

2022-2023

**A.S. In Radiography
Student Handbook**



Associate in Science in Radiography

Student Handbook 2022-2023

Northwest Florida State College
Associate in Science in Radiography
100 College Boulevard Niceville, Florida 32578
Phone 850.729.6400 • Fax 850.729.6484

Revised 2013/2014/2015/2016/2017/2018/2019/2020/2021/2022

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, gender identity, sexual orientation, marital status, disability, or age in programs or activities, in its employment practices, or in the admission and treatment of students in its programs or activities. If you have questions regarding compliance with the College's nondiscrimination policy or a complaint regarding harassment or discrimination, please contact the College's Equity Coordinator:

Robert Mackey

Executive Director of Human Resources, Equity Coordinator
100 College Blvd. East
Niceville, FL. 32578
BLDG 310
Phone: (850) 729-5337
Email: mackeyr@nwfsc.edu

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq.) and its implementing regulations ([34 C.F.R. part 106](#)) prohibit and are designed to eliminate discrimination on the basis of sex in education programs or activities that receive federal financial assistance. The requirement not to discriminate in education programs or activities extends to admission and employment. Discrimination on the basis of sex includes, but is not limited to, sex-based harassment that is sufficiently serious to deny or limit an individual's ability to participate in or benefit from the program at issue. Examples of sex-based harassment include sexual harassment, sexual violence, and gender-based harassment. Northwest Florida State College complies with all aspects of Title IX and other federal and state laws regarding non-discrimination.

If you have questions regarding compliance with Title IX or if you have a complaint regarding sexual harassment or sexual violence, please contact the College's Title IX Coordinator:

Jessica Holley-Guiles

HR Specialist, Title IX Coordinator
100 College Blvd. East, Niceville, FL
32578 Building 310
Phone: (850) 729-5365
Email: holleyj4@nwfsc.edu

To read the College's Title IX procedure, [click here](#).

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic test of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

TABLE OF CONTENTS

Welcome Letter	6
Introduction	7
Accreditation	7
JRCERT Six Program Standards	8
JRCERT Reporting Allegations – From the JRCERT website	8
American Registry of Radiologic Technologists (ARRT)	9
ARRT Code of Ethics – NWF State College Radiography Student Radiographers	9
American Society of Radiologic Technologists (ASRT)	10
Northwest Florida State College Mission and Values	10
Northwest Florida State College Radiography Program Mission	10
Radiography Program Outcomes	10
Program Effectiveness	10
Student Learning Outcome Assessment Tools/Schedule 2021-2024	11
Transfer Admissions Process and Requirements	12
Readmission Process	12
Program Advisory Board	12
Radiography Program Contact List	14
Clinic Sites	15
NWF State College Radiography Program Organizational Chart	16
NWF State College Academic Affairs Organizational Chart	16
Grievance Process	16
Radiography Student Complaint	16
Student Rights/Responsibilities	17
Disability Support Services	17
Cell Phones and Other Communication Devices	17
College and Student Handbook	18
State and National, Clinical and College Guidelines	18
Background Checks	18
Legal Responsibilities	18
Essential functions and Performance Standards for the Radiography Course of Study	19
Communication	19
Mobility	19
Motor Skills	19
Physical Strength and Stamina	19
Hearing	19
Tactile	19
Critical, Logical and Analytical Thinking	20
Computer Literacy	20
Interpersonal Skills	20
Program of Study	20
Radiography Course Plan (Total 57 Core Credits, 77 Total Credits)	20
Approximate Costs	21
Purchases	21
Energized Lab on Campus	21

Emergency Closing	21
Student Faculty Communication	21
Grading Policy	22
Radiography Program Academic Standards	22
Academic Requirements	22
Incomplete	22
Student Success Navigation	23
Program Expectation Policies	23
Professional Behavior	23
Demonstrate Dependability and Punctuality	23
Work Effectively and Respectfully in the Clinical Setting	23
Work Effectively and Respectfully with Peers/Instructors Demonstrating Mature Communication Skills	23
Assume Responsibility for Personal/Professional Growth and Learning	23
Attendance Policy – Classroom	24
Sample Attendance Policy	24
Academic Resources	24
Faculty Offices	25
Clinical Requirements	26
CastleBranch	26
Trajecsys	27
Clinical Education	28
Clinical Ratios	28
Clinical Orientation	28
Clinical Placement	29
Transportation	29
Clinical Rotations	29
Clinical Hours	29
Clinical Conferences	29
Program Competency Sequence	29
Classroom	29
Laboratory	29
Clinical Participation	30
Clinical Competency	30
Clinical Competency	31
Clinical Supervision and Observation Policy	31
Direct Supervision	32
Indirect Supervision	32
Repeat Radiography Policy	32
Clinical Simulation Policy	32
Observation Expectations	33
Clinical Appearance Policy	33
Clinical Appearance	33
Clinical Attire	33
Dress Code	33
Other Dress Code Considerations	35
Clinical Attendance Policy	35

Other Clinical Considerations	36
Clinical Health Policy – Health Requirements	36
MMR (Measles, Mumps and Rubella)	37
10-Panel Drug Screen	37
Personal Assumption of Responsibility for Disease and/or Injury	38
Sudden Illness or Exposure to Communicable Disease	38
Accident	38
Illness	38
Substance Use and/or Abuse	38
Health Services/Campus Safety	39
Cardiopulmonary Resuscitation (CPR) Certification	39
Documentation of Health and Safety Requirements	39
Critical Incident Policy	39
Clinical Orientation Policy	41
Smoking Policy	41
Radiation Safety Policy	41
Radiation Protection Best Practices – Student	43
Radiation Protection Best Practices – Patient	44
Pregnancy Policy – Student	45
Declaration of Pregnancy Document	47
Withdrawal of Pregnancy Declaration Document	47
Safety Rules for Clinical Practice	48
MRI Safety Policy	48
Certification Procedures	49
Forms	
Handbook Acknowledgement Form	51
NWF State College Radiography Program HIPAA Policy	52
Release of Information	53
Permission to Use Photographs and/or Other Personal Information	54
MRI Safety Document	55
Equal Opportunity Data	56
Health Screening Questionnaire for History of Positive TB Skin Test	57
Hepatitis B Vaccine Declination – Optional	58
Health Certificate	59
Student Check List	65

Welcome Letter

To the Prospective Student, or the Incoming Radiography Student:

We are pleased that you are considering becoming a student in the Radiography Program at Northwest Florida State College (NWFSC). If you have already been accepted to the program, we congratulate and welcome you. We are very proud of the program and the achievements of its' graduates. As a new radiography student (or as you consider becoming one) we hope to assist you in becoming a highly competent radiographer. We use the word “assist” to help you understand that you are responsible for successfully completing the six-semester program, as well as passing the American Registry of Radiologic Technology (ARRT) examination. This Handbook has been written to provide you with program guidelines and helpful information. **Please note: The policies and procedures contained within this document are only applicable to students matriculated into the Radiography Program.**

Since this experience will probably be a very different learning experience than any you have encountered before, we expect that you will become familiar with all College, and program policies. These policies encompass the professional, clinical, and academic behaviors that are to be explicitly followed. It is your responsibility to become knowledgeable of the contents within this Handbook. You will sign a statement (handbook agreement) verifying that you do understand the contents of the Handbook, and that you do agree to abide by the guidelines set forth within.

That form will be retained for the duration of your participation in the program. As such, this handbook has not been written to replace the Student Code of Conduct, The College Catalog, the Procedures and Policies Manual, or any other official college document. It is to be considered a supplement to those documents. All Radiography students are subject to the current rules and regulations set forth by NWFSC, as well as the contents of this handbook.

During your radiography education, the program faculty will strive to prepare you to become a professional radiographer who is eligible to sit for the national certification examination. However, graduation does not guarantee passage of the exam nor does it guarantee you will find local employment as a radiographer. This health care career program is one which takes much time and dedication on your part. Realizing this, we would like to wish you all success as you make a commitment to yourselves, and this course of study, for the next two years. Also, let us offer our assistance in helping you make these upcoming years fulfilling ones. We believe that your graduation from this program and your successful career in the field will be the reward for all of your efforts.

Sincerely,

Grace Stewart

Grace Stewart, M.L.S., ARRT RT(R)(CT)
Program Director

Daphnie Cottrill

Daphnie Cottrill, M.B.A., ARRT RT(R)(CT)(MR)
Clinical Coordinator

Introduction

The Radiography program is a sequence of courses that prepares students for employment in imaging departments and related businesses and industries. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction to develop skills necessary for successful employment. This training also emphasizes the “soft skills” necessary to be a successful radiographer.

Program graduates receive an Associates of Science in Radiography degree, have the qualifications of an entry level radiographer and are eligible to apply for the radiography certification examination of the American Registry of Radiologic Technologists (ARRT). The school reserves the right to refuse any student participation in this examination on the basis of unsatisfactory scholastic or clinical achievement and/or poor attendance.

The program is 6 semesters in length and includes didactic and clinical courses. Clinical rotations are completed at various clinical education sites. The staff and administration of the clinical affiliates provide support and assistance in maintaining the quality of the educational program.

Information in this handbook is subject to change. Students will be informed of these changes as they occur.

Accreditation

Northwest Florida State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC). The radiography curriculum is based on the curriculum published by the American Society of Radiologic Technologists (ASRT) and the Florida Department of Education (FLDOE), which has recently adopted the ASRT Curriculum frameworks. A copy of

these documents may be found in the Radiography Program Director’s Office or online. Any student, who satisfactorily completes the training program and other courses necessary and is recommended by the Program Director, is eligible to take the certifying examination of the ARRT. The requirements for the ARRT exam can be found at <https://www.arrt.org/arrt-reference-documents/by-document-type/handbooks>.

Additionally, Northwest Florida State College was awarded national programmatic accreditation from the Joint Review Commission on Education in Radiologic Technology (JRCERT). More information about JRCERT accreditation can be found at: The Joint Review Committee on Education in Radiologic Technology 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182. Phone: 312-704-5300. www.jrcert.org.

JRCERT “Program Standards”

A copy of the JRCERT "PROGRAM STANDARDS" is posted on the bulletin boards in Building 420, Rm 315. They are also available in this Student Handbook, and on the JRCERT website at: <http://www.jrcert.org/programs-faculty/jrcert-standards/>

Standard One: Accountability, Fair Practices, and Public Information:

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program’s mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program’s curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The program’s curriculum and academic practices prepare students for professional practice. The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program’s effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

JRCERT Reporting Allegations – From the JRCERT [website](#).

The JRCERT is required to be responsive to allegations of non-compliance with any of its Standards. Please be advised the JRCERT cannot advocate on behalf of any one student. An investigation into allegations of non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student. The JRCERT takes seriously and follows up appropriately any allegation that an accredited program is not maintaining compliance with its accreditation standards. Before the JRCERT will take action to investigate the program, however, it must be assured that the complainant has addressed the matter internally. Did you follow the program’s/institution’s due process through to its final appeal? If you have addressed the matter internally and wish to make a formal complaint, please complete an allegation reporting form. The allegations must reference the specific accreditation standards/objectives with which you believe the program to be in non-compliance. The Standards for an Accredited Program in Radiologic Sciences can be found under the Program and Faculty menu.

American Registry of Radiological Technologists (ARRT)

The American Registry of Radiologic Technologists (ARRT) is the world's largest credentialing organization that seeks to ensure high quality patient care in medical imaging, interventional procedures, and radiation therapy. The ARRT test and certify technologists and administer continuing education and ethics requirements for their annual registration. Visit www.arrt.org for more information.

ARRT Code of Ethics – NWF State College Radiography Student Radiographers

The Code of Ethics forms the first part of the Standards of Ethics. The American Registry of Radiologic Technologists' Code of Ethics shall serve as a guide by which Registered Technologists and Applicants/Students may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists and Applicants in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients.

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 based on sex, race, creed, religion, or socio-economic status.
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 continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

NOTE: A STUDENT WHO HAS BEEN CONVICTED OF A FELONY OR MISDEMEANOR (OR PLED TO LESSER CHARGE) MAY BE PROHIBITED FROM TAKING THE CERTIFICATION EXAMINATION. A PRE-APPLICATION FORM TO DETERMINE ELIGIBILITY BY ARRT IS AVAILABLE ON THE NWFSC RADIOGRAPHY WEBSITE AND AT www.arrt.org.

American Society of Radiological Technologists (ASRT)

The mission of the American Society of Radiologic Technologists (ASRT) is to advance the medical imaging and radiation therapy profession and to enhance the quality of patient care. NWFSC utilizes the ASRT curriculum framework for the Radiography Program. The Florida Department of Education recognizes the ASRT curriculum as the curriculum for radiography programs in Florida. Visit www.asrt.org for more information.

Northwest Florida State College Mission and Values

Please click [here](#) for more information.

Northwest Florida State College Radiography Program Mission Statement

The mission of the radiography program is to prepare students to become competent, registry eligible, entry-level radiographers who are able to function efficiently within the healthcare community.

Radiography Program Goals/Program Outcomes

The Goals, Student Learning Outcomes (SLO's) and Programmatic Outcomes of Northwest Florida State College, AS degree in Radiography include:

Radiography Program Goals:

Goal 1: Student will demonstrate clinical competency in radiologic technology.

Student Learning Outcomes:

1. The student will demonstrate proficiency in evaluating x-ray images for diagnostic quality
2. The student will demonstrate appropriate radiation safety practices.

Goal 2: Students will demonstrate effective communication

Student Learning Outcomes:

3. The student will record accurate historical information on patients
4. The student will accurately explain procedures in terms the patient/caregiver understands

Goal 3: Students will demonstrate critical thinking

Student Learning Outcomes:

5. The student will adapt standard procedures for trauma exam.
6. The student will select proper sequencing of steps for non-routine exam

Radiography Program Outcomes:

Students will complete the program in a timely fashion.

Graduates will gain employment or enroll in further education.

Student Satisfaction with their education

Employer Satisfaction of recent graduates.

Program Effectiveness: The following benchmarks are evaluated for improvement annually: Click [here](#) for data.

60% Program Completion Rate

75% Passing the ARRT Exam on the First Attempt

75% Have employment in the field within 12 months of program completion

75% Graduate and Employer surveys rated as satisfactory.

Student Learning Outcome Assessment Tools/Schedule 2022-2024

STUDENT LEARNING OUTCOMES WORKSHEET: 2021-2024

Student Learning Objective	SLO Benchmark	Course Assessed	Term	SLO ASSESSMENT	Student Performance Expectation On SLO Assessment Grading Rubric Bolded	Program Expectations
GOAL 1: STUDENTS WILL DEMONSTRATE CLINICAL COMPETENCY IN RADIOLOGICAL TECHNOLOGY						
Students will critique images to determine diagnostic quality.	1.1	RTE 1814L	Spring 1	The student will demonstrate proficiency in evaluating x-ray images for diagnostic quality	The student will correctly answer embedded Image and Procedure rubric question during second clinical semester	80%
	1.2	RTE 2854L	Spring 2	The student will demonstrate proficiency in evaluating x-ray images for diagnostic quality	The student will correctly answer embedded Image and Procedure rubric question during final (5th) clinical semester	90%
Students will utilize radiation protection.	2.1	RTE 1804L	Fall 1	The student will demonstrate appropriate radiation safety practices	² The student will score "meets requirement" on Category 1 initial Clinical Competency Evaluation rubric for ALARA principles.	80%
	2.2	RTE 2854L	Spring 2	The student will demonstrate appropriate radiation safety practices	² The student will score "meets requirement" on Category 1 initial Clinical Competency Evaluation rubric for ALARA principles.	90%
GOAL 2: STUDENTS WILL DEMONSTRATE COMMUNICATION						
Students will demonstrate written communication skills.	3.1	RTE 1814L	Spring 1	The student will record accurate historical information on patients	³ The student will score "meets standards" on Category 5 initial Clinical Competency Evaluation rubric obtaining and document accurate patient history.	80%
	3.2	RTE 2854L	Spring 2	The student will record accurate historical information on patients	³ The student will score "meets standards" on Category 5 Terminal Clinical Competency Evaluation rubric obtaining and document accurate patient history.	90%
Students will demonstrate oral communication skills.	4.1	RTE 1804L	Fall 1	The student will accurately explain the procedure in terms the patient/caregiver understands	³ The student will score "meets standards" on Category 3 initial Clinical Competency Evaluation rubric procedure explanation.	80%
	4.2	RTE 2854L	Spring 2	The student will accurately explain the procedure in terms the patient/caregiver understands	³ The student will score "meets standards" on Category 3 Terminal Clinical Competency Evaluation rubric procedure explanation.	90%
GOAL 3: STUDENTS WILL DEMONSTRATE CRITICAL THINKING						
Students will adapt standard procedures for non-routine patients.	5.1	RTE 1503C	Fall 1	The student will adapt standard procedures for trauma exam.	The student will correctly answer preselected question on Final Exam	80%
	5.2	RTE 2523 C	Summer 2	The student will adapt standard procedures for trauma exam.	The student will correctly answer preselected question on Final Exam	90%
Students will properly sequence non-routine exams.	6.1	RTE 1503C	Fall 1	The student will select proper sequencing of steps for non-routine exam	The student will correctly answer preselected question on Final Exam	80%
	6.2	RTE 2523 C	Summer 2	The student will select proper sequencing of steps for non-routine exam	The student will correctly answer preselected question on Final Exam	90%
¹ SLO considered MET when the Program Assessment Expectation met. ² A score of "10" = "Meets Requirement". See Section IV Line item 4 on corresponding CPE. (Automatic Fail if non-compliant) ³ A score of "9.3" = "Meets Requirement". See Section IV Line Item 3 on corresponding CPE.						

