



# **Pinehurst, North Carolina RADIOGRAPHY PROGRAM**



# **STUDENT POLICY AND PROCEDURE HANDBOOK**

Updated May 2024

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## **Radiography Program Overview**

The Sandhills Community College Radiography curriculum is five (5) semesters in length. The program combines intensive didactic coursework with practical clinical experience in hospitals and other types of healthcare facilities. The program's total number of credit hours is 74.

Upon successful completion of all curriculum requirements, the student will be awarded an Associate in Applied Science Degree in Radiography. The graduate will then be eligible to apply to take the national registry examination given by the American Registry of Radiologic Technologists (ARRT). Once the graduate passes the ARRT registry examination, then he/she may receive certification as a registered radiologic technologist.

## **Radiography Program Mission**

The mission of the Radiography Program is to prepare caregivers of the highest quality for radiography positions in healthcare facilities.

## **Radiography Program Goals**

**Goal 1: Graduates will become knowledgeable, clinically competent radiographers**

remain accredited by their organization. A listing of the most recent standards can be viewed [here](#) These

## **Student Conduct**

All students enrolled at Sandhills Community College are expected to conduct themselves as responsible

## ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

Therefore, in the practice of the profession, we accept the following principles:

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in

Laptop/Computer, Web Cam, Microphone, and speakers are required for the program. Because the Radiography Program is a rigorous program, students are expected to attend class daily and on time, prepare themselves for the upcoming lecture, and actively participate in class. The Radiography Program can provide the tools necessary to be successful; however, students are ultimately responsible for their success.

## **Clinical Requirements and Clearance**

Each student is required to acquire and maintain all records required for clinical education. All requirements must be completed by the due date set by the Clinical Coordinator prior to entering the program. The Clinical Coordinator will release student names who need to be approved for clinical education at this time. Clinical sites reserve the right to accept or deny a student from entering their clinical site for any reason. Students who are denied access to any clinical site for any reason will be ineligible to enter and complete clinical education at any clinical site. Ineligibility to complete clinical education will mean the student is unable to complete the program objectives and therefore, unable to progress or complete the program.

## **Criminal Background Check and Drug Screen**

Each student must successfully complete a Criminal Background Check and Drug Screen by CastleBranch to be eligible to participate in clinical education. The Clinical Coordinator will distribute instructions and contact information for CastleBranch; however, the acquisition, submission, and maintenance of information are the responsibility of the student. Students recycling into the program will be required to complete an additional background and drug screen check. Clinical sites may request a drug screen to be performed at any time they suspect abuse of drugs of any kind.

## **Clinical Immunizations**

Each student must acquire and maintain specific mandatory immunizations throughout the length of the program to be eligible to participate in clinical education. Documentation of these immunizations must be submitted to CastleBranch, CB Bridges, and Rotation Manager. The Clinical Coordinator will distribute instructions and contact information for each; however, the acquisition, submission, and maintenance of information are the responsibility of the student.

## **Covid Vaccination**

Sandhills Community College does not currently require students to acquire the COVID vaccination, but



## **AHA BLS Certification**

Each student must acquire and maintain American Heart Association BLS (Basic Life Support) for Healthcare

## **TECHNICAL STANDARDS FOR ACCEPTANCE TO THE RADIOGRAPHY PROGRAM**

The Mission of the Radiography Program is to prepare caregivers of the highest quality for radiography positions in healthcare facilities. The Radiography program prepares students to think critically and practice patient care competently and compassionately in a number of clinical settings. This care requires teamwork and collaboration with other healthcare professionals in rapidly changing environments. Radiographers use communication, evidence-based practice, professionalism, ethics, and safety in the delivery of radiation and patient care in healthcare facilities throughout the community.

Pre-Radiography and Radiography student behaviors/attitudes contrary to SCC Core Values, the Radiography Technical Standards, and/or SCC Student Code of Conduct in the classroom, lab, clinical, campus or related college events may be addressed by Radiography faculty via a Report of Student Progress and/or by the Dean of Student Services. Depending on the gravity, a single incident could result in withdrawal from the course and/or program dismissal. Noncompliance with recommendations on the Report of Student Progress could result in course withdrawal (WF) or program dismissal.

