free from stains and wrinkles.
 - b. Free from tears.
 - c. Worn with foundation garments.
8. Cosmetics
 - a. Facial cosmetics should be worn with discretion.
 - b. Perfumes and colognes should be used with discretion.
9. Nails must be kept neat, trimmed, and clean at all times, and be in a working length – defined by nail technicians and manicurists as being approximately ¼ inch in length from finger tips. Nail polish, nail jewelry and decals are not permissible. **Artificial nails will not be worn.** Artificial nails are defined as substances or devices applied to the natural nails to augment or enhance the nails. These artificial applications include, but are not limited to, bonding, tips, wrappings, and tapes.
10. Good personal hygiene must be maintained at all times.
 - a. A daily shower/bath & use of deodorant is required.
 - b. Daily brushing of teeth.
 - c. Special care must be taken to prevent halitosis.
11. Hair
 - a. Hair must be neat, brushed, clean, and worn off the face.
 - b. If hair touches the shoulders, it must be pulled back, **off** of the shoulders **and away from the face**.
 - c. If hair does not touch shoulders, but is long enough in front to cover facial area while interacting with patients, front of hair must be pulled/pinned back away from face.
 - d. All beards must be kept neat and clean at all times.
 - e. Growing beards must be started on long school breaks or vacations, and must be filled in before going to Clinical Education Setting, i.e. no stubble, etc. (Clinical Director's discretion).

12. Jewelry

- a. Wristwatches may be worn.
- b. One ring may be worn at your own risk.
- c. Lanyards may be worn, but must be the break-away style, for safety purposes.
- d. No other jewelry is allowed, including earrings in cartilage.
- e. Body piercing that is visible is **Not** allowed, i.e. nose, eyebrows, mouth (inside and out), and face or lips.

13. Tattoos

- a. All visible tattoos must be covered while at clinical education settings.

14. Surgical Attire

- a. Students must remove surgical head coverings, shoe covers, and surgical mask prior to exiting the surgery department.
- b. School lab coats may not be worn in the surgical suites. Students may leave their lab coats in the dressing room in the surgical department. Only surgery scrubs and lab coats may be worn. These items are provided by the facility.
- c. Students must wear their school lab coat when they leave the surgery department.
- d. Students are allowed to study in between surgical cases, but due to limited space, only one book may be brought into the lounge/breakroom in the surgical area.
- e. Students are not allowed to bring bookbags or backpacks into the surgical department. Bookbags or backpacks should be left in the Radiology Department where they are not obstructing work flow of examinations being performed.

15. Any questions regarding the uniform regulations **must** be discussed with the **GPTC program faculty**.

R. Pregnancy

WARNING: In the event that a student is pregnant, the Radiologic Technology Program advises the student that she may be subjected to radiation, which is harmful to the unborn fetus. The student is encouraged to notify the program faculty of pregnancy. ***Note: This is a VOLUNTARY disclosure and the student has the right to revoke declared pregnancy worker statement.***

Options for Student Continuance:

1. A pregnant student may choose to wait entrance prior to the start of program for the safety of herself and the unborn fetus. The Radiologic Technology Program will hold a slot for the student in the following year's class.
2. Continue in program with no revision of clinical practicum. Special consideration is given upon request of a student due to exposure to ionizing radiation during pregnancy. Because of the increased radiation sensitivity of the developing fetus, the National Council of Radiation Protection and the U.S. Nuclear Regulatory Commission recommends that "during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposures of the expectant mother should not exceed 0.5 rem". Dosimetry reports are reviewed each month with the pregnant student to ensure fetal dosimeter occupational exposures, do not exceed .05 rem.
3. Continue in program with revised clinical practicum to reduce radiation to student and fetus.
4. Voluntarily withdraw from the program and continue 1 year later at the beginning of the semester of withdrawal.

Great Plains Technology Center, in connection with the Clinical Education Setting, advise the highest level of caution possible and, therefore, have developed the following policies:

1. The student is encouraged to notify the program faculty of pregnancy.

Note: This is a VOLUNTARY disclosure and the student has the right to revoke declared pregnancy worker statement. This notification must be made in writing and a signed statement of pregnancy sent to the medical advisor. This will not alter clinical rotations based upon pregnancy.

2. Upon written notification from the student, the program faculty will order a second dosimeter to be worn at the waist and the faculty covers pertinent precautions for pregnancy as mandated by the U.S. Nuclear Regulatory Commission.
3. Upon request of the pregnant student, a special clinical rotation schedule will be devised to exclude the student from working in fluoroscopy, surgery, and on portables.
4. The student may use all allotted leave prior to or after delivery and may apply for temporary interruption from campus administration. (Please refer to GPTC Student Handbook – Temporary Interrupt.)
5. If the student chooses to withdraw from the program completely, she will be reinstated at the beginning of the semester of withdrawal.
6. If at all possible, the student is encouraged to attend all class-room instruction until full return to the program is made. The student should receive permission from her physician to do this.

