The faculty and staff of the Radiologic Technology Program and the Allied Health Department welcome you! It is our desire that you attain the goals that you have set for yourself; thus, we want to assure you that we are here to help you attain those goals.

This document is intended as a reference for you to use during your enrollment in the Radiologic Technology Program. It contains general information about the program as well as standards that are specific to students in this program; therefore, it should be used as a supplement to the TCC Student Handbook and College Catalog.

Please read this entire document; you are responsible for the information it contains. You will be asked to sign the last page of this document indication that you have read, understand, and been given an opportunity to ask questions about the information. Your signature also denotes that you will abide by the policies within the handbook and policies of TCC. Occasionally, it is necessary to change policies/procedures during the school year. Students will be notified of any changes to current policies/procedures.
Dear Applicant,

Thank you for your interest in our Radiologic Technology at Tarrant County College. Program information and the application to the program can be found at www.tccd.edu, select CAMPUS AND CENTERS, Trinity River Campus East, then Radiologic Technology. Please remember that the first Monday in March is the application deadline.

College courses taken at other institutions may or may not transfer. Final approval must be given by the Registrar’s Office at TCC. We recommend that you request a transcript evaluation for this purpose.

In order to insure patient safety and welfare, applicant must have:

- Visual acuity (with corrective lenses if needed) to identify cyanosis, absence of respiratory movement in patients, adverse skin reactions to treatments, read physician’s orders, read very fine print on medication containers, visualize displays on monitors and equipment, and evaluate images for diagnostic quality.
- Hearing ability (with auditory aids if needed) to understand the normal speaking voice without viewing the speaker’s face; hear monitor alarms, emergency signals, call bells from patients, equipment timers and alarms; and take/hear blood pressures.
- Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, transfer patients and objects of 50 pounds or more, perform treatment procedures using two hands, push patients and pieces of equipment from room to room and/or maneuver in limited spaces. Health insurance is required at one or more clinical sites.
- The ability to communicate effectively in verbal and written form by speaking clearly and succinctly when explaining treatment procedures to patients, family members, medical staff, and when describing patient conditions/reactions and implementing health techniques. Write legibly and correctly in patient’s records for legal documentation.
- Sufficient manual dexterity to use aseptic and sterile technique, prepare needles, syringes, contrast media, and manipulate, film, cassettes, and equipment.
- The ability to function safely under stressful conditions; to adapt to the ever-changing environment inherent in clinical situations involving patient care, and to exercise independent judgment and discretion in the performance of assigned responsibilities.

Allied Health Dept. Policy—2/12/15

- “Any student with a documented disability needing academic accommodations is required to contact the Student Accessibility Resources (SAR) Office to schedule an appointment with the Coordinator of SAR. The office of SAR is responsible for approving and coordinating all disability-related services, and all discussions are confidential. Because SAR accommodations may require early planning and are not provided retroactively, students are urged to contact SAR as early in the semester as possible.”

- Update: 6/15
Acknowledgement:

The ARRT Standards of Ethics, ARRT Radiography Clinical Competency Requirements and ARRT Radiography Task Inventory is reprinted by permission of the ARRT.

The ARRT Standards of Ethics, ARRT Radiography Clinical Competency Requirements and ARRT Radiography Task Inventory and all parts thereof are copyrighted by the ARRT.
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Mission Statement
To graduate radiologic technologists who demonstrate clinical competence, professionalism, critical thinking, and communication skills.

Program Goals / Student Learning Outcomes
I. The student will demonstrate clinical competence.
   A. Demonstrate progress in clinical learning.
   B. Complete the ARRT Clinical Competency Checklist.
II. The student will demonstrate professionalism.
   A. Demonstrate professionalism through various professional activities.
   B. Display professionalism within the clinical setting.
III. The student will demonstrate critical thinking skills.
    A. Employ critical-thinking skills in the radiologic laboratory.
    B. Employ critical thinking skills in an RADR Clinical Practicum course.
IV. The student will demonstrate communication skills.
    A. Display effective communication in clinic.
    B. Exhibit communication skill in the academic environment.