The radiography curriculum requires certain functional abilities to deliver safe and effective patient care. Therefore, the faculty has determined that the following technical standards and skills are essential for admission, progression, and graduation from the radiography program.

### Communication

1. Sufficient skills to communicate effectively (with accuracy and clarity) and sensitively with patients, family members and other members of the health care team, including speaking, hearing, reading, writing, and computer literacy.
2. Sufficient skills to convey or exchange information at a level allowing development of a health history, identifying problems, and explaining exam information.
3. Sufficient skills to communicate in ways that are safe and not unduly alarming to patients, family members and other members of the health care team.

Examples of relevant activities:

Give verbal directions to or follow verbal directions from others and participate in group discussions in the class, simulation/lab and clinical.

Develop rapport with patients and their family members.

Talk to the patient to communicate and instruct the patient concerning the type of examination and ways in which the patient will need to cooperate with the technologist.

Elicit and record information about patient health history.

Provide the healthcare team verbal and written communication regarding patient status.

Hear a patient talk, whether in the room with the patient or in the control booth.

See the patient to assess the patient's needs and to ensure that the patient remains in the correct position before making a radiographic exposure.

### Cognitive, Conceptual and Quantitative Skills

1. Sufficient skills to read and understand written documents in English.
2. Sufficient skills in problem solving including measurements, calculation, reasoning, analysis and synthesis.

Accurately read labels on contrast media vials or other medications.

Accurately measure and draw up sterile contrast media or other solutions without contaminating the syringe and/or needle.

Read and interpret physician orders for radiography procedures.

clinical, simulation/lab and classroom.  
Willingness to care for patients with communicable diseases.

Sensory/ Observation Skills

1. Sufficient skills to observe and learn from demonstrations in the basic science laboratory courses, in the clinical skill laboratory, and from demonstrations in the patient care areas.
2. Sufficient skills to perform health assessments and interventions; observe diagnostic specimens and reports; and obtain information from digital, analog and waveform representations of physiologic phenomena to determine a client’s condition.
3. Sufficient skills to observe and learn using computerized and highly technical learning environments in the simulation/skill laboratory and demonstrations in patient care areas.

Examples of relevant activities:

Visual - To draw up the correct quantity of medication in a syringe; or detect changes in skin color or condition; or detect changes in waveforms and numerical readings on monitors.

Auditory – To detect sounds related to bodily functions using a stethoscope or to detect audible alarms generated by mechanical systems used to monitor patient condition and radiation safety.

Tactile – To detect appropriate anatomical landmarks for radiographic positioning and anatomical abnormalities, such as edema or small nodules.

April 2010; Revised March 2019, April 2024

Student Name (Printed)\_\_\_\_\_Date\_\_\_\_\_

Student Name (Signature)\_\_\_\_\_Date\_\_\_\_\_



car. It is recommended that students leave dosimeters with other clinical supplies in an easy to find area (ex. dresser).

Dosimeters will be changed every three months. The quarterly radiation report will be posted so that students will be aware of the exposure they are receiving. Each student must initial their individual report. In addition, the program coordinator will email quarterly individual radiation reports for students to file in their records. Employers who require student technologists to supply educational radiation dose reports will be required to contact the student employee for their report. If a student is employed as a student technologist, they will be issued a separate dosimeter from their employer. A student should never wear their SCC issued student dosimeter while clocked in on work hours or job shadowing activities that are not program related.

Any lost dosimeter must be reported at once to the Program Coordinator and Clinical Coordinator. Students will not be allowed to enter clinical without their student dosimeter. All missed days due to the loss of a dosimeter must be made up at a later date. It is the student's responsibility to see the Clinical Coordinator to schedule the make-up days. All costs associated with replacing a lost dosimeter will be at the student's expense.

The dosimeters, with holders, must be returned to the program upon withdrawing from the program or graduating.

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documented, and the student will be counseled about safe radiation protection practices. Any student who

good conduct is required when operating the unit. Should an injury occur, please report it to the instructor at



## Program Costs

Tuition is established by the State Board of Community Colleges and North Carolina General Assembly and is subject to change without notice. A list of the estimated cost for the Radiography Program can be found in Attachment B of this document and the Radiography webpage.