S. Professional Career and Technology Student, Organization and Meetings

1. Students are required to attend approved professional meetings. Approved meetings are mandatory, and may include annual OSRT Conference (Spring) and monthly CTSO meetings, along with HOSA Fall Leadership, OSRT Mid-Year, and HOSA District and State Competitions.
2. Notes and possible quizzes will be required from students when returning from approved meetings. (Notes must be turned in on GPTC approved forms issued to students prior to conference. Notes that have been copied or duplicated will receive a grade of “0” for all parties involved. Notes turned in late will follow late assignment policy.)
3. Students not attending will take an absent day from each day missed, and hours will be reflected on employability grades.
4. Students will be required to attend prior designated meetings during conferences.
5. Program meetings will need to be signed or stamped by GPTC program faculty.
6. Professional dress is required. Please refer to handout describing Professional Attire. Non-compliance will be reflected in student’s grade.
7. Consumption of alcoholic beverages will not be permitted, at anytime during CTSO meetings, or while en route to or leaving CTSO meetings. Non-compliance will result in dismissal from the Radiologic Technology Program.
8. Emergencies that do not permit students from attending will be handled on an individual basis.
9. GPTC may require students to travel together on approved school vans or buses.

10. Students that do not adhere to school policies regarding CTSO meetings and travel may be dismissed.
11. Spouses, children or significant others are not allowed to accompany or go with students to professional meetings.

T. Safety Practices

1. Students are required to adhere to standard precautions pertaining to safety and personal protective equipment. Students are required to wear lab coats and carry gloves and masks, if not available in clinical site. Students are required to utilize personal protective equipment (i.e. mask, gloves...), when applicable. (i.e. exposure to blood and body fluids...)
2. All required clinical records must be current and up-to-date. Refer to Radiologic Technology Student Handbook-E-Clinical Education Setting # 8.
3. Pass Safety Training Class with 100%.
4. Radiation Safety Practices are maintained so the facility can comply with the state rules for radiation control. Rules require that each x-ray facility be registered with the state and post its certificate of registration. That certificate is posted in the Radiologic Technology lab. Compliance with any conditions or restrictions on that certificate is required. The program director acts as the Radiation Safety Officer (RSO), and has the responsibility and authority for overseeing matters relating to radiation protection. The Radiation Operations and Safety Procedures Manual is located in the Radiologic Technology lab. For Radiation Operation and Safety Procedures specifics, refer to the manual in Radiologic Technology lab.

U. Complaint Policy / Due Process

It is essential that the program of Radiologic Technology provide students, faculty, clinical staff or institutional staff with an unbiased avenue to pursue complaints or grievances and the opportunity to be heard in a timely manner. The following steps outline the process for formal resolution of a grievance or complaint.

1. Inform the program director of grievance or complaint within 5 days of occurrence by submission of a written letter describing the grievance or complaint.
2. The program director will investigate the grievance or complaint within 5 days and will report the findings to the student/faculty/ clinical staff/institutional staff within 2 weeks, or a time agreed to by both parties with a written memorandum. In the event that the grievance or complaint is substantiated, a plan for improvement will be implemented and will be included in the written memorandum.
3. In the event the student/faculty/clinical staff/institutional staff does not feel that the complaint or grievance has been resolved they should refer to the GPTC Student Handbook under Grievance Procedure and follow the procedures outlined.

V. JRCERT Non-Compliance Complaint Policy / Due Process

It is essential that the program of Radiologic Technology provide students, faculty, clinical staff, or institutional staff with an unbiased avenue to pursue complaints or grievances regarding allegations of non-compliance of JRCERT standards and the opportunity to be heard in a timely manner. These standards are reviewed in the Radiologic Technology curriculum course: *Fundamental of Radiological Sciences and Health Care*, and are available for review at www.jrcert.org. The following outlines the steps for formal resolution of a grievance or complaint regarding allegations of non-compliance of JRCERT standards.

1. Inform the program director of grievance or complaint regarding allegations of non-compliance of JRCERT standards within 5 days of occurrence by submission of a written letter describing the allegations of non-compliance of JRCERT standards.
2. The program director will investigate the allegations of non-compliance of JRCERT standards within 5 days and will report the findings to the student/faculty/clinical staff/institutional staff within 2 weeks, or a time agreed to by both parties, with a written memorandum. In the event that the allegation is substantiated, a plan for improvement will be implemented and will be included in the written memorandum.
3. In the event the student/faculty/clinical staff/institutional staff does not feel that the complaint or grievance regarding allegations of non-compliance of JRCERT standards has been resolved, they should refer to the GPTC Student Handbook under Grievance Procedure and follow the procedures outlined.