The Radiography Program is based on selected admission. Applications are accepted once a year. Please see radiography website for additional information. <https://www.nwfsc.edu/academics/degrees-offered/radiography/>

Transfer Admissions Process and Requirements

The Radiography Program will accept student transfers. Transfer ability relies on space available within the program cohort as well as curriculum evaluation of the program the student is currently enrolled in. Please contact the Radiography Program for additional information and a transfer candidate checklist. (850)-729-6444.

Readmission Process

Students considered to be in Good Standing may seek readmission within one year of initial dis-enrollment from the NWF Radiography Program. Students may only seek readmission once. "Good Standing" is defined as students who have not been dismissed for behavioral issues or have received any Code of Conduct Violations. Additionally, GPA requirement of 2.5 minimum is still in effect. Students are required to pass a didactic and practical examination that is reflective of the material satisfactorily met prior to initial dismissal from the Radiography Program. Please contact the Radiography Program for additional information. (850)- 729-6444.

Program Advisory Board

The Radiography Program's Advisory Committee functions in accordance with institutional guidelines and supports the missions of the institution and program. The committee is representative of clinical education agencies, academic interests, institutional representatives, radiography students, and/or communities of interest. The committee shall meet at least twice per year. The

Advisory Committee's responsibilities include program planning, and evaluation. The committee acts as an information resource. Specifically, the committee periodically reviews the curriculum ensuring that new techniques and procedures are reflected, revisits the program goals and outcomes, assists in exit and post-graduate evaluations of student capabilities, serves in a public relations capacity with the medical and allied health communities, and assists in the placement of graduates. **All committee members are ARRT certified unless otherwise specified.**

ADVISORY COMMITTEE BOARD MEMBERS		
Committee Chair		
Arthur Schnitzer Radiology Director	Sacred Heart Hospital of the Emerald Coast	Aschnitzer@ascension.org
Assistant Committee Chair		
Sabrina Hensley Assistant Director	HCA Florida Twin Cities Hospital	Sabrina.hensley@hcahealthcare.com
Hospital Affiliates		
Mitch Mongell CEO. Not ARRT Certified	HCA Florida Fort Walton-Destin Hospital	Mitchell.mongell@hcahealthcare.com
Jeff Amans Radiology Director	HCA Florida Fort Walton-Destin Hospital	Jeffrey.amans@hcahealthcare.com
Emily Little Assistant Director	HCA Florida Fort Walton-Destin Hospital	Emily.little@hcahealthcare.com
Melissa Ewing Lead Technologist, Preceptor	HCA Florida Fort Walton-Destin Hospital	Melissa.ewin@hcahealthcare.com
Rebecca Halsema Staff Technologist, Preceptor	HCA Florida Fort Walton-Destin Hospital	Rebecca.halsema@hcahealthcare.com

Richard Dunham Radiology Director	HCA Florida Twin Cities Hospital	Richard.dunham@hcahealthcare.com
Dee West, RN Education Coordinator. Not ARRT Certified	HCA Florida Hospitals	Dee.west@hcahealthcare.com
Tammy Clark Diagnostic Imaging Director	North Okaloosa Medical Center	Tammy_clark@chs.net
Kristen Singletary Imaging Director	Orthopaedic Associates	ksingletary@orthoassociates.net
Brandi King Staff Technologist, Preceptor	Sacred Heart Hospital of the Emerald Coast	
David Nelson Radiology Director No ARRT Certification	HealthMark Regional Medical Center	dnelson@healthmarkregional.com
Alan Geisman CEO. Not ARRT Certified	White Wilson Medical Center	ageisman@white-wilson.com
Sharon Harper Radiography Supervisor	White Wilson Medical Center	sharper@white-wilson.com
Faculty Affiliates		
Grace Stewart Program Director	NWF State College Faculty	stewartg@nwfsc.edu
Daphnie Cottrill Clinical Coordinator		cottrilld@nwfsc.edu
Ashley Carey Adjunct		Milesa7@nwfsc.edu
Danette Compton Adjunct		comptond@nwfsc.edu
Charlotte Kuss RN CNE Dean of Health Sciences Not ARRT Certified		kussc@nwfsc.edu
Alisa Little Adjunct		Littlea1@nwfsc.edu
Gretchen Moran Adjunct		Morang1@nwfsc.edu
Tiffany Nubern Adjunct		carternubet@nwfsc.edu
TBA		TBA

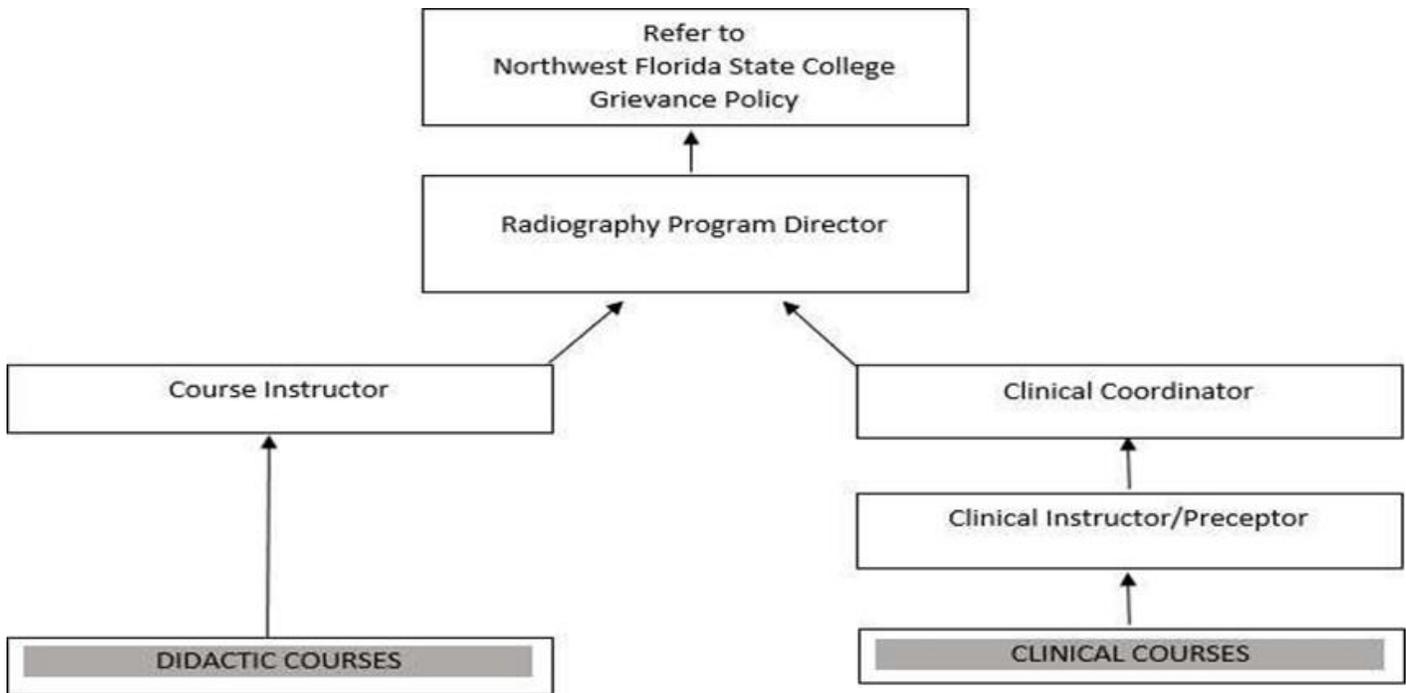
Radiography Program Contact List

Radiography Faculty			
Grace Stewart M.L.S. ARRT RT(R)(CT)	850-729-6462 850-217-6319(c)	stewartg@nwfsc.edu	Program Director Professor
Daphnie Cottrill, M.B.A. ARRT RT (R)(CT)(MR)	850-729-6457	cottrilld@nwfsc.edu	Clinical Coordinator Assistant Professor
Bethney Sikes	850-729-6444	sikesb@nwfsc.edu	Health Sciences Admin Assistant
Clinical Instructors – Employed by NWF State College			
Ashley Carey ARRT RT(R)	973-564-4021	Milesa7@nwfsc.edu	Adjunct Professor
Michelle Chandler ARRT RT(R)	850-781-2313	chandlem@nwfsc.edu	Adjunct Professor
Danette Compton ARRT RT(R)(M)	850-826-2990	comptond@nwfsc.edu	Adjunct Professor
Ursula Hummel M.H.S PA-C, ARRT RT(R)(CT)	850-612-4683	uhummel@nwfsc.edu	Adjunct Professor
Alisa Little ARRT RT(R)	334-744-0191	Littlea1@nwfsc.edu	Adjunct Professor
Gretchen Moran, ARRT RT(R)	850-729-6444	Morang1@nwfsc.edu	Adjunct Professor
Tiffany Nubern ARRT RT(R)(CT)	772-323-6029	carternubet@nwfsc.edu	Adjunct Professor
Clinical Site Preceptors – Employed by Facility			
HCA Florida Fort Walton-Destin Hospital			
Melissa Ewing, RT(R)	Melissa.ewing@hcahealthcare.com		850-865-7368
Rebecca Halsema, RT(R)	Rebecca.halsema@hcahealthcare.com		
Emily Little, RT(R)	Emily.little@hcahealthcare.com		
Brittany Parsons, RT(R)(CT)	Brittany.parsons@hcahealthcare.com	(Destin ER)	850-837-9194
HCA Florida Twin Cities Hospital			
Richard Dunham, RT(R)	Richard.dunham@hcahealthcare.com		850-729-9560
Sabrina Hensley RT(R)	Sabrina.hensley@hcahealthcare.com		
HealthMark			
Amanda Turner, RT(R)	clemonsrt@yahoo.com		850-951-4500
North Okaloosa Medical Center			
Tami Fowler, RT(R)	Tamitha_fowler@chs.net		850-689-8140
TBA			
Orthopaedic Associates			
Kristen Singletary, RT(R)	ksingletary@orthoassociates.net		850-837-3926
Ashleigh Budnick, RT(R)	abudnick@orthoassociates.net		850-678-2249
Sacred Heart			
Brandie King	Brandi.king@ascension.org		850-278-3550
Joanne Lovering	Joanne.loering@ascension.org		
White Wilson Medical Center			
Sharon Harper	sharper@white-wilson.com		850-863-8110

Clinic Sites

Clinic Sites		
Destin Emergency Room	850-837-9194	200 Tequesta Dr Destin, FL. 32541
HCA FLORIDA FORT WALTON-DESTIN HOSPITAL	850-862-1111 850-865-7368	1000 Mar Walt Dr Fort Walton Beach, FL. 32547
HCA FLORIDA TWIN CITIES HOSPITAL	850-729-9560	2190 Hwy 85 N Niceville, FL. 32578
HealthMark Regional Medical Center	850-951-4500	4413 US-331 Defuniak Springs. FL. 32435
NORTH OKALOOSA MEDICAL CENTER	850-689-8140	151 Redstone Ave NW Crestview, FL. 32539
North Okaloosa Medical Center – MOB	850-682-2475 Option #4	550 W. Redstone Ave. Ste 100 Crestview, FL. 32539
North Okaloosa Surgery Center	850-683-1555	400 W. Redstone Ave Crestview, FL. 32539
Orthopaedic Associates – Crestview	850-863-2153	5300 S. Ferdon Blvd Crestview, FL. 32536
Orthopaedic Associates – Destin	850-837-3926	36474C Emerald Coast Parkway St. 3101 Destin FL. 32541
Orthopaedic Associates – Fort Walton	850-863-2153	1034 Mar Walt Dr Fort Walton Beach, FL 32547
Orthopaedic Associates – Niceville	850-678-2249	554-D Twin Cities Blvd Niceville, FL. 32578
SACRED HEART HOSPITAL OF THE EMERALD COAST	850-278-3550	7800 US-98 Miramar Beach, FL. 32550
Sacred Heart Medical Group at the Market Shops (not currently an active clinical site)	850-278-3940	9375 Emerald Coast Pkwy. West - Unit 1 Miramar Beach, FL 32550
WHITE WILSON MEDICAL CENTER – MAIN	850-863-8110/8190	1005 Hospital Rd Fort Walton Beach, FL. 32547
White Wilson Orthopedics	850-863-8235 Ask for X-Ray	1110 Hospital Rd Fort Walton Beach, FL. 32547
White Wilson – Pain Management	850-863-8182 Ask for X-Ray	999 Hospital Rd Fort Walton Beach, FL. 32547

NWF State College Radiography Program Organizational Chart



NWF State College Academic Affairs Organizational Chart

https://www.nwfsc.edu/wp-content/uploads/2020/02/2020.01.20_NWFSC-Org-Charts.pdf

Grievance Process

Student grievances fall into two categories: academic and all other. While the grievance process is similar for both, different college offices are responsible for each category. NWF State College prohibits any form of retaliation against any student filing a grievance, academic or non-academic. NWFSC uses the **Maxient platform** to file grievances. Please refer to current NWFSC Student Handbook for additional information concerning due process, and the specific steps for formal grievance procedures. Please realize the final decision of the COLLEGE grievance procedure is given by the Vice President of Academic Affairs (or designee). Refer to Grievance Procedures for more information. Visit <https://catalog.nwfsc.edu/content.php?catoid=21&navoid=6597> for more information.

Radiography Student Complaint

Please see Radiography Organizational/Grievance chart. NWFSC is committed to providing a quality educational experience for all students. The objective of the Radiography Student Complaint Policy and Procedure is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. Complaints related to this policy are student complaints apart from those requiring invoking the grievance process above (i.e. room cleanliness, room temperature, room, faculty issues). It is preferred that a student start at the lowest organizational level possible to identify a problem or area of concern. The student may raise the concerns to a higher level of the organizational chart if the student feels they did not receive due diligence or choose to bypass protocol. By maintaining the “chain of command” the complaint has given others a chance to evaluate and, if necessary, implement changes.

Occasionally, it may be necessary to bypass someone in the direct chain of command - the student would proceed to the next level on the organizational chart.

For example: A student feels that a clinical technologist is being too hard on them. The student does not want to speak with the technologist directly. The student should speak with the clinical instructor/preceptor about the matter. A week goes by, and the student is feeling increasingly anxious with the technologist. The student should speak with the clinical coordinator. The next week, the technologist seeks the student out for exams, and the student does not feel any animosity from the technologist.

In the above example, the student does not want to speak with the technologist directly, so the student goes to the next highest level in the radiography organizational chart. After a week, the student feels like there has been little or no change, so the student elevates the complaint to the next level.

The radiography student conference form is located on Trajecsys. After completion, the student is required to email the form to the Program Director and/or Clinical Coordinator. The student also has the ability to speak directly with the clinical coordinator and program director about any concerns or complaints. Please note that the program director and clinical coordinator may have an obligation to advance the student complaint to the grievance process.

If students are not satisfied with programmatic responses to complaints, or the complaint is with the director, the student may bypass the Radiography Department reporting process and continue to the formal grievance process listed

Student Rights/Responsibilities

Links to NWFSC Student Services Information, College Catalog and Student's rights and responsibilities.
<https://catalog.nwfsc.edu/content.php?catoid=21&navoid=5825>

Disability Support Services

To promote a supportive and inclusive learning environment, NWF State College can provide appropriate and necessary classroom and testing accommodation resources for students with physical, mental, or intellectual disabilities. Please visit Accommodation Resources, Niceville Campus, building 500 or call 850-729-6079 (TDD 1-800-955-8771 or Voice (1-800-955-8770) or email accommodations@nwsc.edu. Students who have been approved for accommodations through the ARC are encouraged to work with their professor on facilitation. All inquiries and discussions will remain confidential. Please visit [ACCOMODATIONS](#) for more information.