## Didactic Attendance Policy

Students are expected to attend all classroom and laboratory sessions. At the beginning of each semester, the student will be notified as to attendance expectations for each class. The student will be responsible for making up any work missed during a class or lab session. Excused laboratory absences will be made up at the discretion of the instructor.

Unsatisfactory attendance will adversely affect credit for the class. **Unexcused absences more than ten percent (10%) of the total contact hours for a course will drop the final grade by one letter grade.** All doctor's and dentist's appointments other than emergencies may be considered unexcused.

Promptness is expected in both class and lab sessions. Tardiness beyond five minutes may constitute a tardy. A total of three tardies will constitute one hour of absence.

Students who are absent for two consecutive weeks from any course will be withdrawn from the course in accordance with the college's withdrawal procedures. Due to pre-requisite and co-requisite requirements, the student will be unable to complete the program.

## Death in a Student's Family

A student may utilize up to three consecutive leave days without penalty in the event of a death in the student's immediate family. It is the student's responsibility to communicate with the Program Coordinator and the Clinical Coordinator to request this consideration.

## Homework Policy

The student will be responsible for all homework assignments. If the student is absent, he/she should contact the instructor for any assignments that were made on the day of the absence. All homework assignments should be completed on an individual basis. Late assignments may or may not be accepted. Please refer to the course syllabus for course specific late policies.

## Course Exam and Final Exam Policy

Students will place all personal items except pencil or pen and calculator needed for exam in book bags. Graphing calculators and cell phone calculators are not allowed to be used for any exams. Smart watches are also disallowed from use during exams. All book bags and personal items will be placed along the classroom wall as the instructor advises.

In correlation with the Sandhills Community College's final exam policy, all final exams for all RAD courses

## Electronic Device Policy

Cell phones must be silenced and put away during all classes. If the student must use their phone to address an emergency, they must exit the classroom quietly and the time is reflected as any other missed class time.

Electronic devices including cell phones, laptops, and iPads are not allowed in the clinical setting. All electronic devices must be left in student lockers and may be checked during breaks, if necessary. The hospital department numbers may be used to receive emergency phone calls only.

Students are not allowed to obtain photographs or video footage of any kind during clinical rotations, or on clinic site grounds. Violation of this policy is a demonstration of unprofessional conduct.

## Social Media Policy

This policy refers to communication using text, email, and social networking sites including but not limited to: Facebook, Twitter, Snapchat, Instagram, Yahoo, YouTube, blogs, Wikipedia, college electronic communication systems, and texting. Student or Faculty communication that may come under scrutiny can occur either internally or external to Sandhills Community College or its associated websites. Disregard for this policy may result in disciplinary action including but not limited to dismissal from the Radiography Program.

The Radiography Program faculty believes that social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of Sandhills Community College, students are encouraged to use the social networking sites for the development and maintenance of healthy collegial relationships. However, students should be conscious and careful when using social media as there is currently no way to erase digital content and inappropriate use can diminish your personal reputation as well-1 (i)-2 (o3 (ol)-2 (1)8 rpitylut5aluran dintputv (t)-2 (us)-1ttudents dH 1di Pepfu3A (unA (uni8b6 ( (s)-)f(t)-2 )TJT\*(c)A (unR)-3unR)-3un 8-2



If a student wishes to change from one instructional program to another, the advisor will refer the student to a counselor. The counselor will then work with the student to secure a program change within guidelines of the program placement policies of the college.

## **Radiography Program Readmission**

### Re-entry Eligibility

If a student has had a course failure, received less than a C in a required General Education course for that designated semester, or has withdrawn from the program during the first semester of the program,

As students progress, higher levels of patient interaction develop, as well as positioning and technique skills. The clinical schedule provides each student with rotations to enhance learning in these higher skilled areas. These rotations concentrate on fluoroscopy, routine, trauma, mobile, operating room, contrast studies, and digital radiography, along with possible alternate shifts and advanced imaging rotations.

First year students are under close and direct supervision of registered technologists, clinical instructors, or the clinical coordinator. At no time is a student permitted to function in the total absence of supervision or to pass radiographs. The level of supervision is adapted to the individual level of competence. Direct supervision is always required when repeat exposure is needed, during mobile radiography procedures, or during operating room procedures.