Process for JRCERT Submission

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an information document such as a catalog or student handbook. (Standard Two, Objective 2.4)
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer

Joint Review Committee On Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

Phone: (312) 704-5300 Fax: (312) 704-5304 e-mail: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials, and is found on the website: www.jrcert.org under Accreditation Forms and Checklists.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Federal Higher Education Act of 1965, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Great Plains Technology Center's Radiologic Technology will decide the final outcome of any and all allegations/complaints submitted to the program.

W. Changes in Policies

The program director and faculty will notify students of changes in policies by documentation with memorandums. Students are required to sign the memorandums to demonstrate acknowledgment of change in policy.

X. Background Check Policy -- Background Information

In order to protect patients and the general public, obtaining a background check on each student (18 years of age and older), and instructor participating in clinical rotations is now a provision required by many clinical sites using the uniform “**Clinical Rotation Agreement.**”

Excerpt from Uniform “Clinical Rotation Agreement”

Section 3 (d)

*“a. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician’s designee; and (v) a **background check.**”*

This Agreement was finalized in January 2004 as a template for schools and facilities to use, following extensive review and input by health care professionals, educators and legal counsel representing the health care industry and education. The Agreement was created following a request by numerous educators, in an attempt to avoid unnecessary costs, delays and frustration associated with negotiation a separate contract with each health care facility and educational institution across the state. Although the goal of creating the Agreement was to create uniformity a consistency, the task force recognized that some provisions of the Clinical Rotation Agreement might not fit the specific needs of the parties in all arrangements.

The background check provision was added to the contract due to the fact that the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which accredits many hospitals in Oklahoma and in the U.S., is now requiring this of its accredited hospitals, effective 2004. The task force was also aware that this provision has been part of the clinical Tulsa hospitals and schools have used for the past four years. In addition, Hospital Casualty Company, which provides medical liability insurance to many Oklahoma hospitals, including the majority of small/rural hospitals, recently began including student background checks as one of its guidelines to its insureds.

The background checks, dissemination of self-disclosure information, background check results, and conviction records, whether in or outside the state of Oklahoma as deemed necessary by the School, may be provided to the clinical sites to meet requirements of the academic program.

Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public. The Clinical Education Setting may refuse any student from participating in the clinical experiences with a criminal background check record that relates to a felony.

To be considered for a clinical placement in those sites requiring background checks, the student must comply with the requiring and all findings must be satisfactory according to the guidelines below.

Criminal Background Check and Sex Offender Registry

Criminal history background record searches are acceptable only when: § Conducted by the Oklahoma State Bureau of Investigation (OSBI); and / or § Conducted by the authorized agency in the previous state of residence, if the individual has resided in Oklahoma less than one year.

If prior to the clinical rotation, more than three months have passed since the background check was obtained, the process should be repeated. If the student leaves the program and is later re-admitted, another check should be completed. Schools and facilities reserve the right to review any information that could impact the student's ability to function safely in the Clinical Education Setting.

If the student has been a resident of Oklahoma for less than one year, he/she is required to obtain a criminal history review and sex offender registry report from his/her last state of residency.

A conviction/criminal history record does not necessarily disqualify an individual for admission in a program.

Program, Clinical, and ARRT Requirements

The program will conduct a background check, which includes sex offender status, felonies and misdemeanors.

Clinical site privileges

If an applicant is denied clinical privileges at a facility, and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the program and unable to take the certification exam.

The National American Registry of Radiologic Technologist requires a response to the following questions to their Application for Examination:

PLEASE NOTE: There are new Ethics Reporting Questions that will appear on the Application for Certification. They are:

- HONOR CODE: Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements? Yes No
- Have you ever had any license, registration, or certification denied, revoked, suspended, placed on probation, or subjected to discipline by a regulatory authority or certification board (other than the ARRT)? This will also be included on renewal and reinstatement applications. Yes No

In the event a student has had an Honor Code violation to include being suspended, dismissed or expelled from an educational program, **or** has had any license, registration, or certification denied, revoked, suspended, placed on probation or subjected to discipline by a regulatory authority or certification board (other than the ARRT) during the current or previous academic school year of the Radiologic Technology program or another authority, he/she will be required to mark "yes" and provide for review all necessary documentation relevant to the matter, along with a detailed explanation of the events that occurred.

The pertinent documents will need to be submitted to the program to be kept in student files **and** also submitted to the ARRT with the certification application for Radiography in the spring semester before graduation, to avoid delays of student being able to take the national certification upon completion of the Radiologic Technology program.