Cell Phones and other Communication Devices

Cell phones and other such electronic devices must be turned off during class and lab times. Communications by electronic devices, including but not limited to instant messaging, text messaging, and telephone calls, during class is prohibited unless expressly designated as part of the learning activities. In certain situations (e.g. during exams, etc.) students may be required to temporarily deposit cell phones and other electronic communication devices with the instructor or lab supervisor for the duration of specific class activities.

Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor. Cell phones are not allowed in the testing center at the Niceville Campus or in any designated testing areas at other NWFSC locations. **CELL PHONES OR OTHER COMMUNICATION DEVICES ARE STRICTLY PROHIBITED DURING DIDACTIC AND CLINICAL COURSES. NO EXCEPTIONS.**

College and Student Handbook*

By applying for admission to NWF State College, the student agrees upon enrollment to abide by college policies and regulations published in its policy statements, current catalog, official manuals, and publications. Students are expected to be committed to the common good of the college and to comply with local, state and federal law. The college environment is an open intellectual forum where varying opinions may be freely expressed and fairly debated. Each member of the college is expected to participate seriously and purposefully in college life.

While the freedom to express ideas and beliefs will be respected, conduct and behavior that result in the defacement of property, intimidation of others, or the disruption of any college activity will not be tolerated or permitted and will be subject to disciplinary action. Instructors explain classroom requirements, and students are expected to assume full responsibility for their own actions.

*Radiography Students have additional behavioral requirements due to the nature of the medical fields. See clinical portion in this handbook as well as syllabi.

State and National, Clinical and College Guidelines

NOTE: Students are required to submit to a background screening, drug screen, health assessment, immunizations, and specific training as a component of the enrollment procedure – please refer to clinical requirements within this handbook.

Background Checks: Due to the state and national regulations for licensing, exam applicants who apply for boards must be aware of the following regulations:

1. Pleading no contest or guilty in a conviction of a felony or misdemeanor involving moral turpitude may cause the graduate to forfeit their eligibility to sit for the national and state boards for certification. Please contact the following entities for a Ethics Review:
 - a. American Registry of Radiologic Technologists
 - i. (651) 687-0048
 - ii. Complete the following Ethics Review document: <https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/d67eef6f-1560-49bb-9a49-c958d2a67b67/ethics-review-preapplication.pdf>
 - b. Office of Radiation Control
 - i. 850-245-4910 Tallahassee, Florida
2. The American Registry of Radiologic Technologists requires that candidates for the registry examination be of good moral character. Generally, the conviction of either (1) a felony, or (2) any offense, misdemeanor, or felony indicates a lack of 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 parole, and have had their civil rights restored.
3. NWF State College Radiography Program is not responsible for students' failing to comply with pre-ethics review. If students self-determine that their eligibility is in question, it is their responsibility to complete to investigate their own eligibility.

Note: Affiliated clinical agencies may have a policy that will not allow students convicted of a felony or certain misdemeanors to perform clinical duties at their facility. If a student is not eligible to rotate through a facility, their clinical experience may not allow completion of the program. Additionally, if student has been cleared by a clinical site to perform rotations, but the American Registry of Radiologic Technologists (ARRT) does not approve the eligibility of the student, the student will be ineligible to sit for the national certification exam. The reverse may also hold true: A clinical facility may clear a student to rotate through their facility. However, the ARRT may deny eligibility to sit for the exam.

Legal Responsibilities: Each student has been assessed a fee for malpractice and accident insurance during registration. All students should have insurance to cover personal illness or injury while in the program.

Essential Functions and Performance Standards for the Radiography Course of Study*

ISSUE	STANDARD	EXAMPLES IN HEALTHCARE FACILITY
COMMUNICATION	Communication abilities sufficient for interaction with others in verbal, non-verbal and/or written form.	<ul style="list-style-type: none"> Follow verbal and/or written instructions. Communicate with others. Document patient responses to care. Consult with other healthcare providers in a professional, timely manner.
MOBILITY	Physical abilities, including strength and stamina, sufficient to move from room to room and walk in hallways, and maneuver in small places.	<ul style="list-style-type: none"> Ability to walk to and from departments to patient rooms. Assist in patient transport. Perform patient care for 8-12 hours; stand for prolonged periods of time. Push/pull equipment requiring force on linoleum &/or carpeted floors. Stoop, bend, squat, reach overhead while maintaining balance. Safely evacuate patients as needed in emergency situations.
MOTOR SKILLS	Gross and fine motor abilities sufficient to provide safe and effective health care.	<ul style="list-style-type: none"> Perform vital signs (manually and using automatic devices). Perform physical assessment, safely manipulate equipment. Pick up, grasp and manipulate small objects with control. Perform electronic documentation and keyboarding.
PHYSICAL STRENGTH AND STAMINA	Ability to lift, carry, push or pull up to 50 pounds occasionally, 20 pounds frequently, and 10 pounds constantly.	<ul style="list-style-type: none"> Lift, turn, transfer and move patients confined to bed, wheelchair or gurneys. Assist with lifting, holding patients safely from the floor or other surfaces. Stoop, kneel, crouch, climb, balance, stand, and walk.
HEARING	Auditory ability sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> Hear blood pressure, breath sounds, heart sounds, bowel sounds. Hear alarms, call bells and telephones. Hear conversation with/between patients, family physicians and staff. Hear and correctly interpret verbal communication from others. Distinguish sounds with background noise.
VISUAL	Visual ability sufficient for observation and assessment necessary in health care.	<ul style="list-style-type: none"> Read patient charts, flow sheets, monitors. Draw up and administer medications; read small print on meds and syringes. Assess patient skin color/changes. Observe subtle changes in patients' conditions.
TACTILE	Tactile ability sufficient for physical assessment and to provide health care intervention.	<ul style="list-style-type: none"> Perform assessment by palpation. Start IVs, perform sterile and non-sterile procedures. Insert urinary catheters.
CRITICAL, LOGICAL AND ANALYTIC THINKING	Critical thinking sufficient for clinical judgment.	<ul style="list-style-type: none"> Interpret assessment data and respond with appropriate interventions.

		<ul style="list-style-type: none"> • Work alone and to make independent decisions that meet the standard of care. • Identify and prevent potential medication errors.
COMPUTER LITERACY	Ability to use computer technologies including accessing, retrieving, and communicating information.	<ul style="list-style-type: none"> • Email, WORD, PowerPoint, Internet searches. • Access library database. • Using radiographic digital image management systems.
INTERPERSONAL SKILLS	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"> • Emotionally stable in order to: <ul style="list-style-type: none"> ○ Perceive and effectively manage stressors in the work environment. Work with families stressed by the condition of a loved one. ○ Work with other healthcare providers in stressful situations.

* Students pursuing the Radiography program should be able to perform those functions essential to the successful completion of the curriculum. These performance standards and activities are based upon the typical tasks performed by Radiographers. Any student who is no longer able to meet the required functions will not be allowed to continue in the clinical rotation until they are cleared by an appropriate medical provider (MD, DO, PA or NP). This may delay progress in the program.

Program of Study: Radiography Course Plan: (Total 57 Core Credits, 77 Total Credits)

Please note that all RTE courses must be taken in order listed. General education courses may be completed in different sequence than listed, HOWEVER, some of the general education courses ARE a prerequisite to an RTE course. Regardless, all courses must be completed for degree to be awarded and to be eligible to sit for the national registry. Please see the NWF State College CATALOG for more information.

	Summer 1	Fall 1	Spring 1	Summer 2	Fall 2	Spring 2
	General Education	1 st Year Students DIRECT SUPERVISION			2 nd Year Students INDIRECT SUPERVISION	
RTE Courses		RTE 1111 – 2cr RTE 1418 – 3cr RTE 1503C – 4cr RTE 1804L – 3cr RTE 1000 – 2 cr	RTE 1457C – 4cr RTE 1513C – 4cr RTE 1814L – 3cr RTE 2571 – 1cr	RTE 1824L – 4cr RTE 2523C – 3cr	RTE 2385 – 3cr RTE 2473 – 2cr RTE 2533C – 2cr RTE 2844L – 5cr	RTE 2061 – 4cr RTE 2782 – 3cr RTE 2854L – 5cr
Gen Ed Courses **	BSC 10835C-4cr* ENC 1101-3cr* MAC 1105-3cr*	BSC 1086C – 4cr*	DEP 2004 – 3cr	Humanities – 3cr		
	10 Credits	18 Credits	16 Credits	10 Credits	12 Credits	12 Credits

(*) Courses designated as pre-requisites to subsequent RTE courses.

(**) Note: While all designated general education coursework is required, the gen ed coursework sequence is only recommended (unless otherwise designated as a pre-requisite, see above*). Attempting coursework out of sequence may impact full-time status and potentially financial aid eligibility.

Approximate Costs

See [Program Costs](#) on the NWF Radiography Website.

Purchases

Uniforms, nametags, radiographic markers and books may be purchased directly from the NWFSC College Bookstore located in the Building 410 on the Niceville Campus. Actual prices will be quoted by the [NWFSC College Bookstore](#).

Energized Lab on Campus

An ARRT (R) registered faculty member must always be available during the use of the energized laboratory on campus. Students must notify faculty prior to entering laboratory.

1. NO FOOD OR DRINK PERMITTED IN THE LABORATORY!
2. Students must wear program uniforms, dosimeters, and appropriate footwear in the laboratory always. NO EXCEPTIONS.
3. Students **may not** radiograph each other or any living thing. Students may simulate an examination on another student if an exposure is not made. Phantoms and positioning devices are available for laboratory experiments.
4. Student must sign in on the laboratory log sheet each time they utilize the laboratory, regardless of if exposures are made.
5. All doors must be closed and the X-ray indicator door light illuminated when making exposures in the energized lab.
6. Student must be behind lead wall during any exposure.
7. Any individual experiment or project must be reviewed and authorized by a faculty member.
8. Any questionable practice or equipment malfunction must be reported to the faculty member immediately.
9. Family members and friends are not allowed to participate in the lab activities- unless for a scheduled tour.
10. Maintain ALARA principles while in the lab.
11. Handle phantoms and all equipment with extreme care.
- 12. FAILURE TO FOLLOW LAB RULES WILL RESULT IN A CRITICAL INCIDENT.**

Emergency Closing

If NWFSC has cancelled classes, the student is not to attend clinical education or on-campus classes. Program course material will be covered at a later date. If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical site due to road conditions, it will be treated as an absence. Please visit the [CAMPUS SAFETY](#) page for more information.

Student Faculty Communication

All students are expected to maintain current and up-to-date communication information in RAIDERNET. This includes, but is not limited to, name changes, home address, home phone number, cell phone number, alternate phone numbers, and secured NWFSC email address. Occasionally, instructors and course administrators will need to contact students about clinical assignments, classroom changes, and other pertinent information related to the program. They make communication efforts by using the information available in RAIDERNET. This information is also vital for student communication in the event of school emergencies such as inclement weather reports, campus closings, and other drills.

Grading Policy

Radiography Program Academic Standards: Evaluation of the student's achievement of the course objectives will be based on satisfactory completion of all required classroom activities. This is an example of how grading will be computed: Unit Exams: 60%; Comprehensive Final Exam: 30%; Assignments/Quizzes: 10%

NWF State College Radiography Program Grading System:

Letter Grade	Percent	Grade Point
A	93-100 Excellent	4.0
B	84-92 Good	3.0
C	75-83 Satisfactory	2.0
D	65-74 Poor	1.0
F	Below 65 Failing	0.0
I	Incomplete	GPA not computed
W	Withdraw	GPA not computed

Academic Requirements: The didactic/academic portion of the program has been coordinated with the clinical experience to best facilitate the student radiographer's comprehension. The student must obtain 75% or better in each Radiography course and passing grades in General Education courses. It is the responsibility of the student to receive tutoring and/or additional instruction as needed. For the student to sit for the final exam, the total preceding course grade must be 75% or higher. Additionally, the FINAL exam grade must be 75% or higher to continue in the Program. **If the student fails the Final, the final exam score will be reflected as the FINAL ADJUSTED GRADE for the course as a failing grade.**

While students must maintain a 75% or higher in course curriculum, a score of 80% or higher is REQUIRED for all Clinical Procedure Evaluations (CPEs) and Image and Procedure Evaluations (I&Ps) in Clinical Courses.

Successful completion of the program shall be dependent on documented achievement of objectives and competencies defined in each syllabus. The Radiographer must have a thorough understanding and high degree of knowledge and competence in many skills used to treat patients safely and effectively. Your grades reflect your mastery of this important material.

Because of the structure of this curriculum, students must progress through the course as prescribed. The progressive nature of the RTE courses requires that these courses will be scheduled in the student's curriculum; however, other courses may be taken prior to entering the full-time curriculum.

Incomplete: A grade of "I" (incomplete) may be given in a didactic (classroom) RTE course in the event that a student has not completed course requirements during the prescribed time. The student must have completed at least 70% of the coursework in order to be eligible for an incomplete. The incomplete is assigned only after the student has made arrangements with the instructor and program director for fulfilling the course requirements. All work must be completed within the first two weeks of the following semester, or the grade automatically becomes an "F" and the student's progression in the program will be jeopardized. The student must already be passing the course with a minimum grade of "C" in order to receive an incomplete. The student should make every effort to prevent receiving an "I" grade in radiography courses. The problems associated with this are numerous and can include possible interruption of financial aid and forfeiture of his/her slot in the next class. A grade of "I" (incomplete) **WILL NOT** be given for clinical RTE courses with the exception of the final clinical course RTE 2854L. If excessive absences or missing requirements, i.e., I & Ps, COMPs, DEMOs or practices cannot be made up in the allotted semester time frame, a failing grade will be earned.

Student Success Navigation

- Student Success Navigation can be found at RAIDERCENTRAL <https://www.nwfsc.edu/raider-central/>
- Navigators facilitate students' understanding of the meaning and purpose of higher education and fosters intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004).
- Northwest Florida State College has Navigators at each of our locations. Each Navigator is equipped to assist students with their long term educational goals. Student Success Navigation is a collaborative relationship between a highly trained higher education professional and students to assist in developing the knowledge and understanding of the processes and procedures to obtain a higher education certificate or degree. Your academic goals should align with your personal interests, values, and abilities.
- Upon admission to the college, all new degree seeking students are required to speak with an advisor to become acclimated with resources, understand entrance procedures such as placement testing, and determine an academic path.
- Navigators are available to answer any questions, assist in registration, and complete many administrative tasks. Although walk-ins are permitted at several locations, appointments should be made to receive prompt service when desiring to speak with a Navigator. Navigators may be reached at (850) 502-2895 or live chat during regular business hours.

Program Expectation Policies

Professional Behavior:

- As a student in the radiography program, there are professional behavior expectations that must be met. If a student should fail to meet expectations in any area, they may face disciplinary measures to include withdrawal from program. The following is a general list of expectations of the radiography students, it is not all-inclusive. Students are evaluated on their professionalism throughout the program. Please refer to semester syllabi for additional information.

Demonstrate Dependability and Punctuality:

- Attend all classes, labs, and clinical assignments.
- Arrive for class, lab, and clinical with ample time to be prepared to participate at the designated starting time. Leave class, lab and clinical at stated time or when dismissed.
- Contact instructor by phone prior to absence from class or clinical. Complete and turn in assignments on time.
- Accept responsibility for actions and outcomes.
- Take full advantage of time available in labs and clinic by staying on task and involved. Use time effectively.
- Students are required to take a lunch at the time determined by their clinical instructor.

Work effectively and respectfully in the clinical setting:

- Stay in assigned areas unless permission granted by clinical instructor.
- Accept assignments from clinical instructor.
- Attend to the comfort, safety and modesty of all patients.
- Continually maintain patient confidentiality.
- Demonstrate a positive attitude toward feedback.
- Develop a plan of action in response to feedback.
- Critique own performance with the standards set by the program.
- Maintain professional demeanor at all times.

Work effectively and respectfully with peers and instructors demonstrating mature communication skills:

- Avoid interrupting others.
- Respond during interactions using appropriate verbal and nonverbal style.
- Communicate in respectful manner.
- Respect personal differences of others.
- Use correct grammar and expression in verbal communication.
- Avoid use of offensive statements.
- Write legibly and complete assignments with acceptable quality.
- Listen actively.
- Aware of limitation of knowledge on subject matter.

Assume responsibility for personal and professional growth and learning:

- Recognize problem or need for remediation.
- Assume responsibility for own actions.
- Demonstrate a positive attitude toward feedback.
- Communicate with the individual giving feedback.