Venipuncture and intravenous contrast injections may only be performed after the appropriate classroom and skills laboratory training – and must always be directly supervised.

Student progress is evaluated using clinical competency evaluations, clinical coordinator evaluations, input from supervising technologists, clinical testing, and image critiques.

## **Clinical Assignments**

The clinical phase of the program is designed to provide the student with a structured clinical experience. Clinical rotation schedules provide the student with a wide variety of imaging procedures and equipment. Schedules are distributed at the beginning of each semester. Re-assignment at a clinical site may be necessary due to the workflow, staffing, equipment malfunction, etc. Re-assignment is at the discretion of the diagnostic supervisor and or the Clinical Coordinator. Clinical assignments are subject to change. Students may or may not have prior notice of a schedule change. Schedule changes are sometimes out of the Clinical Coordinators control and must be changed last minute to accommodate needs at a clinical site. Students are expected to comply with all hospital policies. The hospital policy manual is available in the clinical setting for review by the student.

In addition, the hospitals, by contractual agreement, reserve the right to refuse students access to their facilities for cause, or for no cause. Students denied access from any one clinical site may not attend clinical at any clinical site and therefore, will be unable to complete the program.

Clinical assignments will be scheduled primarily between the hours of 5:00 AM and 7:00 PM, on weekdays. To meet the clinical objectives, evening and/or weekend clinical experiences may be utilized. As mandated by the JRCERT, clinical hours may not exceed 10 hours per day.

Students will be expected to travel to a variety of clinical site locations and are responsible for all travel expenses related to these clinical rotations. Clinical schedules will not be modified due to student's job, daycare, family responsibilities, geographic location, etc.

Students employed by the hospital imaging departments cannot substitute "job" hours for clinical hours. Radiographic examinations performed during "job" hours will not count toward clinical competency requirements. Meeting the program's requirements takes precedence over any outside commitments (vacations, jobs, etc.).

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## Clinical Attendance

Due to the importance of clinical education, students are expected to attend all clinical sessions. Specific information concerning clinical absence is detailed in each clinical course syllabus.

Students are expected to notify the instructor when any absence is anticipated or occurs. Extreme cases involving medical emergencies, court appearance, or death in the immediate family will be dealt with on a case-by-case basis. It is the student's responsibility to contact the clinical coordinator and request a conference.

Early morning, afternoon, weekends, and evening hours may be used for clinical education. It is imperative that students be punctual for these assignments. Tardiness is unacceptable. To properly document clinical attendance, each student must sign in and out on an attendance roster located on Trajecsys. If a student is unable to access Trajecsys, they are required to use the timesheet provided by the Clinical Coordinator. This timesheet should be filled out and signed by a technologist at the clinical site on the date of occurrence. After the date of occurrence, the timesheet should be submitted to the Clinical Coordinator on the next date they are on SCC campus. The timesheet can also be found on each clinical Moodle course. After checking in, the student should report to their assigned area and prepare for the day. Each student is responsible for every exam that occurs in his or her room unless properly relieved by the instructor. Students may not leave their assigned area without the permission of a site technologist or SCC instructor.

The following will invalidate clinical hours:

1. not signing in at correct time, or site.
2. having someone else sign in or out for you.
3. using a cellphone or other mobile device to sign in or out.
4. falsifying attendance record by deliberately providing incorrect times and/or dates.

**Tardiness** – Tardiness is defined as being absent from clinical after the scheduled time of arrival. A student is counted absent after one hour past the scheduled time of arrival.

**Absence** – An absence is defined as not reporting within 1 hour of the scheduled time of arrival.

If the student is absent from clinical, he/she will be responsible for the following:

1. The student must personally notify the clinical faculty of an absence. Notification must occur by the time that attendance is expected. Please speak with the lead technologist if possible, and do not leave a voice mail. Failure to notify the appropriate clinical site representative will be reflected in the student's final clinical grade.
2. The student must also notify the Clinical Coordinator in the event of an absence prior to the time attendance is expected. The Clinical Coordinator should be notified by email. Failure to notify the appropriate clinical faculty member will be reflected in the student's final clinical grade.

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## **Clinical Appearance Code**

The faculty or instructors have the prerogative of not allowing a student in the clinical area if the student does not meet the required standard.