ARRT findings upon their review received from student will also need to be submitted to the program to be kept in the student's files, so the program is able to document the findings for future accreditation and follow the ARRT procedures for program director to verify completion graduation endorsement.

Student is advised that this submission of additional documentation for review by the Ethics Committee will delay the student in scheduling a test date to take the national certification in radiography and the Ethics Committee may deny an applicant from taking the national certification in radiography if so deemed that the ethical conduct was too severe to warrant permission to sit for the national certification in radiography.

Additional questions are:

- Have you ever been convicted of a misdemeanor or felony? Yes No

NOTE: Charges or convictions resulting in any of the following must also be reported:

- plea of guilty
- plea of nolo contendere (no contest)
- withheld or deferred adjudication
- suspended or stay of sentence
- pre-trial diversion
- military court-martial

Misdemeanor charges or convictions that occurred while a juvenile and that were processed through the juvenile court system are not required to be reported to ARRT. Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use. If response is “Yes”, provide official court documentation to confirm charge and sentencing, and the status of all court conditions, along with a detailed explanation of the events that occurred. Charges or convictions previously reported to ARRT that have been formally cleared as evidenced by a letter from ARRT to that effect should be indicated as “No”.

If response is “Yes”, provide for review all necessary documentation relevant to the matter, along with a detailed explanation of the events that occurred.

The individual may submit a pre-application form at any time either before or after entry into an approved educational program. This review may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation. The pre-application must be requested directly from the ARRT. Submission of a pre-application request form does not waive the application for examination, the examination fee, or any of the other application procedures. Confirmation from ARRT may take up to 4 months.

To request a pre-application, write:

*ARRT – American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
or refer calls to Examination Services at (651) 687-0048.

Further information regarding reporting requirements may be assessed on the ARRT website under “Ethics FAQs”, or by phoning ARRT at (651) 687-0048, ext. 8580.

NOTE: Clinical education settings may deny students access to clinical rotations upon the findings of the background check in regard to sex offenders, felonies and/or misdemeanors, prior to clinical rotations and throughout the program.

The program will assist the student to complete the program, but without participation in the clinical rotation component of the Radiologic Technology program curriculum within the course, it will be impossible for the student to fulfill the requirements for graduation from the program and he/she would not be eligible to take the National Certification In Radiography, conducted by the ARRT.

Y. Electronic Device Policy

(PDAs or cell phones may not be used during class time or examinations as a calculator)

A student may possess an electronic paging device, or portable communications device for emergency circumstances, after providing a "Permission Form for Electronic Paging / Communication Device" that is kept on file and signed by the student and the Dean of Students/Principal, or Administrator.

NOTE: These devices must be turned off, unless an emergency necessitates the device to be on. Prior arrangements will have been made with the Program Faculty for the device to be displayed on the corner of the student's desk during class time. These devices are subject to confiscation if the "Permission Form" is not on file, or if they cause a disturbance during class time, i.e.; turned on, ringing, vibrating, or receiving or sending text messages or photographs. No electronic messages are to be returned during class and should only be utilized during the student's break.

III. Fees

Tuition and/or documentation of financial aid is due by the first day of class. Students who are enrolled in a course for 10 days or more will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.

A. Tuition	\$4,222.50
B. Textbooks (approximate cost) This is a separate cost, it is not covered by your tuition or student needs fee. Textbooks will be purchased the first day of class.	\$,1000.00
C. Student Needs Fee (Total) This is a separate cost; it is not covered by your tuition or book cost.	\$1,156.25

First Semester	\$486.25
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Drug Screening (Paid Upfront)	\$25.00
Background Check (Paid Upfront)	\$49.50
Educational Leadership Conferences-Registration Fees *Attendance to Educational Leadership OSRT Annual Meeting and HOSA Conferences is mandatory. Cost of meals and transportation to and from mandatory meetings is at students' own expense.	\$150.00
Liability Insurance	\$15.00
Radiographic Markers (2 sets)	\$40.00
Curriculum	\$71.75
Bontrager Pocket Positioning Book	\$30.00
Dosimeters	\$95.00
Uniform Accessories (\$5.00 per patch)	\$10.00

Second Semester	\$670.00
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Drug Screen	25.00
Background Check	48.50
Educational Leadership Conferences-Registration Fees *Attendance to Educational Leadership OSRT Annual Meeting and HOSA Conferences is mandatory. Cost of meals and transportation to and from mandatory meetings is at students' own expense.	\$150.00
Curriculum	\$71.50
Dosimeters	\$95.00
Liability Insurance	\$15.00
National Certification Exam	\$200.00
Graduation Ceremony	\$65.00