Attendance Policy – Classroom*

Regular and prompt attendance in all classes is expected. It is the student’s responsibility to notify the instructor and arrange to complete any missed work. (Make-up work is offered solely at the discretion of the instructor.) Excessive absences, as defined in the course syllabus, will be reported to the Office of Financial Aid. Federal regulations require that students receiving Title IV aid must attend classes and have verified attendance in order to receive financial aid funds. This general policy applies to the student absent from class traveling as a member of a college group, or club or for personal reasons.

Sample Attendance Policy*

Semester	Days of Allowed Absences without penalty PER SEMESTER	DAYS MISSED for initial Grade deductions:	DAYS MISSED for maximum grade of 75%	DAYS MISSED for dismissal from the program.
	<i>If you are one (1) minute tardy, you have effectively missed that day of class</i>	<i>5% value deduction from overall grade applied at end of semester (after final).</i>	<i>Student will receive no higher than a 75% as the final adjusted grade due to absences.</i>	<i>Student will be dismissed from the program for excessive absenteeism.</i>
Fall 1 Spring 1	2	3	4	5
Summer 2 Fall 2 Spring 2	1	2	3	4

*Attendance requirements may vary. Please see course syllabi for exact attendance requirements.

Academic Resources

Supplemental study materials in various forms are available to the radiography students. The student should make arrangements with the radiography faculty to use materials in the radiography lab and classroom. Tutorial services are also available to the radiography student. Please see Faculty, or visit Academic support: <https://www.nwfsc.edu/students/campus-services/free-tutoring/>



- **Radiography Tutoring Services:** The radiography program has a specified tutor available for extra assistance. Please contact program faculty for further details.
- **The Learning Commons (LC)** is located in Bldg. 500 on the Niceville Campus. Tutoring sessions are provided in individual or small group formats for courses in Math, Science, Business, Reading, Writing and Language. Assistance with study and organizational skills are also available. Tutoring is free to all currently enrolled NWFSC students. For more information, call the Academic Success Center at (850) 729-5389 or visit our website: <https://www.nwfsc.edu/free-tutoring/>

Faculty Offices

Office hours in which faculty are available to students are established each semester due to curriculum scheduling. It is the responsibility of faculty to notify students of individual office hours. Students are not permitted into the radiography offices unless there is a faculty member present.

Clinical Requirements



CastleBranch

CastleBranch is a secure third party organization that provides independent background checks, drug testing, immunization record analysis and medical document management. Students are required to meet specific health and security standards prior to rotating through designated clinical sites affiliated with the Northwest Florida State College Radiography Program.

To Initiate a profile:

1. GO to <https://portal.castlebranch.com/nm52>
2. Select **PLACE ORDER**. Under **PLEASE SELECT**, select **RADIOGRAPHY**
 - a. **NM35:** Background Check and Compliance Tracker (Required for all Radiography Students) (~\$115)
 - b. **NM35ver:** Employment Verification (Required for students 21-year-old and older ONLY) (~\$5)
 - c. **NM35dt:** Drug Test (Required ONLY for random drug testing, dilute negatives and/or institutional requirements (~\$30)
3. During Order placement, you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which our order complete.
4. The email address you use when placing your order will become your username and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order and installment payment.
5. You can respond to any active alerts or TO-DO List items now, or return later by logging into your Profile. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your Profile anytime to view order status and completed results. Authorized users at NWFSC and Clinical Sites will have access to view your requirements and compliance status from a separate Portal. All FERPA and HIPAA standards will be upheld.
6. If you have any questions regarding the use of CastleBranch, i.e. uploading documentation or checking your status, Contact the Service Desk directly at 888-914-7279 Monday-Friday 0800-2000 HRS and Sunday 1000-1830 HRS, or by email @ cp servicedesk@certifiedprofile.com
7. It is the responsibility of the student to ensure that records are updated throughout the entire program in order to comply with clinical health regulations. This includes, but is not limited to, annual influenza vaccinations, ppd tests, multi-series vaccinations and/or pertinent medical documents. Immediate removal from program/or a facility will result if pending documentation is delinquent.
8. Please realize negative dilute is considered positive at some sites. Additional testing may be required at the expense of the student. A second dilute negative requires removal from program.



www.trajecsys.com Phone: 800-741-7964

Trajecsys

Trajecsys is an online program NWFSC Radiography now uses for student Time Records, Scheduling, Competency Procedure Evaluations, Technologist Evaluations and more. Each student, technologist and faculty member must register in order to complete evaluations. To Register, go to https://www.trajecsys.com/programs/add_user.aspx



The screenshot shows the 'Trajecsys Registration' form on the website. The form includes the following fields and callouts:

- Educational Institution ***: Northwest Florida State College - Radiography (Callout: Select Northwest Florida State College - Radiography)
- First Name ***: Altham (Callout: Fill in your legal name.)
- Middle Name**: (Empty field)
- Last Name ***: Roentgen (Callout: Students, select YES. Be sure to select your appropriate class. (Class of {Graduating Year})
- Suffix**: (Dropdown menu)
- Current/New Student? ***: Yes (radio button selected), No (radio button unselected)
- Select Area ***: Florida (Callout: Please pick a username and password that you can easily remember. As with all logins, this is not to be shared with anyone.)
- Username ***: DonHatemadate1895
- Password ***: (Masked with asterisks)
- Password Strength**: Medium...acceptable (Callout: Techs, Preceptors and Faculty, please type in your facility.)
- Confirm Password ***: (Masked with asterisks)
- Institution/Facility ***: University of Zurich (Callout: YOU MUST REGISTER WITH THE COLLEGE. THIS IS TO ENSURE THAT NO STUDENT INFORMATION WILL BE SENT TO YOUR PERSONAL EMAIL ACCOUNT.)
- Zip ***: 18950
- Primary Phone ***: 555-867-5309
- Email ***: Roentgen@nwfsc.edu
- Retype Email ***: Roentgen@nwfsc.edu

Registration through Trajecsys is required starting FALL SEMESTER for RTE 1804L Radiography Clinical Ed Trajecsys is paid for by a one-time fee in the first fall semester directly by NWF State College.

Clinical Education

The major purpose of a program in Radiography is to enable the student to develop skills that will allow him/her to successfully perform the duties of an entry-level radiographer. The preliminary step in this process is the acquisition of knowledge through classroom and laboratory learning experiences. A student must then practice and perform these skills until they are mastered.

Clinical education is a vital part of your education in the field of radiography. The majority of time spent in this program is in this area. For the student radiographer to obtain the greatest benefit in this program, it is important that he/she participate to the fullest.

The student begins with a brief orientation rotation through each area in the department to which he/she is assigned. After completing the orientation rotation, the student begins regular assignments in each area. During the latter part of the clinical education, the student may be assigned to a variety of shifts, including evenings.

At least two times each semester, the clinical instructor, clinical coordinator and/or program director will meet with each student to discuss the student's progress in clinical practice. The conference will include a discussion of evaluations and competencies completed during the interval.

Radiography students have experiences in a number of institutions. It is important that students be constantly aware, in these settings, that they represent Northwest Florida State College and the Radiography profession. Some clinical facilities have an employee handbook that will be made available to the students. It is to be stressed that radiography students are not eligible for any benefits due the employees of the clinical institution, but are bound by their rules and regulations, since you will be encountering patients on their premise. The radiology department has set up rules in addition to those established by the clinical institutions that you, as students, are responsible for reading, understanding and following.

Clinical Ratios

A meaningful clinical education plan assures that activities are educationally valid and prevents the use of students as replacements for employees. The maximum number of students assigned to a clinical setting must be supported by sufficient human and physical resources. The number of students assigned to the clinical setting must not exceed the number of clinical staff assigned to the radiography department. The student to radiography clinical staff ratio must be 1:1. **However, it is acceptable that more than one student may be temporarily assigned to one technologist during uncommonly performed procedures.**

A minimum of one clinical instructor must be designated at each recognized clinical setting. The same clinical instructor may be identified at more than one site as long as a ratio of one full-time equivalent clinical instructor for every ten (10) students is maintained.

Please note that when students are given their clinical assignments and rotations, it is imperative they remain in their assigned areas. When students do not follow this directive, the balance of 1:1 ratio is disrupted. Failure to stay in assigned area may result in critical incident.

Clinical Orientation

Students must complete an introductory overview of the field, as well as the necessary entry-level radiation protection and occupational safety requirements necessary prior to clinical involvement with patients. This takes place during the first didactic course titled RTE 1000 - Introduction to Radiologic Technology. In this course, students will participate in clinical orientation sessions for each clinical facility that include, but are not limited to, facility policies and procedures, occupational hazards, emergency preparedness, medical emergencies, HIPPA, and Standard Precautions.

Clinical Placement

Clinical placement is non-discriminatory, determined by the Clinical Coordinator/Program Director. The coordinator assigns students according to the facility patient volume. If a student is assigned to a lower volume facility for a semester rotation, their next rotation is at a higher volume setting. Student proximity to clinical facilities is not taken into account during clinical assignments.

Transportation

The radiography student is solely responsible for transportation to and from the College and any facility used for clinical education. Please realize that dependent on your exact residence, clinical facilities may be greater than 30 miles away, but will only be in the counties of Okaloosa and Walton. Students need to realize and plan for the travel and cost associated with transportation to and from clinical sites.

Clinical Rotations

Students will rotate through multiple clinical settings which will provide a wide range of imaging settings (hospitals, clinics, and imaging centers) with a variety of examinations (mobile, surgical, and trauma) and patients (outpatient, inpatient, critical, pediatric, and geriatric). Rotations will be in increments of one to four weeks. All students will be provided with equitable learning opportunities with rotations of evenings, weekends, fluoroscopic, surgery, CT, and other specialized modalities during the program.

Clinical Hours

The program operates on traditional program hours of Monday-Friday, 5:00 a.m. – 7:00 pm. No more than ten clinical hours (not including lunch and breaks) will be scheduled in one day; with a total of didactic and clinical hours not exceeding forty (40) hours per week. Hours exceeding these limitations must be voluntary and must be approved and scheduled. Each clinical facility's hours will be outlined on the clinical rotation schedule. Weekend hours are kept to the 10hour requirement, and night hours will end at 2300 hrs. (11:00 P.M.) and will also follow the no more than ten (10) clinical hours per assigned clinical shift. Evening and weekend rotations will not exceed 25% of the total clinical clock hours.

Clinical Conferences

As stated previously, students will have periodic clinical conferences with the Clinical Coordinator and/or Clinical Instructor every semester to discuss progress.

COVID and Other Events

The Covid pandemic has presented clinical and classroom logistical and health challenges. Each medical facility decides what immunizations/requirements are required for all staff, volunteers, and students. These are facility driven, not institutionally driven requirements. Some facilities may allow waivers for the requirements, others may not.

The Radiography Program Student must meet all clinical objectives and accreditation guidelines in order to satisfy degree and licensure requirements. If clinical sites do not allow students into facilities, or if a student does not meet site requirements, a delay in graduation will occur.

Program Competency Sequence

Students must comply with the following sequence in the order presented below to remain within scope of practice. Students will progress within each category through the following process:

- CLASSROOM: Student must have received didactic instruction. *
- LABORATORY: Student must have received demonstration and performed a “demoback.” Demobacks must be completed in Trajecsys by instructor. *

- CLINICAL PARTICIPATION: All designated practices must be completed and documented on Trajecsys.
- CLINICAL COMPETENCY: (CPEs) may now be attempted and I&Ps are completed as scheduled.
- * May occur simultaneously.

*May occur simultaneously

CLINICAL SCHEDULE					
WEEK	CLINIC I	CLINIC II	CLINIC III	CLINIC IV	CLINIC V
1	Orientation	Orientation	Orientation	Orientation	Orientation
2	Orientation	Facility Orientation DUE	Facility Orientation DUE	Facility Orientation DUE	Facility Orientation DUE
3	Facility Orientation DUE			Cat 1 CPE DUE	Cat 1 CPE DUE
4		Cat 1 CPE DUE	Cat 1 CPE DUE	Cat 14 PS/I&P DUE	
5	Cat 1 PS/I&P DUE	Cat 5 PS/I&P DUE			
6		Cat 6 PS/I&P DUE	Cat 11 PS/I&P DUE	Cat 13A PS/I&P DUE	
7	Cat 1 CPE DUE				
8	Cat 2 PS/I&P DUE	Cat 7 PS/I&P DUE		Midterm I&P Due	
9			Cat 12 PS/I&P DUE		
10	Cat 3 PS/I&P DUE	Cat 8 PS/I&P DUE		Cat 13B PS/I&P DUE	Modalities open for rest of semester if completed with ARRT requirements
11			CPE Cat 11&12 DUE (1 in category)		
12	Cat 4A PS/I&P DUE	Cat 9 PS/I&P DUE		Cat 15 PS/I&P DUE	UGI DUE
13					
14		Cat 10 PS/I&P DUE			15 ARRT Electives DUE
15	Cat 4B PS/I&P DUE CPE Cat 1-4B DUE (1 per category)	CPE Cat 5-10 DUE (1 per category)	GOAL: Mandatory: 20 Electives: 10	Final I&P DUE Cat 13-15 Due (1 per category)	37 ARRT Mandatory DUE
16					
	DIRECT SUPERVISION			INDIRECT SUPERVISION*	
<small>* If approved by Clinical Coordinator.</small> This calendar is subject to change. Students are required to review the posted calendar at each clinic site specifying EXACT dates on which items are due. This calendar is also posted on TRAJEC SYS <small>PS: Practice Sheets / I&P: Image and Procedure Evaluations / CPE: Clinical Procedure Evaluations</small>					
CATEGORIES					
CATEGORY 1: CHEST CATEGORY 2: ABDOMEN CATEGORY 3: FINGER, THUMB, HAND, WRIST CATEGORY 4A: FOREARM, ELBOW, HUMERUS CATEGORY 4B: SHOULDER, CLAVICLE, SCAPULA CATEGORY 5: FOOT, ANKLE, TOES, CALCANEUS		CATEGORY 6: TIBIA/FIBULA, KNEE, FEMUR CATEGORY 7: PELVIS, HIP CATEGORY 8: CERVICAL SPINE CATEGORY 9: THORACIC SPINE CATEGORY 10: LUMBER SPINE CATEGORY 11: RIBS AND STERNUM		CATEGORY 12: HEADWORK CATEGORY 13A: ESOPHAGRAM, UGI, SBS CATEGORY 13B: BARIUM ENEMA CATEGORY 14: DR/C-ARM CATEGORY 15: SPECIAL PROCEDURES* <small>* PROCEDURES VARY PER FACILITY.</small>	

Classroom

Classroom instruction is provided through lectures, followed by didactic testing examination of the material covered.

Laboratory

Laboratory instruction is provided with demonstration and practice of positioning skills, followed by lab testing (demo back) while simulating the examination.

Image and Procedure (I&Ps)

Students have 3 chances to pass the image and procedure in each category. After the 3rd attempt, the student will not continue be allowed to continue in clinic and the overall clinical grade will be no higher than a 74. The student will be allowed to complete current semester didactic coursework but will not be able to continue in the program. If in good standing, the student may be eligible to return to the program the following year. See returning student information.

Clinical Competency

Clinical competency consists of initial, continued, and terminal competencies.

- **INITIAL COMPETENCY** (Competency Performance Evaluation-CPE): The first competency evaluation of a specific radiographic examination.
- **CONTINUED COMPETENCY** (Competency Performance Evaluation-CPE): A competency evaluation that assesses the on-going competence in previously completed semesters.
- **TERMINAL COMPETENCY** (Competency Performance Evaluation-CPE): A series of competency examinations from various categories used to demonstrate the student's overall competence. The clinical instructor, clinical coordinator, or program director will select these.

Clinical Supervision and Observation Policy

The clinical instructor at each facility is the primary supervisor/person responsible for students during their rotation at the clinical facility. Students will be notified by the program Clinical Coordinator of promotion to or redaction of indirect supervision via Trajecsyst.