1. All students shall wear the designated uniform. All clinical attire shall be clean, neat, and without wrinkles.
2. All students shall wear clean, polished black clinical shoes, or professional all black athletic shoes. Open toe shoes, sandals, or canvas tennis shoes are not permitted. If socks are visible, all black socks should be worn. At no time should unprofessional colored or printed socks be worn.



## Clinical Supervision Policy

**Direct Supervision** Until a student achieves and documents competency on any given radiographic examination, all clinical assignments shall be carried out under the direct supervision of registered radiologic technologists. The parameters of direct supervision are outlined as follows:

1. A registered technologist must review the request to determine if the student is capable of performing the exam with reasonable success. (Dependent upon student's competency level.)
2. A registered technologist must also determine whether or not the condition of the patient cont.004 Tc 0.004 Tw 0.18

## Clinical Competency

The ARRT provides a list of all examinations which must be evaluated for competence in clinical education. While the Clinical Coordinator maintains competency records, the attainment of competency examinations and maintenance of associated clinical records is ultimately the responsibility of the radiography students enrolled in the program. The course syllabus for each clinical course gives specific details concerning which competencies must be performed in each period of time. Out of the required assigned competencies each semester, students are required to complete the minimum number of competencies to progress to the next semester, regardless of the course grade.

The ARRT mandates that students are required to complete a minimum of 36 mandatory competency exams. These are signified by the “M” next to them. Students are also required to obtain 15 of the 34 electives exams on the competency checklist. These are signified with an “E” next to them. Additionally, students are also required to complete 10 mandatory general patient care activities listed at the end of the competency checklist. Students must complete these 61 competencies in order to graduate from the Radiography program and to be eligible to apply to sit for the ARRT Registry Exam.

Competency exams may only be performed once the student has practiced the material in the lab and in the clinical setting.

When attempting a competency examination, it is the responsibility of the student to procure the patient and notify the clinical instructor. The clinical instructor will determine whether the patient is a good candidate for the student to attempt a competency. The examination is graded on a weighted scale, according to the clinical competency objectives. A predetermined number of satisfactorily completed competencies are required each semester to progress to the next semester. If the student fails the competency, he or she should review, practice, and attempt the examination again. The evaluator must be satisfied that the student has met all the objectives. In clinical settings not using Trajecsyst, a copy of the competency evaluation form should be available for the instructor prior to attempting the examination. A more detailed explanation of the competency procedure will be included in each clinical syllabus.

Students are encouraged to continue to gain experience by performing examinations even though they have passed the competency. Any student lacking the clinical competency requirements at the end of the fifth semester does not meet the requirements for passing the course. Satisfactory completion of competency evaluations fulfills one of the requirements for clinical performance.

## Health Insurance Portability and Accountability Act (HIPAA) Policy

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at Sandhills Community College’s Department of Health Sciences and the affiliated clinical facilities, whether the information is electronic, paper, or spoken.

In accordance with HIPAA, the Radiography Program has implemented and provides training for students within their clinical orientation, and didactic education. All students are required to observe these regulations and be in compliance in all aspects of their academic education, both didactic and clinical. Regulations specific to the clinical environment include, but are not limited to:

- Taking any photos or video on clinical site property
- Discussing patient cases in public areas

Communicating information about clinical outside of academic use

Transmitting by way of any electronic media (texting, social media, etc.) any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or

Once the student has completed the patient images, a registered technologist (site employee or SCC Adjunct Clinical Instructor) is required to approve and send images from the radiography work console to PACS. Completed documentation will be given to the site technologist who will complete data entry in HIS/RIS systems. If a SCC Adjunct Clinical Instructor approves the images, he/she must document his/her name as the technologist who approved the images. Students may observe site technologists during data entry in HIS/RIS systems.





## **Mammography Rotation Policy**

It is the policy of the Sandhills Community College Radiography Program to offer every learning opportunity possible to its students. As such, students who are interested in observing and/or performing breast imaging, may request to rotate there during their fifth semester of clinical education. All students, regardless of sex, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to females only. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures.