D. Clinical Uniforms (Approximately) This is a separate cost, and is not covered by your tuition, book cost, or student needs fee. Approximately \$125.00 per year will be utilized for uniforms and cannot be charged against your PELL.	\$250.00
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TOTAL COST FOR PROGRAM \$6,628.75

***Prices are subject to change without notice.**

IV. Student Services

A. Counseling and Guidance

1. Faculty members at GPTC are available during the school day for consultation with students who need educational counseling or help with personal problems. Counseling may involve identifying goals and objectives, obtaining assistance with study problems or dealing with personal problems.
2. Students may be referred to the Academic Center, or Career Counselor by GPTC staff.
3. Questions or problems regarding the course should be brought to the attention of the instructor(s).

B. Student Activities

1. Student officers will be elected to serve for the class. Their responsibility will be to hold class meetings and turn in money earned from fund raising activities to the activity account. The president may be asked to serve on school committees as necessary.
2. Community, social, and recreational activities depend largely upon the wishes of the class. Any school sponsored activity must be approved by the Program Faculty/Dean of Students.
3. Students are members of the Oklahoma Society of Radiologic Technologists and Health Occupations of America. In order to enhance professional development, the student is encouraged to become active in these organizations. CTSO will meet once a month on campus with a scheduled activity. The OSRT has annual meetings in which there are numerous activities for student participation to promote professional values and life-long learning.
4. Fund Raiser Guidelines
 - a. Primary Goal: All students participate to reap financial benefits.
 - b. Students that do not participate in a particular fund raiser are ineligible to participate in activities funded by revenue gained from the fund raiser.
 - c. Students that are absent or unable to participate in fund raisers may participate in activities funded by fund raiser revenue by making a donation of \$5.00 (five dollars) or more, depending on class vote.
 - d. A log will be kept by the Secretary/Treasurer of the student organization on class participation for each fund raiser and the money raised will be divided among the students who participated.
 - e. The supplies brought by each student for fund raisers will be returned to the student, unless prior arrangements have been made, i.e. signs, tables, drinks, baked goods, candy, garage sale items, decorations, flowers, balloons, Goodyear items, JC Penney Event, Walk-a-Thon items, car wash items, or any other fund raiser items.
 - f. Fund raising activities are conducted at Program Director's discretion, and may be canceled or rescheduled based on class display of teamwork and productivity.

C. Library Facilities

1. The Radiologic Technology library and Radiologic Technology storage room bookshelves are located in the Health Careers Library in Building 700. It is intended for use by all of the students. Books may be checked out with the Librarian. Videos and Library computers are scheduled according to availability. Refer to library guidelines posted in library. Library hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.
2. The students also have access to the Clinical Education Setting library facilities. The students are requested to conduct themselves as professionals when using these facilities.

D. Financial Aid

1. Financial aid is available to assist students with their financial needs to meet the costs of their education. The goal is to provide assistance to qualified students who would be unable to attend school without financial aid.
2. If financial assistance is needed, the student is advised to see the financial aid coordinator, Cheryl Rasmussen, building 100.

E. Laboratory

The program is equipped with an energized radiography unit and a non-energized radiography unit. The lab is equipped with a variety of phantoms for students to use. With the use of the phantoms and radiography equipment, students are able to practice their skills, further enabling them to gain competency within the clinical setting. Laboratory hours are 8:00 a.m. to 4:00 p.m. If students need access to the laboratory outside of the specified times, they may make arrangements with program faculty.

V. Graduation and Certification

A. Graduation

1. A student is eligible to graduate upon successful completion of the 22-month program. This includes:
 - a. A certificate of completion awarded at a graduation reception along with a pin, signifying clinical practice completion.
 - b. This certificate deems the student as registry eligible and qualifies them to sit for the American Registry of Radiologic Technologists.
2. It should be noted that the student must have all required fees paid in order to graduate.

B. Graduation Requirements

1. All course work completed with a minimum of 80% GPA.
2. In compliance with JRCERT and ARRT standards, all competencies required to sit for national certification completed.
3. All books, CDs, and computer disks have been returned to the Health Careers Librarian in satisfactory condition. (Once completed, books, CDs and computer disks cannot be checked out.)
4. All student information records, to include permanent address with phone number and place of employment address with immediate supervisor, if available, upon graduation.
5. Cleared outstanding debts or financial obligations with GPTC or Radiologic Technology Program, and with the Health Careers Secretary.
6. Cleared and cleaned locker as verified by Instructor.
7. Program exit surveys turned in to Health Careers Secretary.
8. All CTSO attire or instruments must be returned in good repair to the CTSO advisor.
9. All ID badges and dosimeter turned in, and dosimeter report picked up from Program Director.
10. Passing of 3 National Certification Preparation Exams.