DIRECT SUPERVISION – 1ST-4TH Clinical Semester	INDIRECT SUPERVISION - 5th, and 6th Clinical Semester (if approved by Instructor)
<p>Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:</p> <ul style="list-style-type: none"> • Reviews the procedure in relation to the student's achievement, • Evaluates the condition of the patient in relation to the student's knowledge, • Is physically present during the conduct of the procedure, and • Reviews and approves the procedure and/or image. <p>The NWFSC Radiography Student is under DIRECT SUPERVISION for the first 4 semesters of the program AND/OR upon the repeat of an image. All OR cases, mobile exams, fluoroscopy, and repeats are under DIRECT Supervision REGARDLESS of SEMESTER.</p>	<p>Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation is in use on patients.</p> <p>This is the supervision permitted only after the student has been deemed competent and will not occur before the 5th semester. All OR cases, mobile exams, and repeats are under DIRECT Supervision REGARDLESS of SEMESTER.</p> <p>Indirect supervision may be rescinded at any time – the student will be notified in writing, and must follow the direct supervision policy until indirect supervision is reinstated.</p> <p>Note: a radiography student cannot graduate while under direct supervision. (With exception of OR, fluoroscopy, mobile, and repeats). Student must be on indirect supervision a minimum of 6 weeks prior to graduation.</p>
CLINICAL EXPECTATIONS: Students have demonstrated the following categories entering each semester.	
Direct supervision	Indirect supervision
<p>FALL I: HIPPA, Basic patient care, patient transfer, hand hygiene.</p> <p>SPRING I: Chest, Abdomen, Upper extremities.</p> <p>SUMMER II: Chest, Abd, Upper/Lower Extremities, Spine, & Headwork.</p>	<p>FALL II: Chest, Abdomen, Upper and Lower Extremities, Spine, Headwork, Fluoro, and special procedures.</p> <p>SPRING II: All categories, all exams. Students will be completing Terminal Competencies and working as independently as reasonably possible.</p>
Repeat Radiography Policy	Clinical Simulation Policy
<p>The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present (direct supervision) during the conduct of a repeat image and must approve the student's procedure prior to re- exposure, regardless of the student's competency or clinical semester.</p>	<p>A simulation may be performed when a student is deficient on the total practices/competencies required for the clinical semester. To perform a simulation, the student performs the radiographic examination on a model (fellow student or technologist) or phantom (not a patient). If the phantom is used the student may make an exposure. If a model is used a simulated exposure will be used, without actually activating the x-ray beam. The student will then evaluate an archived image(s) of that specific exam. Simulations shall meet the same clinical criteria (with the exception of exposure) as other competencies performed on real patients. The documentation procedure will follow the established protocol. This simulation competency should be replaced with a non-simulated competency when one becomes available per ARRT and program requirements.</p>

Observation Expectations:	
The NWFSC Radiography Program has implemented multiple OBSERVATION ONLY rotations throughout the program. These opportunities are set in place in order to allow students ample exposure to work processes within the radiography department and additional modalities. Students may not assist in, or perform, any aspect of patient care during observation assignments.	
Observation students are allowed to do the following:	Observation students are NOT allowed to do the following:
<ul style="list-style-type: none"> - Watch procedures (with approval from patient) - Shadow a technologist - Clean and stock rooms 	<ul style="list-style-type: none"> - Touch or transfer a patient - Operate equipment
Semester	Expectations
Fall 1 (RTE 1804L)	Students will complete observation hours in the operating room as scheduled during their normal clinical shift. Red bouffant caps must be worn. Red bouffant caps are to be worn by students while rotating in the OR.
Spring 1 (RTE 1814L)	Students will complete observation hours in the operating room as scheduled during their normal clinical shift. Red bouffant caps must be worn. Red bouffant caps are to be worn by students while rotating in the OR.
Fall 2 (RTE 2533C)	Students will complete observation hours in a selected modality as supplemental to the correlating course. Modality placement is strictly determined by clinical site availability and procedure observation is dependent upon patient approval.
Spring 2 (RTE 2854L)	Students may select additional modalities to rotate through after completion of all radiography competencies required by the ARRT has been met within designated weeks at the end of the semester. These observation shifts are to be held during normal scheduled clinical hours.

Clinical Appearance Policy

Clinical Appearance: The Radiography student is not only representing Northwest Florida State College during clinical rotations but is also a guest at the affiliated clinical sites. The Radiography student also represent that clinical facility to which the student is assigned during his/her clinical hours. Therefore, it is the policy of the Radiography Program to require students to appear professional at all times during their clinical rotations.

Clinical Attire: The purpose of a uniform is to identify members of a particular group. This is why all NWFSC Radiography students are to wear the appropriate uniform available at the bookstore. Students need to remember that they are not only representing NWFSC but also the Radiography profession.

Dress Code:

A. Uniform

- a. Required scrub pants selected by the program
 - i. Ankle length
 - ii. Pants worn at waist level
- b. Required solid scrub top selected by the program with designated insignias
- c. If desire, scrub dress/skirt selected by the program
- d. ALL LAB COATS require NSF State College Radiography student emblem sewn on the left sleeve, centered and 2" down from shoulder seam. Properly fitting lab coats can be black or white and must not extend past the wrist. The lab coat or jack is optional.
- e. SOLID white or black clinically appropriate shoes are required. (i.e. backless clogs, cloth shoes, or shoes with open toes are strictly prohibited. Non-cloth athletic shoes are acceptable).

- f. Name-tag issued by the college is worn on the left side of the uniform top above the pocket level. Name-badge with picture ID and Clinical Emergency Badges must also be worn at collar level.
- g. Radiation monitoring device is worn at the collar level. **(Additional student fees apply if lost or not returned in a timely manner)**
- h. A plain white or black long or short sleeve T-shirt is allowed to be worn under uniform top. NO WRITING ON T- SHIRTS.
- i. Student must have lead markers and pocket notebook on their person.

B. Grooming

- a. For both male and female students: Hair should be well-groomed and worn in a conservative, professional style off the face, shoulders and back, arranged so it does not fall forward (plain band or barrette that matches hair color only –no clips or bows). Hair color must be kept to natural shades such as blonde, brunette, red, gray, etc. Colors such as pink, purple, blue, etc., may not be acceptable by clinical sites.

C. Jewelry – Limited to the following articles:

- a. Wedding bands – no thumb rings etc. (Please be advised these may need to be removed due to patient safety.)
- b. Watches of professional appearance.
- c. One pair of pierced earrings of neutral tones and no larger than ½ inch may be worn with only one earring in each lobe. Clear retainers may be allowed, site permitting.
- d. If student has body piercing, only jewelry for ear piercings, as described above, may be visible during clinical education experiences. Tongue rings, nose piercings, eyebrow piercings etc. are not permitted.
- e. Gauges - if site allows gauges, they will be solid neutral tone.

D. Cosmetics and Scents

- a. Perfume and scented aftershave lotion are not acceptable.
- b. Nails must be clean and trimmed (no longer than fingertips). **CDC - Appropriate hand hygiene includes diligently cleaning and trimming fingernails, which may harbor dirt and germs and can contribute to the spread of some infections. Nail polish and artificial nails are prohibited.**
- c. Make-up should be kept to a minimum.
- d. Students may be required to cover any and all tattoos per facility. At a minimum, offensive tattoos MUST be covered at Clinic.
- e. Good hygiene is mandatory. Students presenting to clinic with offensive odors (perfumes, body odor, tobacco etc.) will incur a clinical absence when sent home.

E. Items required for every clinical day

- a. Pen.
- b. Right and left radiographic markers (initial set MUST be purchased at the NWFSC Bookstore). Markers must contain:
 - i. L/R
 - ii. Beads (bb's)
 - iii. Number assigned by the NWFSC Bookstore
- c. Radiation monitoring device – dosimeter (maintained by the program).
- d. Technique/Procedure Books – pocket size-OR a small note pad.
- e. College Nametags (picture and nameplate) and Clinical Emergency Badge (if applicable)

F. Articles NOT allowed to be carried on student during clinical hours:

- a. Any electronic device, including:

- i. Cell phones or other communication devices. Students will immediately be dismissed from clinical if these devices are found on their person. Exception: breaks and utilizing paperless system.
- b. No social media or texting while at clinic.

G. Students who use tobacco products

- a. Must take precautions to guard against transmission of tobacco smells to patients and others. The majority of college associated clinical sites are tobacco-free campuses.
- b. <http://tobaccofreeflorida.com/>

H. Other Dress Considerations

- a. Surgical scrubs may not be taken outside the hospital.
- b. Students must abide by the dress code policies of the clinical facility in which they are obtaining experience. (i.e. if they do not allow white cot in the psychiatric ward.)
- c. **Red bouffant surgical caps will be worn by NWFSC students during OR rotations/observations (site permitting). The caps are provided by the program and can be found in the radiology department.**

Clinical Attendance Policy

The student will be assigned to clinical sites based on educational value as determined by the radiography clinical coordinator. Attendance at all scheduled clinical activities is necessary to meet course requirements and absence may affect the student’s grade. Students are therefore urged to make every possible attempt to attend all clinical rotations. Students should report promptly each day to the assigned clinical site as designated by the Clinical Rotation Schedule. It is the student’s responsibility to check the rotation schedule and report to the correct location. The program does not recognize absences as excused or not excused. The student is allowed a certain number of absences each semester (see syllabi) – any more than allowed may result in dismissal from the program. As with any absence, it is required to give notification of absences.

Semester	DAYS of Allowed Absences without Penalty PER SEMESTER.	DAYS MISSED for initial Grade deductions: <i>Excessive days (1 or more over allowed) missed may result in a grade of zero in professionalism on semester evaluations. 3 or more days (over allowed) may result in a failing grade and dismissal from the program.</i>	DAYS MISSED for maximum grade of 75% <i>If excess days are made up* (up to program officials- need to maintain 1:1 ratio), then grade penalty may be mitigated</i>
Clinic I	2	3	4+
Clinic II	2	3	4+
Clinic III	2	3	4+
Clinic IV	3	4	5+
Clinic V	3	4	5+

Students are required to make up all days in excess of allowed semester days in order to sit for the Clinical Final Exam. This must be accomplished on or before the last day of classes. Make-up clinic days are to be scheduled with NWFSC Clinical Instructor and Clinic Coordinator. Make-up day scheduling is dependent on clinic site space availability and must only be scheduled during NWFSC operating hours. Excessive absenteeism may also be reflected in technologist evaluations, and subsequent grade. A student may be removed from the program for excessive absenteeism. See Critical Incidents. Please note that if make up days are not completed, student will not pass the clinical semester. Also note that make-up days are not guaranteed and are limited by facility availability. **Additionally, any more than 15% of clinical days missed per semester, regardless of reason, will be grounds for dismissal from the clinical cohort.**

If Student is Absent:

1. The student must notify the hospital site clinical instructor/Preceptor and NWFSC Clinical Coordinator. Failure to follow this protocol may result in a critical incident violation report. If the student has a contagious illness or has an injury the student must bring a doctor's note allowing them to return to clinic without limitations (see essential functions).
2. **Late Arrivals/Early Departures:** Absences and/or tardiness directly affects patient care delivery. Reporting late/leaving early at clinical sites will result in a full day absence. Make arrangements to arrive early enough to sign in on time! There will be no substituting of clinical sites.
3. **Excessive Absences:** A student is considered to have an unsatisfactory attendance record when the student is absent more than the allowed number of absences. If a student exceeds the allowed number of clinical absences, the student may earn a failing grade for the semester, and not be permitted to advance to the next semester.
 - a. AGAIN-Make-up days are NOT guaranteed – depends on the number of hours, clinic site, available technologists, etc. Every attempt should be made by the student to coordinate make up days with the clinical instructor and/or coordinator thorough the semester.
 - b. If make-up clinical hours are permitted, realize that the student may still incur a grade penalty for excessive absences including for attendance itself, professionalism grade, etc. (see NWFSC RADIOGRAPHY CLINICAL ATTENDANCE POLICY on previous page).
 - c. Clinical Incompletes (with the exception of the final clinical course) are not given – clinical time must be made up in the same clinical rotation.

Other Clinical Considerations

1. **Clinical Objectives:** The student must meet all clinical objectives required for the semester. If the student does not meet all clinical objectives, the student will earn a failing grade. This includes mandatory semester Clinical Procedure Evaluations, Image and Procedure Evaluations, practice requirements, etc. See specific Clinic Syllabus for more details.
2. **Switching clinical rotation:** Not an option, it is prohibited unless approved by the program director and clinical coordinator.
3. **Assigned Times:** The student will attend clinical rotations according to schedule.
4. **Assigned Area:** the student is required to stay in their assigned area. Only the clinical instructor or designate may reassign student areas. In addition, the clinical coordinator must approve if this is a permanent re-assignment.
5. **Full Day:** The student should be in their assigned area at the scheduled time and is to remain there until the scheduled time has expired. Failure to comply may result in a critical incident. A 30-minute lunch break is required. The student will return to assigned area promptly upon return from lunch. An Additional two (2) fifteen (15) minute breaks are allowed during each shift, **patient load permitting.**
6. Breaks must be coordinated with instructor/preceptor, etc.
7. If your department/site closes early before your shift ends, student must contact their immediate adjunct faculty member (see contact list).
8. **Dismissal from clinic site:** You may be dismissed from the clinic site for the day if you do not follow policies and procedures. You must self-disclose this dismissal to the clinical coordinator. Please see Critical Incident Policy.

Clinical Health Policy – Health Requirements

All students are required to comply with guidelines regarding a tuberculin test or chest x-ray, Hepatitis B vaccination series, Measles, Mumps, Rubella, and Tetanus before enrolling in clinical courses.

Students are expected to be physically and mentally able to perform the essential functions of the radiography curriculum, and they may be requested to provide appropriate documentation. (See Essential Functions section of this handbook). Students must adhere to the following schedule:

Health Requirement	Comment
Health Certificate	Students must be evaluated by a medical professional for physical and emotional ability to comply with Essential Function in the program. Available under FORMS in this handbook.
¹ Tuberculin Skin Test (Mantoux)(ppd)	The Mantoux must have been administered within the last 12 months and current/annually while in the radiography program. If the test is positive, a chest x-ray and report of physician's recommendations must be attached. If student is known to have a positive reaction, the student must submit a report of the chest x-ray. After initial chest x-ray, ANNUAL evaluation/screening for tuberculosis signs/systems must be submitted.
Tdap	Vaccination is required within the past 10 years.
MMR (Measles, Mumps, Rubella)	<p>Measles (Rubeola): Two doses of live virus measles vaccine received on or after the first birthday or laboratory evidence of immunity are required for all students born on or after January 1, 1957. At least one dose of live virus measles vaccine is recommended for students born prior to 1957.</p> <p>Mumps: One dose of live virus vaccine on or after first birthday is required.</p> <p>Rubella: One dose of live virus vaccine on or after first birthday is required. Must have a record of immunization since 1980. If immunized prior to 1980, must have laboratory evidence (Rubella screen or Rubella titer) of immunity. (It is usually less expensive to have the MMR repeated than to pay for a Rubella screen or titer.) Students of child-bearing age or who may already be pregnant should consult with their medical provider regarding the options associated with this immunization.</p>
Hepatitis B	Hepatitis B immunization is required for all radiography students who have not discussed Hepatitis B vaccination with their health care provider and completed a declination form. The series consists of three intramuscular doses of vaccine, with the second and third doses given 1 to 6 months, respectively, after the first dose. It is required that students are tested for serologic response to the vaccine 1 to 6 months following the completion of the series.
*Varicella	Immunity by positive hx of chicken pox or proof of varicella immunization.
² Influenza	The flu vaccine is mandatory at the clinic sites ANNUALLY; however, some facilities allow the use of a mask if flu shot is declined.
10—Panel Drug Screen	Students are required to submit to a drug screen as a component of the enrollment procedure. Substance abuse is inconsistent with the ethics of the practice of radiography. Students may be asked by the Program Director, NWFSC, or the affiliating clinical agency to submit to individual, group, and/or random drug screening at any time. The college reserves the right to determine the agency to conduct the drug screening. Refusal to comply with requested screening within the timeframe directed (usually 12-24 hours) will result in dismissal from the radiography program. (Available through CastleBranch). Student is responsible for the cost of the drug test.
¹ Health Screening Questionnaire for History of Positive TB Skin Test available under FORMS in this Handbook ² Declination Forms available under FORMS in this Handbook. Additional Clinical Requirements may apply *Titers may be substituted in lieu of vaccination record	

Personal Assumption of Responsibility for Disease and/or Injury

Northwest Florida State College Radiography students must comply with OSHA standards for hazardous materials control, infection control and exposure to harmful substances, including, but not limited to, blood or other body fluids.

Sudden Illness or Exposure to Communicable Disease

The student is responsible for their own health care. Should the student contract a communicable disease or be exposed to same via body fluids or other means, they must report such exposure of condition to their clinical instructor or preceptor immediately. Should immediate assessment & treatment be deemed necessary (including emergency care), they must comply with all agency and college policies regarding the occurrence, which may include payment for any treatment or other required exposure procedures. Further, they must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.

Accident

Should a student become injured in a clinical/lab/classroom, the student must report the incident as soon as possible to the Instructor or supervisor. The student will present a written explanation of the incident and give it to the clinical instructor. It is highly recommended the student fill out an incident report via RaiderNet. The incident report must be filled out within 60 days to file a claim.

NWFSC carries Student Accident Coverage, which works with the students' primary insurance carrier or independently if student does not have insurance. This student accident program provides coverage for college students injured while participating in covered college classes, labs and/or training. Once the course or program of study ends, coverage ends.