The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students. This policy regarding student clinical rotations in mammography is based on the rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

## **Pregnancy Policy**

The Radiography program educates students about the hazards of radiation and the importance of proper radiation protection methods prior to their rotations at the clinical affiliates. This action is taken to minimize the radiation exposure of all students and to comply with the ALARA (As Low As Reasonably Achievable) principle.

In accordance with Objective 5.1 of the Joint Review Committee on Education in Radiographic Technology (JRCERT) Standards for an Accredited Educational Program in Radiologic Sciences, and regulations of the Nuclear Regulatory Commission, the following policy exists concerning pregnant Radiography students.

Students are not required to disclose pregnancy during enrollment within the radiography program. It is





## **Severe Weather Policy and Procedure**

Whenever inclement weather conditions exist and create

## ATTACHMENT A

### Book List 2024

<b>Semester</b>	<b>Course</b>	<b>Author</b>	<b>Textbook</b>	<b>Edition</b>	<b>ISBN &amp; Cost</b>
1 <sup>st</sup> Fall	RAD 110	Adler, Carlton, & Stewart	Introduction To Radiologic Imaging Sciences & Patient Care	8 <sup>th</sup> edition	ISBN 978-0323872201 \$105.00

## ATTACHMENT B

### Radiography Program Estimated Costs

#### Radiography Program Length (5 Semesters)

	Estimated Cost
Tuition & Fees (74 Credit hours) including: Trajecsys Clinical Tracking, Medical Document Manager, Malpractice Insurance, Lead Markers, Dosimetry)	\$6,395.00
Books (estimate)	\$1,600.00
Laptop/Computer, Web Cam, Microphone, and Speakers	\$1000.00
Background Check/Drug Screen Fee	\$108.00
2 Clinical Uniforms (including 1 jacket)	\$160.00
Clinical Shoes	\$120.00
CB Bridges Fee for FirstHealth	\$40.00
CCH Rotation Manager Fee (annually)	\$48.00
Clover Learning Subscription	\$263.00
Calculator (Common & Natural logs, trig, $x^2$ )	\$15.00

## Sandhills Community College Student Governance Statements

This page is a summary for students of various policies and services listed in the Sandhills Community College General Catalog. Revised January 2023 per Senior Vice President of Academic Affairs and Institutional Planning.

**Academic Honesty.** The college believes that the pursuit of knowledge requires honesty. Students are expected to act appropriately and deal honestly in all aspects of their interactions with the college and their academic work. The college will not tolerate dishonest acts such as copying the work of another; using unauthorized help, books, notes, or electronic devices on examinations or projects; or intentionally representing the work of another as one's own without proper reference (plagiarism). The consequences of academic dishonesty may vary according to circumstances. Actions that could be taken include, but are not limited to, the following: a failing grade for the work involved, failure in the course, or removal from the course. For additional information, please read "Academic Honesty" in the General Catalog.

**Accommodations for Students with Disabilities.** The college strives to provide an equal educational opportunity to all in compliance with college policy and federal law. In order for us to help you meet your educational goals and help you move toward success as a student at Sandhills Community College, students requesting services must self-identify by contacting the Office of Disability Services in 120 Stone Hall or visiting the Disability Services web pages for more information.

**Annual Security Report.** To comply with federal laws the college provides information about serious crimes that have occurred on campus during the last three years. Copies of the Campus Crime Statistics Report and Annual Security Report may be obtained by contacting the main campus switchboard (910.692.6185) or the director of the Hoke Center (910.875.8589). The information can also be found on the college's Safety & Security web pages.

**Attendance.** Because the College realizes that academic success is tied to regular attendance, students are expected to attend all

intellectual property rights of the faculty, staff and students of the College. This policy and its supporting procedures are located in the General Catalog.

**2020-2021 Annual Public Notice of Nondiscrimination.** Admission to Sandhills Community College is open to any individual who meets the institution's open admissions policy. Applicants for admission or employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Sandhills are hereby notified that this institution is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or parental status, religion, age,

**Sandhills Community College**  
**Radiography Program Handbook Acknowledgement**

By signing below, I acknowledge the following:

1. I have been provided with a copy of the Sandhills Community College Radiography Program Student Policy and Procedure Handbook.
2. Radiography Program Faculty have explained the Sandhills Community College Radiography Program Student Policy and Procedure Handbook to me.
- 3.