C. Certification

1. Candidates for certification by the American Registry of Radiologic Technologists (ARRT) must be of good moral character. Generally, the conviction of either (1) a felony, or (2) any offense, misdemeanor or felony, indicates lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for registration if they have served their entire sentence, including probation and parole, and have had their civil rights restored.
2. The ARRT examination is administered following the submission of student application to the ARRT. The student will schedule time and date of their exam with the Sylvan Learning Center of their choice that administers the radiography exam.
3. The Program Director should be contacted for an application to sit for the ARRT examination and for application deadlines.
4. The fee for the ARRT examination is currently \$150.00 and is subject to change.

VI. Personal Non-Public Information Policy (PNPI)

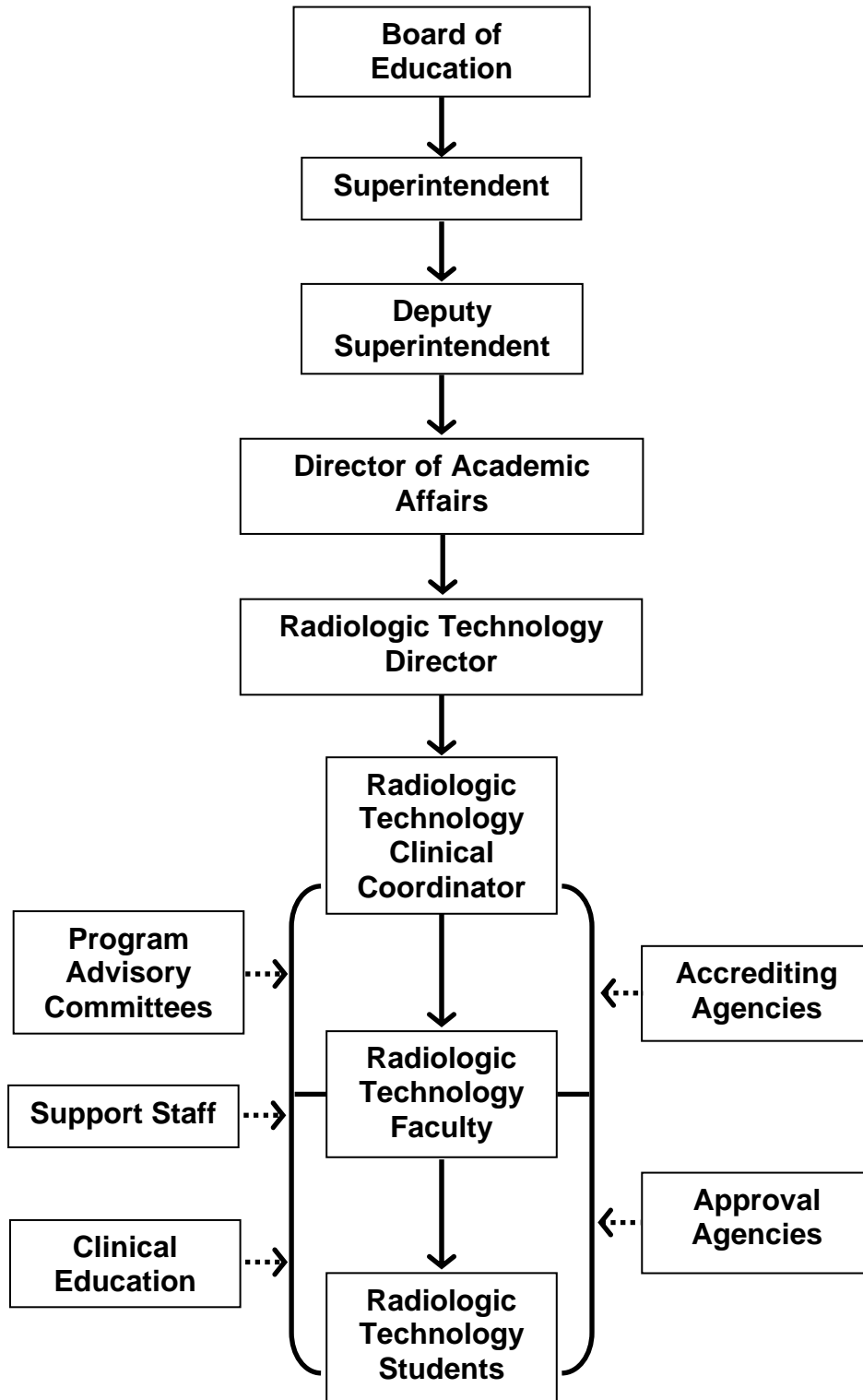
Every Radiologic Technology employee will comply with the following GPTC Personal Non-Public Information Policies:

1. File Cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
2. Do not leave PNPI out on desks when not at your workstations.
3. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday.
4. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
5. Effectively dispose of paper records by shredding all papers with PNPI when there is no longer a legal or business purpose for retaining the information.
6. When documents containing PNPI are discarded they will be shredded immediately or placed inside a locked cabinet or shred bin until shredded.
7. Any electronic PNPI must only be entered on a secure computer network.
8. Any electronic social security numbers stored on computers will be encrypted.