The policy does not provide coverage for any returning student who wishes to take agility tests, re-certifications, etc. unless they are enrolled in a covered class. Please note that the policy only provides coverage for an injury to the student. An injury must be as a direct result of the accident which occurred during the covered activity and not from sickness or disease. If reimbursement for treatment is required, the student will notify the NWFSC facilities and risk manager IMMEDIATELY at **(850) 729-5364**.

Incident form: https://cm.maxient.com/reportingform.php?NorthwestFloridaSC&layout_id=3

Malpractice Insurance - NWFSC carries malpractice insurance for all Radiography students. The purpose of the insurance: To provide professional liability (malpractice) coverage for allied health students who are pursuing a degree or certificate in a health care profession which leads to licensure or certification to provide some form of health care to the public. Please notify the risk manager as well as the clinical coordinator in the event an accident/incident occurs at stephenz@nwfsc.edu. or (850) 729-5364. and cottrilld@nwfsc.edu.

Illness

It is recommended that all students have insurance to cover personal illness while in the program. The college does not discriminate against any type of medical condition. All students must comply with the Essential Functions/Standards for the Radiography course of study. The student must report any health condition (including prescription medications or other treatment), which may potentially harm a client (for example, a febrile illness or infectious skin lesion) or otherwise render the student unfit for duty (arm or leg in cast etc.). Upon resolution of said condition, the student must bring a note from their medical provider (MD, DO, NP or PA), which verifies the student is able to meet all standards with no restrictions.

Note: If the student health status (physical or mental) is, in the opinion of the faculty, impaired in the delivery of care, the student may be required to submit proof of medical assessment by appropriate physician and/or agency and/or interventions to the program director. Should the student be unable to meet the program standards, the student may be dismissed from the program. The student may appeal the dismissal by contacting the Northwest Florida State College Radiography Program Director and following the appeals process outlined in the college handbook.

Substance Use and/or Abuse

Substance abuse is inconsistent with the ethics of radiography, the radiography program and the College. Substance use/abuse adversely affects cognitive, sensory, affective and psychomotor behaviors which can be life threatening to self and others. The student may be asked by the Radiography Program, Northwest Florida State College and/or the affiliating clinical agency to submit to individual, group and/or random drug screening at any time. The College reserves the right to determine the agency and time constraints in which to conduct the drug screening.

Per the NWFSC Student Handbook, Substance Abuse section, found in the NWFSC College Catalog, and Board Policy HR 4.00, NWFSC is a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on NWFSC owned and controlled property, except for events specifically approved to include alcohol. Students in violation will be subject to disciplinary action as stated in the Student Code of Conduct published in the Student Handbook/College Catalog and may be subject to criminal prosecution. Students must also comply with any and all drug-free workplace requirements imposed through course-mandated student activities, such as offsite work at clinical facilities.

Health Services/Campus Safety

1. Counseling and other services are available to students at [BayCare](#). More information is also on the [NWF State College Advising](#) page.
2. Alcohol and drug abuse information is available from a counselor located in Student Services on the Niceville and Fort Walton Beach campuses. Call a counselor at 729-5372. The counselor maintains information on local treatment programs and their locations.
3. Available first aid, fire and emergency services call 911.
3. Click [HERE](#) for more information.

Cardiopulmonary Resuscitation (CPR) Certificate

Students are required to have CPR-BLS certification only through American Heart Association BLS for Healthcare Providers prior to clinical experiences in all radiography courses and to maintain certification while enrolled in the program. A copy of current CPR certification must be uploaded to CastleBranch. The CPR card must be valid through the entire semester in which the student is enrolled.

Documentation of Health and Safety Requirements

All documentation for Health and background/drug screen will be managed through CastleBranch. It is the student's responsibility to upload and maintain current documentation.

Critical Incident Policy

Grounds for termination from the Radiography Program. What is a critical incident?

1. A critical incident is defined by the instructor (based on the expertise and knowledge of the instructor) and/or the Program Director, supported by established standards of practice as any incident in which the health or the well-being of the client or the threat of same is threatened or jeopardized due to the action of a student. If the clinical instructor prevents an error, the student is still at fault.

2. A critical incident is also defined as any behavior which undermines the professionalism of the institution, program and facilities. A code of conduct violation may be filed as well as critical incident paperwork.
3. A critical incident is grounds for dismissal from the course and student will earn a failing grade of zero in the course and will be unable to continue in the radiography program. The student may be deemed not in good standing and may not be able to return to the program. Program officials may withdraw student from the cohort at this time. Additionally, program officials may report critical incidents to the ARRT Ethics Review Board.

Procedure: Instructor will document a critical incident on the Radiography Student Conference Form. The form will include all pertinent information and the behavior(s) will be identified. The instructor will meet with the student to review the behavior(s), make recommendations, give action plan and obtain student comments and signature. The student is responsible for reviewing the report on the Trajecsys platform. The instructor may also file a student [code of conduct](#) violation.

Penalty: Disciplinary actions include, but are not limited to, grade reductions, remediation, and dismissal from the program, at the discretion of the Program Director with the recommendations of radiography program associates.

Appeals: See [College Grievance Procedures](#)

Examples of Critical Incident Behaviors include but are not limited to:

1. Cheating in any form or fashion – classroom, clinical, laboratory, or elsewhere.
2. Functioning outside the scope of practice.
3. Failure to meet safety needs of patient, self, and others.
4. Radiographing wrong body part or insufficient analysis of orders/request/patient assessment.
5. Unable to successfully complete category during semester assigned.
6. Failure to comply with radiation safety procedures for patient, family, faculty, staff, students, and self – such as failure to shield, excessive radiation, mistaken radiation and so on. This applies to both clinical and laboratory settings.
7. Failure to communicate such things as changes in the client’s condition or equipment error etc. Failure to observe ARRT ethics.
8. Breach of confidentiality – HIPPA, gossiping, posting clinical (other) information on social networks etc. Falsifying information – including deception, being party to deceptive practices, other falsification.
9. Abandoning a client to include, but not limited to leaving the clinical area for any reason without reporting the client’s condition to the assigned preceptor and/or instructor or leaving the client unattended. Abandoning patient/technologist/faculty member/department etc. while assigned to clinic.
10. Stealing from an affiliated agency or the college.
11. Talking or texting on personal communication devices during RTE courses.
12. Not following Dress Code per Handbook.
13. Being removed from clinical at the request of the facility, faculty, or program.
14. Nonprofessional behavior.
15. Attempting Competencies on exams prior to having all necessary practices – refer to number 2.
16. Accessing PACS or other filing systems without supervision of a technologist.
17. Excessive absenteeism.
18. Failure to complete and maintain health records mandated by clinical facilities, i.e. Vaccinations and CPR.

Clinical Orientation Policy

Students are required to complete all Clinical Site orientation packets issued by each facility within the designated timeframe established by the clinical sites. Failure to comply may result in immediate dismissal from the program. Students must also realize that Clinical Site scheduling is solely up to the discretion of the Clinical Coordinator.

Smoking Policy

All of the clinical settings utilized by NWFSC are “Smoke Free” facilities. There should be no smoking at the clinical facilities. If you leave the premises during a break and choose to smoke, realize you may be denied re-admittance to facility per facility protocol. If you are released from clinic due to hygiene or other issues, it is an absence. If the behavior continues, it is a critical incidence. See clinical attire. Radiation safety policy

Radiation Safety

Occupational exposure to radiation is an expected risk associated with radiography professions. Exposure is strictly monitored and limited with safe practices. Students are given a dosimeter, which is a device that measures radiation exposure. The Radiation Safety Officer (RSO) will monitor exposure levels and coordinate counseling if needed to minimize radiation exposure.

1. RSO Contact

- a. The radiation Safety Officer (RSO) is the person responsible for programmatic radiation safety matters
- b. RSO:
 - i. Name: Daphnie Cottrill, MBA, RT (R)(CT)(MR)
 - ii. Email: cottrilld@nwfsc
 - iii. Office: 850-729-6457

2. General Radiation Safety:

- a. Authorized Operation
 - i. STAFF RADIOGRAPHERS: Medical x-ray procedures shall be performed only by a qualified Radiographer minimally holding an appropriate current license from the Florida Department of Health and only when and as authorized by a licensed physician or designee. The staff radiographers must retain current licensure with the American Registry of Radiologic Technologists (ARRT).
 - ii. STUDENT RADIOGRAPHERS: Students may operate equipment under the direct supervision of a staff Radiographer only when and as authorized by a licensed physician. Student Radiographers may operate radiographic equipment only under direct supervision during the first 3 clinical semester rotations.

3. Beam Restriction and Gonadal Shielding:

- a. GENERAL: The beam shall be limited to the area of clinical interest during both radiographic and fluoroscopic examinations. At no time should exposures be made where the student could come in contact with the direct beam. This requires restricting the exposed field size to the actual area of interest and/or the image receptor, whichever is smaller.
- b. GONADAL SHIELDING: NWFSC follows the NCRP recommendation on gonadal shielding which is "Ending Routine Gonadal Shielding During Abdominal and Pelvic Radiography." This follows the same position statements from the JRCERT, ACR, and our clinical sites. Students are still educated on the importance of shielding when it does not interfere with the areas of interest (site approval needed) as well as the optimal use of radiation for all persons involved.

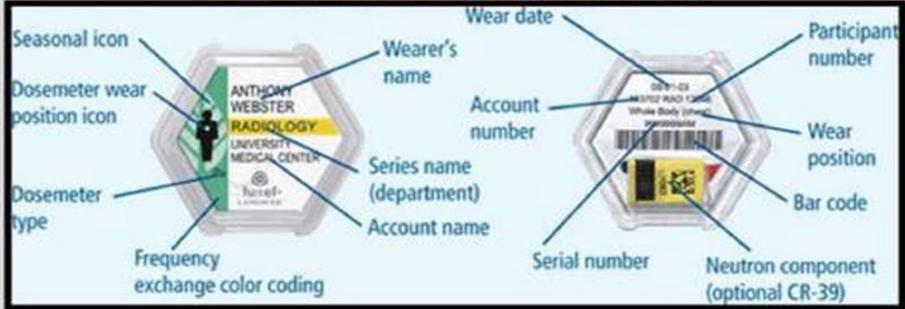
4. Control Booth Standards:

- a. **HAND CONTROLS:** All hand exposure controls are mounted in the control booth in such a way as to prevent the operator from making an exposure while in an unshielded position. This will be accomplished by permanent attachment of the hand control and/or by limiting the length of the exposure cord. If through wear or any other reason a hand control is found to be compromised, the Radiology Supervisor shall be notified at once.
- b. **UNSHIELDED PERSONNEL:** All unshielded student radiographers shall stand in such a position as to assure that their entire body is shielded by the control booth barrier or by a portable protective barrier during radiographic examinations involving stationary x-ray units.

5. Dosimetry:

- a. The Radiography Program and the affiliated hospitals operate under the radiation protection concepts of ALARA (As Low As Reasonably Achievable). This principal of employing proper safety procedures benefits the patient, student, and others.
- b. Each student will be issued a radiation monitoring device, referred to as a dosimeter. A radiation monitoring device records a person’s exposure to radiation. The student must wear the radiation monitoring device at all times during clinical assignments. Students will not be permitted to work in clinical/Lab areas without the dosimeter. A new dosimeter is issued to the student every other month to replace the previous device. Each student is responsible for exchanging his/her dosimeter at this time.

Radiography Landauer Dosimeter Log



INSTRUCTIONS:
 Dosimeter readings are reported Quarterly (four times annually). **Students are required to review report and initial next to their name.** Failure to do so may result in a clinical grade penalty. If the student has a concern regarding their radiation exposure, whether a high value is displayed OR if the student has been involved in practices that would result in a high reading, they must contact the RSO Immediately.
 The Radiation Safety Officer (RSO) is responsible for reviewing reports and counseling students who exceed or are in danger of exceeding any of the limits below. Failure to swap out badges will result in lost clinic time as well as an assessed late/lost badge fee. The student will have a hold placed on their NWF account until it is paid (cannot register for classes, etc.)

Threshold Limits

	Adult	Minor (< 18 yo)	Fetal (total gestation)	Fetal (monthly)	Public
NWFSC Radiography	50 mrem/ 0.5 mSv	5 mrem/ 0.05 mSv	5 mrem/ 0.05 mSv	0.5 mrem/ 0.005 mSv	N/A
NWFSC Radiography Annual	100 mrem/ 1mSv	10 rem/ 0.1mSv	10 mrem/ 0.1mSv	1 mrem/ 0.01mSv	N/A
<i><u>NRC* Regulation</u></i>	5000 mrem/ 50 mSv	100 mrem/ 1mSv	500 mrem/ 5mSv	50 mrem/ 0.5mSv	100 mrem/ 1mSv

*NCRP Report #116

- c. Further Dosimeter Instructions:
 - i. Do not wear the radiation monitoring device when having dental or medical radiographs as a patient.
 - ii. The Radiography Program's policy is to have students wear the radiation monitoring device at collar level facing outward on his/her uniform. The dosimeter is not to worn lower than the student's sternal notch.
 - iii. During fluoroscopy procedures the student wears the dosimeter at the collar level, outside the lead apron.
- d. Radiation Exposure Reports:
 - i. Students will wear dosimeter to every procedure's class/lab/clinic – failure to do so may impact your overall grade for procedures and clinic.
 - ii. Dosimeter exchange Policy: Exchange occurs quarterly (four times annually). Students are required to exchange by the date given by the RSO. Failure to exchange during this time frame will result in missed clinic day(s). Additionally, students are required to initial/date Landauer radiation reports once disseminate by RSO. Reports will be made available within 30 business days of receipt and can be located on the RSO door (Bldg. 420, Rm 314). Failure to do so will result in a critical incident.
 - iii. More information concerning occupational dose limits may be found at the United States Nuclear Regulatory Commission (U.S.NRC) <https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/full-text.html#part020-1208>
 - iv. NWFSC has established a threshold for all students. If the threshold is exceeded, counseling will ensue with possible clinical site modifications. Students are not permitted to attend clinic if NRC limits are exceeded and will result in delayed program completion.
 - v. Refer to threshold limits above.

6. Radiation Protection Best Practices – Student

- a. The student will adhere to proper radiation practices and policies consistent with clinical policies and the scope of practice in Radiography.
 - i. Students will wear program issued radiation monitors and change them out promptly.
 - ii. Students will completely stand behind the lead lined control area when making an exposure.
 - iii. All doors must be closed in each radiographic room for all examinations.
 - iv. When performing mobile examinations, the student must stand at least six feet from the radiation source and is recommended to wear a lead apron and thyroid shield when the exposure is being made. If the student is not making the exposure, he/she should leave the room or step further away than six feet. If student is making exposure, always announce that exposure will be made and allow time for other individuals to move away from the area before making exposure.
 - v. **NO HOLD POLICY**-Student will not stand out and hold a patient during a radiographic exposure. Students will never under any circumstances hold an image receptor.
 - vi. Student will not perform a radiographic exposure on any person that has not been ordered by a physician or other authorized personnel.
 - vii. Gonadal Shielding is at the discretion of the clinical sites.
 - viii. **FLUOROSCOPY POLICY- DIRECT SUPERVISION** Students must abide by ALARA and the three cardinal rules of TIME, DISTANCE and SHIELDING when participating in fluoroscopic exams (Direct Supervision Required)

1. **FIVE (5) MINUTE TIMER:** The fluoroscopic units are equipped with a five (5) minute timer that will:
 - a. initiate an audible alarm and
 - b. may disrupt the fluoroscopy. This timer is not to be reset without the permission of the supervising physician.
 2. **SHIELDING:** Protective leaded aprons shall be worn by all persons in a fluoroscopy room or with a portable fluoroscopy unit. Protective lead gloves and/or protective lead collars should be worn as needed. Only necessary persons shall be in the room during fluoroscopy. When assisting fluoroscopic procedures, the student must wear a lead apron, never turn back on source of radiation (unless wearing wrap around apron) and should remain at least two feet away from the table during fluoroscopy (unless assisting patient). Other radiation protection devices, such as thyroid shields, leaded gloves, and glasses, are available and should be utilized whenever applicable. Student Radiographers should not have any body part except their protected hand(s) within the useful beam. A protective glove of at least 0.25mm lead equivalent shall be worn whenever the hand is placed within or near the radiation field. If the student radiographer must hold during a fluoroscopic procedure, lead shielding (lead pad) must be placed at the appropriate location on the table. The student radiographer who is administering the barium for a large intestine (colon) study should stand at the foot of the table during fluoroscopy. Fluoroscopic examinations shall be performed with the beam limited to the area of clinical interest.
- b. Students will follow the ALARA principles.
 - c. Students will self-disclose violations of the policies.