Policies and Procedures not addressed in the Radiologic Technology Handbook will be addressed in the GPTC Student Handbook, and students will adhere to those established institutional guidelines.

VII. Organizational Chart

**Radiologic Technology
Organizational Chart**



Authority \longrightarrow

Responsibility $\cdots\cdots\longrightarrow$

Communication exists between all connecting lines

Assessment Plan

GPTC RADIOLOGIC TECHNOLOGY ASSESSMENT PLAN

Mission Statement: The Great Plains Technology Center Radiologic Technology Program's mission is to prepare students to succeed in work and in life by helping them develop competitive workforce knowledge, skills and attitudes necessary for successful employment in the Radiologic Sciences.

Goals

1. The students will demonstrate judgment and communication skills necessary to effectively interact with patients and fellow health care professionals necessary for the practice of Radiologic Technology.				
Outcomes	Measurement Tool	Benchmark	Time Frame	Person/Group Responsible
1. Students will demonstrate problem-solving skills by identifying situations in which non-routine procedures are necessary.	1. Clinical Performance Evaluation, Number 11	1. \geq Average Rating	1. 2 nd and 5 th semesters	1. Clinical Instructors/ Coordinator
	2. Radiographic Procedures & Image Analysis III, Trauma Mobile Surgery Quiz	2. Average Score \geq 80%	2. 3 rd semester	2. Program Faculty
2. Students will demonstrate clinical performance by evaluating radiographs for diagnostic quality.	1. Clinical Proficiency Evaluation, Part II- Numbers 1-5	1. Average Score \geq 3 on 4 point scale	1. 2 nd and 5 th semesters	1. Program Faculty
	2. Radiographic Procedures and Imaging Analysis Course, Laboratory Simulation Quiz	2. Average Score \geq 80%	2. 4 th semester	2. Program Faculty
3. Students will communicate effectively with patients and health care professionals.	1. Clinical Performance Evaluation, Number 6	1. \geq Average Rating	1. 3 rd semester	1. Clinical Instructors/ Coordinator
	2. Patient Care in Radiologic Sciences Course, Communication Exam	2. Average Score \geq 80%.	2. 1 st semester	2. Program Faculty

2. The students will be competent in their knowledge and technical skills necessary for the practice of Radiologic Technology.				
Outcomes	Measurement Tool	Benchmark	Time Frame	Person/Group Responsible
1. Students will perform routine procedures.	1. Clinical Proficiency Evaluations	1. Average Score $\geq 80\%$	1. 2 nd and 5 th semesters	1. Program Faculty
	2. Radiologic Clinical Practice Course, Simulated Exam	2. Average Score $\geq 80\%$	2. 5 th semester	2. Clinical Coordinator
2. Students will demonstrate knowledge of equipment manipulation.	1. Imaging Equipment Course/Lab Evaluation	1. Average Score ≥ 3 on 5 point scale	1. 1 st semester	1. Program Faculty
	2. Radiologic Clinical Practice Course, Terminal Radiographic Equipment Manipulation Proficiency Evaluation	2. Average Score $\geq 80\%$	2. 5 th semester	2. Program Faculty
3. Students will demonstrate critical thinking skills by evaluating technical needs in radiographic examinations.	1. Clinical Performance Evaluation, Number 12	1. \geq Average Rating	1. 2 nd and 5 th semesters	1. Clinical Coordinator
	2. Clinical Proficiency Evaluation, Part 1-Numbers 1-12	2. Average Score ≥ 3 on 4 point scale	2. 4 th semester	2. Program Faculty

3. Students will exhibit professional ethics & attitude by demonstrating responsibility, concern, & integrity necessary for the practice of Radiologic Technology.				
Outcomes	Measurement Tool	Benchmark	Time Frame	Person/Group Responsible
1. Students will demonstrate professional conduct in classroom and clinical environment.	1. Employability Grades, Radiologic Clinical Practice Course & Anatomy Physiology Course	1. Average Score $\geq 80\%$	1. 1 st and 4 th semesters	1. Program Faculty
	2. Clinical Performance Evaluation, Number 9	2. \geq Average Rating	2. 2 nd and 5 th semesters	2. Clinical Coordinator
2. Students will demonstrate knowledge of HIPAA requirements and adhere to those requirements in clinical practice.	1. Ethics and Law in Radiologic Sciences Course, HIPAA Exam	1. Average score $\geq 80\%$	1. 1 st semester	1. Program Faculty
	2. Clinical Performance Evaluation, Number 3	2. \geq Average Rating	2. 2 nd and 5 th semesters	2. Clinical Coordinator
3. Students will be able to accept constructive criticism and apply new knowledge attained.	1. Clinical Performance Evaluation, Number 10	1. \geq Average Rating	1. 3 rd semester	1. Clinical Coordinator
	2. Clinical Proficiency Evaluation, Part III- Number 8	2. Average score ≥ 3 on 4 point scale	2. 4 th semester	2. Program Faculty

4. The program will graduate students with entry-level employment skills.				
Outcomes	Measurement Tool	Benchmark	Time Frame	Person/Group Responsible
1. Students will complete the program.	1.JRCERT Program Annual Report, Program Completion Rate	1. $\geq 75\%$	1. Every year	1. Program Director
	2. Institution Class Roster	2. $\geq 75\%$	2. 5 th semester	2. Program Director
2. Graduates will be adequately prepared to perform as entry-level practitioners.	1. Employer Survey, Part IV-Overall Rating	1. Of the returned surveys, average score ≥ 3 on a 5 point scale	1. Every other year / 6 months after graduation	1. Program Director
	2. Advisory Committee Meetings, Advisory Committee Members Graduate Adequate Preparation Validation	2. $\geq 90\%$ of Advisory Committee members stated yes	2. 1 st and 4 th semesters	2. Advisory Committee
3. Students/ Graduates will demonstrate preparedness to seek employment.	1. Career Preparation for Radiography Course, Professional Resume Writing / Portfolio Preparation Project	1. Average score $\geq 80\%$	1. 5 th semester	1. Program Faculty
	2. Student Follow-up Reports, Job Placement Rate/ Employment	2. $\geq 80\%$.	2. Every year	2. Program Director
4. Graduates will indicate that they were adequately prepared to perform as entry-level practitioners.	1. Graduates Survey, Part IV-Overall Rating	1. Of the returned surveys, average score ≥ 3 on a 5 point scale	1. Every other year / 6 months after graduation	1. Program Director
5. Graduates will pass the national certification exam.	1. ARRT Examination Reports, First Attempt Pass Rate	1. $\geq 75\%$	1. Every year / 6 months post graduation	1. Program Director

5. The program will provide opportunities to students for professional development and growth necessary for the practice of Radiologic Technology.

Outcomes	Measurement Tool	Benchmark	Time Frame	Person/Group Responsible
1. Students will research professional development opportunities.	1. Career Preparation for Radiography Course/Advanced Imaging/Final Research Project Presentation	1. Average score $\geq 80\%$	1. 5 th semester	1. Program Faculty
	2. Fundamentals of Radiological Sciences and Health Care Human Diversity Exam	2. Average score $\geq 80\%$	2. 1 st semester	2. Program Faculty
2. Students/ Graduates will explore professional growth opportunities.	1. Radiologic Clinical Practice, Limited Specialty Achievement	1. Average score $\geq 80\%$	1. 5 th semester	1. Clinical Staff
	2. Graduate Surveys, Behavioral Skills- Number 7	2. Of the returned surveys $\geq 80\%$ indicate yes	2. Every year/ 6 months post graduation	2. Program Director
3. Students will demonstrate professional behavior in the clinical setting.	1. Clinical Performance Evaluations, Number 2	1. \geq Average Rating	1. 2 nd and 5 th semesters	1. Program Faculty
	2. Clinical Proficiency Evaluations, Part II- Numbers 1-8	2. Average score ≥ 3 on a 4 point scale	2. 2 nd and 5 th semesters	2. Program Faculty

GREAT PLAINS

Technology Center

Radiologic Technology Student Statement of Understanding

I, _____, hereby certify that I have read the Radiologic Technology Program Handbook and have had the opportunity to ask questions. As a condition of my enrollment in the school, I agree to comply with the high standards and rules set forth therein. Failure to comply with the policies may result in disciplinary action and/or dismissal from the program.

**The Radiologic Technology Student Handbook will supersede the Great Plains Technology Student Handbook in areas of conflicting policies.*

Student Signature _____

Date _____

Program Director _____

Date _____

Clinical Coordinator _____

Date _____

Instructor _____

Date _____

Instructor _____

Date _____

This handbook has been approved by the Great Plains Technology Center Board of Education, June 2011, for the 2011-2012 school years.