7. Radiation Protection Best Practices – Patient

- a. Prior to any radiographic examination being performed, a licensed practitioner must provide a proper prescription for the exam ordered. This must be written and include the patient's name, ordering physician, examination to be performed and indications.
- b. Prior to the patient being radiographed, the student, under the guidance of the instructor or technologist, should follow the steps for informed consent in a confidential manner:
 - i. Verify the identity of the patient by at least two prescribed methods.
 - ii. Introduce self as a student to the patient
 - iii. Explain the procedure request to the patient
 - iv. Acquire permission from patient to proceed with exam
 - v. Obtain and record patient history
 - vi. Female patients of childbearing age are to be asked if there is any possibility of pregnancy
 - vii. Confirm correlation of patient history with examination ordered (i.e. if patient complains of right hand injury, a right hand x-ray should be ordered.)
 - viii. If order does not correlate with patient history, check physical order and speak with supervising technologist/clinical instructor prior to proceeding.
 - ix. The patient and anyone in the immediate areas I provided with an appropriate lead shield for all exposures (student responsibility).
 - x. The radiation field is to be collimated only large enough to include the anatomical part being radiographed.

- xi. Radiation field side must never exceed the image receptor size. Exposure factors must be kept ALARA.
- xii. Radiation protection of the patient is the responsibility of the student
- xiii. Students will use proper technical factors.

8. Mobile/Operating Room Radiography – Direct Supervision:

- a. AUTHORIZED PERSONNEL: Only qualified Staff Radiographers and Student Radiographers shall operate the radiation equipment during a procedure.
- b. SHIELDING OF STAFF: All Student Radiographers shall wear lead aprons during the operation of all mobile radiographic units. All Student Radiographers shall stand back as far as possible (a minimum of six (6) feet from the patient and the x-ray tube during exposures). Students shall never be in the primary beam. Students shall never hold the patient or image receptor.
- c. SHIELDING OF NON-PARTICIPANTS: Hospital personnel, family members, and/or visitors in the critical care areas (e.g. Emergency Room, Intensive Care Units, etc.) will be either given a protective lead apron or instructed to leave the immediate area before an exposure is made.
- d. SOURCE-SKIN DISTANCE: The portable radiographic units shall not be operated with a source-skin distance (SSD) of less than twelve (12) inches.

9. Pregnancy Policy – Patients

- a. GENERAL: Protection of the embryo or fetus or the irradiation of women who may be pregnant shall be given special consideration. If the patient is pregnant or suspects that she is pregnant, the Student Radiographer will comply with facility protocol prior to continuing the radiographic examination.
- b. SHIELDING: Shielding of all potentially pregnant patients is required unless its presence interferes with the examination or facility policy.

Pregnancy Policy – Students

This policy has been adopted for those pregnant students enrolled in a program in which they are exposed to ionizing radiation. Northwest Florida State College is very interested in the protection of the unborn child and will take every reasonable step to ensure the safety of the mother and the unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy. Please note that the Clinical essential functions and performance standards must continue to be met- this radiation policy is exclusive to dosages associated with pregnant declared student's radiographers who are exposed to radiation. **Written Declaration of pregnancy is VOLUNTARY.**

When a student confirms pregnancy there are two primary choices:

- 1. **OPTION 1:** The student may choose to NOT declare the pregnancy, in which case no changes will be made to the student's schedule and the embryo/fetus will be subject to the same radiation dose limits that apply to other occupational workers.
- 2. **OPTION 2:** If the student decides to declare the pregnancy, they must do so in writing. **(Please note, that declaration of pregnancy is VOLUNTARY.** Once the student completes a "Declaration of Pregnancy" (see below form), she needs to meet with the Radiography Program Director and RSO to discuss her options. These include the following:
 - a. The student may choose to continue in the program without modifications

- b. The student may choose to withdraw from the program and re-enter with the next cohort after delivery to complete the Radiography Program.
- c. The student may choose to continue the program without interruption of the routine clinical rotations. The Program Director, faculty and student will take appropriate precautions, the purpose of which is to assure that the radiation exposure to the embryo/fetus does not exceed any evaluated threshold dose. Exceeding threshold doses warrants an evaluation as to the source and mannerisms of the exposure. This could necessitate a change in the schedule to avoid areas of clinical practice that may expose the student to higher radiation doses, i.e., mobile C-arm fluoroscopy, mobile radiographic exams and fluoroscopy. This option might result in a delay in graduation until those clinical rotations could be completed.
- d. The student may choose to discontinue clinical rotations and remain in the current semester academic classes until after delivery, and then complete remaining clinical and academic education. This option would delay completion of the program.
- e. **The student may Withdraw the Declaration of Pregnancy, in writing**, (see below) at any time if she believes that it is in her best interest to do so, and the lower dose limit for the embryo/fetus would no longer apply.

3. Monitoring Devices During Pregnancy

- a. Dosimeter designated for use under the lead apron at the waist level must be properly managed at all times. **Under no circumstances should the fetal and student badges be reversed.** Proper utilization of dosimeters during radiation exposure is mandatory.
- b. Lead aprons provided by the clinical site or by the school must be worn at all times that the pregnant or potentially pregnant student receives radiation exposure. Care should be taken to reduce and eliminate unnecessary exposure. Using these protective measures, the student should be able to perform normal duties throughout the pregnancy without fear of excessive radiation exposure to the unborn child.

REFERENCES FOR RADIATION REGULATIONS:

- National Council on Radiation Protection and Measurement: Limitation of Exposure to Ionizing Radiation. Report#116
- National Council on Radiation Protection and Measurement: Radiation Protection for Medical and Allied Health Personnel, Report #105
- National Council on Radiation Protection and Measurement: Radiation Structural Shielding Design and Evaluation for Medical, Use of X-Ray Gamma Rays of Energies Upto10MEV, Report#49
- National Council on Radiation Protection and Measurement: Radiation Protection in Pediatric Radiology, Report#68.

NORTHWEST FLORIDA STATE COLLEGE – RADIOGRAPHY PROGRAM

Voluntary Declaration of Pregnancy Form

INSTRUCTIONS: Complete applicable declaration/withdrawal, strike through and initial non-applicable. Submit to RSO. To Whom It May Concern:

In accordance with current regulations, I voluntarily wish to declare that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

In making this declaration, I wish to be afforded the protection that the unborn child shall not receive in excess of limits established below. If the threshold is exceeded, counseling will ensue with possible clinical site modifications. Students are not permitted to attend clinic if NRC limits are exceeded and will result in delayed program completion.

	Fetal Gestation Dose	Fetal (Monthly) Dose
NWF State College Radiography	0.1 mSv	0.005 mSv
NRC Regulation	5.0 mSv	0.5 mSv

Student Name	Student Signature	Date
RSO Name	RSO Signature	Date
Radiography Program Director	Program Director Signature	Date

NORTHWEST FLORIDA STATE COLLEGE – RADIOGRAPHY PROGRAM

Withdrawal of Pregnancy Declaration Form

INSTRUCTIONS: Complete applicable declaration/withdrawal, strike through and initial non-applicable. Submit to RSO. RSO. To Whom It May Concern:

Effective immediately, I am voluntarily withdrawing my previous declaration of pregnancy. I understand that by submitting this form I agree to the removal of any clinical scheduling changes due to my declaration of pregnancy. I realize dose limits will revert to pre-declaration limits, and to the termination of any radiation monitoring that was added due to my declaration of pregnancy.

Student Name	Student Signature	Date
RSO Name	RSO Signature	Date

Radiography Program Director	Program Director Signature	Date

Safety Rules for Clinical Practice

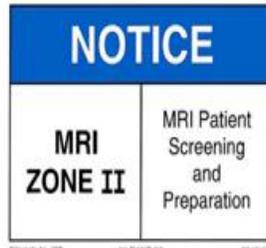
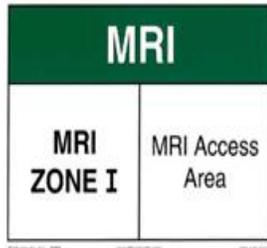
As a member of the medical team, you are responsible for the safety of the patients and personnel with whom you come in contact. Therefore, it is important that you follow certain basic rules regarding the overall safety of patients and personnel.

1. Follow the As Low As Reasonably Achievable (ALARA) principles
2. Do not leave any patient unattended in the radiology department.
3. Make sure you have the correct patient. Ask the patient his/her name and check the identification band. **You can be charged with battery for performing a radiographic examination on the wrong patient or performing the wrong examination on a patient.** At a minimum you will have a documented critical incident, and face dismissal from the program.
4. Secure all locks for wheelchairs, stretchers, or beds before allowing a patient to enter or exit said vehicle.
5. Secure all seat belts, rails or other restraints for wheelchairs, stretchers, and beds before transporting patients.
6. Do not allow the patient to extend arms or legs from the transporting vehicle.
7. Loosen all restraints or seat belts before instructing a patient to move from wheelchair, stretcher, or bed.
8. When returning a patient to a room, secure all bed rails or other restraining devices before leaving patients in the room. LOWER BED DOWN TO LOWEST LEVEL.
9. Report to the charge nurse prior to removing a patient from the room and upon returning the patient to his/her room.
10. Obey all “No Smoking” signs for the safety of your patient as well as yourself. These laws are posted in an effort to adhere to state law.
11. Observe all connecting tubing, such as catheters, intravenous tubing, drainage tubes and suction tubes. Do not allow them to become twisted or tautly pulled during the transfer of a patient from one area to another.
12. Observe body fluid and standard precautions at all times.
13. Be prepared to react according to the facility’s disaster, fire or CPR plan. Students are responsible for reacting and participating in any/all drills conducted by the respective clinical sites. Student status does not exempt any student from the responsibility of learning emergency codes of the respective clinical site.
14. Do not receive or give a patient any type of food, drink or medication unless requested by a qualified physician, technologist, or nurse.
15. Respect the patient’s right to privacy. Make sure he/she is covered as much as possible during the exam and any other time while in your care.
16. Do not receive gifts/presents from any patient.

MRI Safety Policy

In the event of the need for student assistance in MRI for patient transfers, etc., students are required to complete an MRI self- screening in order to comply with hospital and the JRCERT regulations at the time of matriculation. Any selection of YES or UNSURE on the screening form found under FORMS in this handbook deems the student initially ineligible to enter specified MRI zones until further cleared by the MRI department. Students must self-disclose to all clinical staff if they are unable to enter MRI Zones 3 and 4. **STUDENTS ARE REQUIRED TO NOTIFY NWFSC INSTRUCTORS OF ANY CHANGE IN MRI STATUS, And a NEW SCREENING MUST OCCUR IMMEDIATELY.**

Additional site-specific clearance is required during optional MRI rotations in the final clinical semester. The form must be uploaded on the CastleBranch platform.



ZONE 1: (General Public Areas) - All areas freely accessible to the general public without supervision. Magnetic fringe fields in this area are less than 5 Gauss (0.5 mT).

ZONE 2: (Waiting Room) - Still a public area, but the interface between unregulated Zone I and the strictly controlled Zones III and IV. MR safety screening typically occurs here under technologist supervision.



ZONE 3: (Control Room) - An area near the magnet room where the fringe, gradient, or RF magnetic fields are sufficiently strong to present a physical hazard to unscreened patients and personnel.

Zone 4: (Exam Suite) - Synonymous with the MR magnet room itself. Has the highest field (and greatest risk) and from which all ferromagnetic objects must be excluded.

Please note that MRI training and completion of forms will occur in the first semester prior to clinical rotations.

Certification Procedures

Graduates of the NWFSC Radiography program will be eligible to apply for certification by the American Registry of Radiologic Technologists (ARRT). The fee for applicants at this writing is \$200.

Eligibility for examination depends on the following:

1. Completion of all general education requirements for graduation from NWF State College.
2. Completion of all RTE courses.
3. Meet all ethical requirements.
4. Completion of ARRT application.
5. Schedule testing date with Pearson VUE once the ARRT has processed the application.
 - a. Visit ARRT website [here](#) for more information.

Several professional organizations have been established for individuals practicing in the field of Radiologic Technology. Membership in these organizations is highly recommended. Students are encouraged to join and become actively involved in the American Society of Radiologic Technologists. Discounted student rates apply at www.ASRT.org.

FORMS

NWF State College Radiography Program – HANDBOOK ACKNOWLEDGEMENT FORM

Handbook Receipt

This document is to acknowledge the receipt and my understanding of the policies, procedures and information within the Radiography Program Handbook. I understand that while an instructor did go over the document with me, I am ultimately responsible for all information contained within the handbook. I understand that occasionally changes must be made to the handbook to ensure patency of the program. I understand that any changes will be given to me promptly with clear instructions/information. I understand that if I have questions regarding the handbook, its policies and/or procedures, I will address them with the program director/clinical coordinator.

Additionally, I understand that as the program receives and implements accreditation and facility driven updates, I will be notified, and I will sign a new handbook receipt or acknowledgement that I received and understand the updated information. I also understand that changes to the online handbook are not in “real time” and the updated information may not have made it to the web version of the handbook.

Student Name

Student Signature

Date

NWF State College Radiography Program – HIPAA POLICY

Statement on Confidentiality and Dissemination of Patient Information

Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our clinical experiences. Northwest Florida State College (NWFSC) prohibits the gathering of any patient information unless required for purposes of treatment, payment, or health care operations and discussions of protected health information (PHI) within the organization should be limited.

Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing, and other essential health care operations, peer review, internal audits and quality assurance activities.

I understand that NWFSC students provide services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of patients. I understand that it is necessary, in the rendering of services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected by federal and state laws.

I agree that I will comply with all confidentiality policies and procedures. If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the program Coordinator immediately. In addition, I understand that a breach of patient confidentiality may result in suspension or expulsion from the program. I also understand that a wrongful breach of patient confidentiality could personally subject me to criminal and civil penalties.

I understand all privacy policies and procedures that have been provided to me by NWFSC. I agree to abide by all policies or be subject to disciplinary action, which may include verbal or written warning, suspension, expulsion, and/or dismissal from the program. This does not alter the nature of the existing relationship between NWFSC and me.

Student Name

Student Signature

Date

NWF State College Radiography Program – RELEASE OF INFORMATION

Student Private Health Information – Release of Information

I, _____(student candidate name), hereby grant permission to the Northwest Florida State College Radiography Program to release my Health, Safety and Security Background Information¹ to designated NWFSC Radiography Program Clinical Site Affiliates². I understand that any information disseminated will strictly be used to verify and approve student access to each clinical site. HIPAA and FERPA Guidelines will be strictly maintained and protected. This information will not be otherwise distributed.

Students who are rejected by any Clinical Site may be withdrawn from the Radiography Program.

¹Health, Safety and Security Background Information

- Immunization History
- Background Check Results
- 10-Panel Drug Screen Results
- Health Certificate
- Any orientation documentation (per facility)

²NWF State College Radiography Program Clinical Site Affiliates:

- North Okaloosa Medical Center
- HCA Florida Fort Walton-Destin Hospitals
- HCA Florida Twin Cities Hospital
- Sacred Heart Health Systems, INC.
- Orthopaedic Associates
- White Wilson Medical Center
- HealthMark Regional Medical Center

Print Student Name

Student Signature (Sign in ink in presence of Notary Public)

Date

Sworn to and subscribed to me this _____ day of _____, 20_____

Stamp:

Signature of Notary Public

NWF State College Radiography Program – PHOTOGRAPHIC CONSENT and RELEASE FORM

If you are a student or participant who is 18 years or older, you will sign this form for yourself. If you are a student or participant who is younger than 18 years, your parent or legal guardian will sign for you; in that case, all references to “I” or “my” refer to the participant.

I give my consent to Northwest Florida State College (“NWFSC”) and its employees, volunteers, and contractors acting on behalf of NWFSC to:

1. Record my image, likeness, and voice through video, audio, or photo recording, or any other medium, and to use my name in connection with these “Recordings”; and
2. Keep, use, reproduce, exhibit, or distribute these Recordings in whole or in part now and in the future in any and all media formats available to NWFSC (including, but not limited to, print publications, video reproduction and publication, internet storage and publication, social media, and any other electronic or other medium existing now or in the future) for any purpose that NWFSC, and those acting on its behalf and under its authority, decide is appropriate, including display, illustration, promotional, recruiting, advertising, electronic transmission, and any commercial or non-commercial use.

I release NWFSC and any and all of its representatives, employees, volunteers, assignees, and successors, from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I may have now or in the future from liability for any violation of any personal, property, or other proprietary right I may have in connection with use of my image, likeness, voice, or name in any medium. I have read, understood, and agree to the terms of this release. I understand and agree that I am releasing, waiving, or otherwise relinquishing legal rights and opportunity to sue covered by this release. I expressly waive any rights to privacy or other rights that I may have under the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99) and Florida Statutes § 1002.22 and other federal or state laws. To the extent required by FERPA, Florida Statutes, or other federal or state laws, I consent to the use of my name, image, likeness, and voice as stated in this release.

I understand and agree that all Recordings are and will remain the property of NWFSC.

If I am a parent or guardian of a student or participant younger than 18 years, I have read, understood, and agree to the terms of this release on behalf of my participant.

_____	_____	_____
Student Name (18 and older)	Student Signature	Date

_____	_____	_____
Parent/Guardian Name (17 and younger)	Parent/Guardian Signature	Date

NWF State College Radiography Program – MRI SCREENING FORM

Student Name (Please Print): _____

All Northwest Florida State College radiography students must be pre-screened for MRI safety prior to any clinical observation or rotation. This is a generalized screening form, to be filled out by the student radiographer. Any answer of yes and/or unsure makes the student ineligible to assist/rotate/observe in the MRI suite until such time that the yes or unsure is deemed an actual no. During the last clinical rotation, if a student desires a rotation in MRI, the student MUST be screened again, this time by the facility protocol and the form must be verified with an MRI technologist. Please note that **STUDENTS ARE REQUIRED TO NOTIFY NWFSC INSTRUCTORS OF ANY CHANGE IN MRI STATUS, And a NEW SCREENING MUST OCCUR IMMEDIATELY.**

Do you have , or have you ever had in your lifetime?	YES	NO	UNSURE
1. Exposure to metal dust			
2. Metal fragments in the eyes			
3. Prosthetic devices			
4. Cochlear implants			
5. Surgical aneurysm clips			
6. Cardiac pacemaker or pacer leads			
7. Neuro or bio-stimulators			
8. Implanted infusion pump			
9. Heart valve replacement			
10. Shrapnel, bullets or have been shot			
11. Hearing aids			
12. Cataract surgery with lens implant			
13. False eye			
14. Tattoo (anywhere, any size)			
15. Surgical implants			

If you have answered "Yes" or "Unsure" to any of the above statements, please explain here. Any surgical implantation, or if you have any other implanted device, **(INCLUDING IUDs OR OTHER BIRTH CONTROL DEVICES)** please state here the year of the surgery, make and model of implant, and what city/country you had the surgery performed.

By signing below, I acknowledge that I have read and truthfully completed this document.

Student Name

Student Signature

Date

Witness Name

Witness Signature

Date



EQUAL OPPORTUNITY DATA:

This information is optional and is gathered for statistic and reporting purposes only and does not in any way affect your candidacy for program enrollment.

NAME _____ AGE: _____ GENDER _____

MARITAL STATUS (circle one): SINGLE MARRIED WIDOW DIVORCED

RACE: (Check all that apply)

- Black
- Native American
- White Hispanic
- Black Hispanic
- Caucasian
- Asian/Pacific Islander
- Prefer not to say

NUMBER OF CHILDREN _____ AGES: _____

Please submit this form to the Health Science Administrative Assistance at radiography@nwfsc.edu

HEALTH SCREENING QUESTIONNAIRE FOR HISTORY OF POSITIVE TUBERCULOSIS SKIN TEST

The current CDC guidelines no longer require biannual chest x-ray screening. It is believed that once a normal chest x-ray has been achieved and documented, it is more important to review common signs and symptoms of pulmonary tuberculosis and assess for risk factors.

If you have had a positive TB skin test, a normal chest x-ray report must be in your student file. This questionnaire must be completed on a yearly basis after the chest x-ray. Please answer the following questions upload this form the CastleBranch.

Name: _____ Date: _____

When did you convert to a positive PPD? _____

When was your last chest x-ray? _____ Results: _____

Did you ever receive a TB vaccination? _____

Are you experiencing any of the following symptoms? (Circle yes or no)

Night sweats	YES	NO
Unexplained weight loss	YES	NO
Chronic fatigue	YES	NO
Persistent cough	YES	NO

If yes, please further explain.

Are you currently being evaluated and treated by a medical provider for pulmonary or extrapulmonary tuberculosis?
(Circle one) YES or NO.

If yes, please provide documentation from your medical provider that you are medically cleared to participate in patient care activities.

HEALTH CERTIFICATE – PAGE 1

Student Instructions:

- STUDENT MUST complete the HEALTH HISTORY (PG 2) before appointment with the healthcare provider.
- STUDENT MUST review ESSENTIAL FUNCTIONS AND PERFORMANCE STANDARDS BEFORE (PG 4) appointment with the healthcare provider so that they are familiar with all standards.
- STUDENT MUST complete LATEX SENSITIVITY QUESTIONNAIRE (PG 5) BEFORE appointment with the healthcare provider. If you have concerns about a possible latex sensitivity, be ready to discuss this at your appointment.
- PROOF OF IMMUNIZATION IS REQUIRED. If immunization record is incomplete or not available, titers will need to be ordered by the healthcare provider and there will be a delay in completing the health certificate. Please plan ahead to ensure that you can meet submission deadlines.

Student Attestation:

This record will become part of the student's NWFSC Radiography Program file and disclosed to school officials with legitimate interest.

I, _____ (student candidate name) hereby represent that each answer to a question herein and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect or false statements or information furnished by me will subject me to disqualification at any time.

I, _____ (student candidate name) also attest that I have the ability to fully and completely meet the RADIOGRAPHY PROGRAM ESSENTIAL FUNCTIONS AND PERFORMANCE STANDARDS as outlined on page 4 this Health Certificate document while enrolled in the program.

I, _____ (student candidate name) also attest that I have completed all immunization and health requirements and/or obtained titers that demonstrate immunity as required by NWF State College Radiography Program protocols and its affiliates.

Student Name

Student Signature

Date

HealthCare Provider Instructions:

- Please review the completed HEALTH HISTORY on page 2 with the student candidate.
- Complete pages 3 and 4, (CLINICAL PROVIDER EVALUATION and ESSENTIAL FUNCTIONS AND PERFORMANCE STANDARDS) including signature (or initials where indicated).

Thank you. We appreciate your careful attention to this important document. Please feel free to contact us if you have any questions or concerns.

Grace M. Stewart

Grace Stewart, MLS, ARRT RT(R)(CT)
NWFSC Radiography Program Director 850-729-6462

HEALTH CERTIFICATE – PAGE 2 (COMPLETED BY STUDENT)

NAME:	DOB:	GENDER:			
NWF EMAIL:		PHONE NUMBER:			
EMERGENCY CONTACT/RELATIONSHIP:		PHONE NUMBER:			
HEALTH HISTORY: DO YOU HAVE ANY OF THE FOLLOWING? SELECT ALL THAT APPLY:					
<input type="checkbox"/>	Night sweats of fever	<input type="checkbox"/>	High blood pressure	<input type="checkbox"/>	Liver disease
<input type="checkbox"/>	Unintentional weight loss or gain	<input type="checkbox"/>	High cholesterol/lipids	<input type="checkbox"/>	Jaundice
<input type="checkbox"/>	Convulsions/seizures or epilepsy	<input type="checkbox"/>	Swollen feet or ankles	<input type="checkbox"/>	Vomiting blood
<input type="checkbox"/>	Fatigue	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	Hemorrhoids
<input type="checkbox"/>	Numbness/tingling or weakness	<input type="checkbox"/>	Shortness of breath	<input type="checkbox"/>	Cancer
<input type="checkbox"/>	Fainting/dizzy spells	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Growth abnormalities
<input type="checkbox"/>	Headaches	<input type="checkbox"/>	Bronchitis	<input type="checkbox"/>	Tumor
<input type="checkbox"/>	Paralysis	<input type="checkbox"/>	Pneumonia	<input type="checkbox"/>	Arthritis
<input type="checkbox"/>	Stroke/blood clots	<input type="checkbox"/>	Persistent cough	<input type="checkbox"/>	Rheumatism
<input type="checkbox"/>	Color blindness	<input type="checkbox"/>	Stomach ulcer	<input type="checkbox"/>	Bursitis
<input type="checkbox"/>	Visual disturbances	<input type="checkbox"/>	Abdominal Pain	<input type="checkbox"/>	Back pain
<input type="checkbox"/>	Wears eyeglasses	<input type="checkbox"/>	Change in bowel/bladder	<input type="checkbox"/>	Broken bones
<input type="checkbox"/>	Hearing problems	<input type="checkbox"/>	Indigestion	<input type="checkbox"/>	Joint pain or injury:
<input type="checkbox"/>	Sinus problems	<input type="checkbox"/>	Loss of appetite	<input type="checkbox"/>	- Neck
<input type="checkbox"/>	Chronic or frequent colds	<input type="checkbox"/>	Hernia	<input type="checkbox"/>	- Arm
<input type="checkbox"/>	Mouth sores	<input type="checkbox"/>	Nausea/Vomiting	<input type="checkbox"/>	- Hand
<input type="checkbox"/>	Significant dental problems	<input type="checkbox"/>	Blood in urine/stool	<input type="checkbox"/>	- Shoulder
<input type="checkbox"/>	Skin disease	<input type="checkbox"/>	Kidney problems	<input type="checkbox"/>	- Foot
<input type="checkbox"/>	Change in warts/moles	<input type="checkbox"/>	Bladder infections	<input type="checkbox"/>	- Hip
<input type="checkbox"/>	Heart problems	<input type="checkbox"/>	Genital discharge	<input type="checkbox"/>	- Knee
<input type="checkbox"/>	Chest pain or pressure	<input type="checkbox"/>	Blood disease	<input type="checkbox"/>	Mental Health:
<input type="checkbox"/>	Rheumatic Fever	<input type="checkbox"/>	Anemia (including Sickle Cell)	<input type="checkbox"/>	- Anxiety
<input type="checkbox"/>	Scarlet Fever	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	- Depression
<input type="checkbox"/>	Irregular heartbeat	<input type="checkbox"/>	Thyroid disease	<input type="checkbox"/>	- Substance abuse
<input type="checkbox"/>	Heart murmur	<input type="checkbox"/>	Rectal disease	<input type="checkbox"/>	- Other
Other chronic medical conditions not listed above:					
Further explanation of any check items:					
Allergies:					
Medications:					
Surgeries:					

HEALTH CERTIFICATE – PAGE 3 (COMPLETED BY MEDICAL PROVIDER)

STUDENT NAME: _____ **DOB:** _____

Vitals: **BP:** ____ / ____ **HR:** ____ **T:** ____ **HT:** ____ **WT:** ____

PAST MEDICAL HISTORY:

PAST SURGICAL HISTORY:

SOCIAL:

MEDICATIONS:

ALLERGIES:

PHYSICAL EXAM (Check Normal/Abnormal box where applicable):

SYSTEM	NORMAL	ABNORMAL	COMMENTS
CONSTITUTIONAL			
INTEGUMENTARY			
HEENT			
PULMONARY			
CARDIOVASCULAR			
GASTROINTESTINAL			
GENITOURINARY			
HEME/LYMPH			
ENDOCRINE			
MUSCULOSKELETAL			
NEUROLOGICAL			
PSYCHIATRIC			
ADDITIONAL COMMENTS			

Provider Name **Provider Signature** **Date**

HEALTH CERTIFICATE – PAGE 4 (COMPLETED BY MEDICAL PROVIDER)

STUDENT NAME:

DOB:

ESSENTIAL FUNCTIONS AND PERFORMANCE STANDARDS

ISSUE	STANDARD	PROVIDER INITIALS
COMMUNICATION	Communication abilities sufficient for interaction with others in verbal, non-verbal and/or written form.	
MOBILITY	Physical abilities, including strength and stamina, sufficient to move from room to room and walk in hallways, and maneuver in small places.	
MOTOR SKILLS	Gross and fine motor abilities sufficient to provide safe and effective health care.	
PHYSICAL STRENGTH AND STAMINA	Ability to lift, carry, push or pull up to 50 pounds occasionally, 20 pounds frequently, and 10 pounds constantly.	
HEARING	Auditory ability sufficient to monitor and assess health needs.	
VISUAL	Visual ability sufficient for observation and assessment necessary in health care.	
TACTILE	Tactile ability sufficient for physical assessment and to provide health care intervention.	
CRITICAL, LOGICAL AND ANALYTIC THINKING	Critical thinking sufficient for clinical judgment.	
COMPUTER LITERACY	Ability to use computer technologies including accessing, retrieving, and communicating information.	
INTERPERSONAL SKILLS	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	

IMMUNIZATIONS:

HEALTH REQUIREMENT	DATES ADMINISTERED			TITER (optional)
Hepatitis B				
MMR				
Varicella				
Tdap (within 10 yrs)				
TB ppd test (Annual)				

Based on my evaluation of _____ (student candidate name), I can attest that I have discussed the above Essential Functions and Performance Standards with the student candidate and that the student candidate stated that they have the ability to fully and completely meet these standards. Additionally, they have met minimum immunization and health requirements established by the NWF State College Radiography Program and its affiliates.

Provider Name

Provider Signature

Date

HEALTH CERTIFICATE – PAGE 5 (COMPLETED BY STUDENT)

LATEX SENSITIVITY QUESTIONNAIRE

1. Do you have any allergies? YES NO

If yes, please identify:

2. Have you ever suffered from: YES NO

- | | | |
|--|-----|----|
| • Allergic Rhinitis (runny nose) | YES | NO |
| • Allergic conjunctivitis (red, watery eyes) | YES | NO |
| • Asthma | YES | NO |
| • Difficulty breathing (wheezing) | YES | NO |
| • Eczema | YES | NO |
| • Hay fever or seasonal allergies | YES | NO |
| • Hives | YES | NO |
| • Sinus problems | YES | NO |

If yes, please explain:

3. Have you ever had any skin rashes or breathing problems after handling or being exposed to the following? YES NO

- | | | |
|--|-----|----|
| • Gloves | YES | NO |
| • Band-aids | YES | NO |
| • Balloons, condoms or other rubber products | YES | NO |

If yes, please explain:

LATEX ADVISORY: The use of latex/latex based products may exist in healthcare standard precautions and in environments such as, but not limited to, Health Sciences classrooms and training labs, hospitals, healthcare facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex allergies should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.

HEALTH CERTIFICATE – PAGE 6 (TO BE COMPLETED BY STUDENT)

MEDICAL RELEASE

I grant permission to the Health Department or local hospital or medical doctor to render any emergency treatment to me that is deemed necessary.

I understand that I am responsible for any costs incurred and the College is not financially obligated.

Student Name

Student Signature *(in the presence of Notary public)*

Date

Sworn to and subscribed to me this _____ day of _____, 20_____

STAMP:

Signature of Notary Public

Student Health Insurance Information:

Primary Insurance Company Name

Policy Number

Insurance Address/Phone

Secondary Insurance Company Name

Policy Number

Insurance Address/Phone

*Please note, that you are not required to have health insurance. However, you are still responsible for any costs incurred.

NWF State College Radiography Program – STUDENT CHECKLIST

This document is to be utilized by the student to assist them in preparation for the program. It does not need to be signed and submitted. Keep for student record only.

DUE DATE: _____

Purchase the following (Available at Bookstore)

- Clinical Uniforms
- White Name Plate
- Radiographic Markers (First numbered set)
- Appropriate Footwear (May be purchased outside of Bookstore)

CPR through American Heart Association Only (BLS with AED for HealthCare Providers)

Update Vaccinations (Titers acceptable)

- TB test within 12 months (Annual test)
- Tdap within 10 years
- MMR (2 doses)
- Hepatitis B (3 shot series. Must have at least 1st dose completed if not declining vaccination)
- Varicella or documented history of chicken pox
- Influenza (Annual vaccine. Not required until September each year)

Register with CastleBranch and upload the following documents

- Authorize Background Check (See page 26 in this handbook for codes and instructions)
- Upload Radiography Program Health Certificate
- Upload Immunizations
- Upload copy of Driver's License or other government issued Photo ID
- Upload CPR Card

Print, Sign and upload the following forms from this handbook to CastleBranch

- Complete Health Certificate (6 pages)
- Handbook Policy Acknowledgement Form (Handbook Receipt)
- HIPAA Policy
- Release of Information
- MRI Safety Screening Form

Complete all Clinical Orientation Requirements (Keep a copy for your own records to upload to CastleBranch)

- North Okaloosa Medical Center
- HCA FLORIDA (Fort Walton-Destin AND Twin Cities)
- Sacred Heart Health Systems, INC.

All Documentation associated with CastleBranch must be listed as COMPLETE 8 weeks prior to the first day of class in the FALL semester. It is strongly recommended that students begin this process immediately in order to have ample time

to comply with requirements. Facilities may deny student privileges if any clinical documentation/orientation/requirements are incomplete. Failure to comply with Facility Requirements may result in immediate dismissal from the program.