Revised/Reviewed: 10/2017
1. **Introduction**

This Student Standards manual has been prepared to set forth the policies, conditions of training, and responsibilities for the students of the Tarrant County College (TCC) Radiologic Technology Program.

It should be recognized that future changes in medical care practices, standards of hospital accreditation, legal, and other social and economic factors may necessitate modifications and/or amendments from time to time.

Students will be responsible for observing college rules and regulations as stated in the current college student handbook, the Radiologic Technology Student Standards, and policies applicable at their Clinical Affiliation Assignment. Clinical facilities, while separately located, are considered an integral part of the college campus.

The Standards as stated represent an agreement between Tarrant County College and the Radiologic Technology students until graduation. Failure to comply with the rules and regulations will affect student evaluations and will result in dismissal from the program if the student shows no improvement or makes no attempt to correct deviations after counseling.

**Program Length and Time**

The TCC Radiologic Technology Program is a 2-year (24 months) Allied Health program. The student’s educational time in the program will be divided between on-campus didactic courses and clinical practicum. The program’s didactic courses and clinical practicum hours do not exceed 40 clock hours of class/clinic time per week.

**Transfer Policy**

Students wishing to obtain an Associate of Applied Science from TCC who have transferred into the program must show a completion of 25% of their classes in residency at TCC (in other words, the classes must be taken at a TCC campus). This is equivalent to 16 credit hours for the Radiologic Technology Program. All the 16 credit hours do not have to be in the radiological sciences.

2. **Classroom Attendance**

The TCC policy requires punctuality and regular class attendance. TCC does have a Mandatory Attendance Policy (view TCC Student Handbook). Students are responsible for all class work covered during absences from class. Attendance will be taken each class period. If an absence is foreseen, call your instructor.

3. **Class Requirements**

   a. Attendance of class according to TCC policy.
   b. Preparation for class by reading pertinent references related to the concepts and objectives designated for the class period.
   c. Classroom participation.
   d. Completion of all major examinations.
e. Comprehensive final examination.
f. Follow specific guidelines set forth by the instructor.
g. Due to the schedule of courses, early program completion is generally not feasible. Late completion (up to 150% of program length from initial acceptance) may be possible depending upon individual circumstances. Reapplication may be necessary. Students cannot graduate until all TCC/program requirements are completed.

4. Clinical Education Courses
Throughout the Radiologic Technology Program at TCC, the student will attend Clinical Affiliations in order to:

a. Acquire expertise and proficiency in a wide variety of diagnostic radiographic procedures by applying classroom theory to the actual practice of technical skills on specified levels of competency.

b. Develop and practice professional work habits and appropriate interpersonal relationships with patients and members of the health care team. Please remember that we are “guests” in the clinic sites.

The clinical education courses offered to the student in Radiologic Technology are perhaps the most important and meaningful activities in which the students are engaged. During this time, the students will be rotated through different diagnostic areas in order to transfer knowledge from theory to application of skills in performing diagnostic radiographic procedures. Acceptance into the program and clinical sites will require criminal background checks, drug screening, health screening, and certain immunizations.

5. Clinical Assignments
All students must be currently certified in CPR, and have their Hepatitis B vaccination and TB test before beginning clinical practice in the Fall Semester of their first year and each semester thereafter. Background checks and drug screenings must be performed 30 days or less prior to clinic start time.

The program or clinical coordinator will assign students to the clinical education centers. Students must rotate through at least two centers. Students will also be required to rotate through other affiliates during the two years.

A clinical instructor will be assigned to each major clinical education center and will be responsible for student supervision to include scheduling student clinical hours, assignments, and activities. The students will perform clinical practice under the supervision of an ARRT (or eligible) certified and TMB (Texas Medical Board) licensed technologist. When arriving or departing Clinical Practice without a TCC Clinical Instructor present you must utilize assigned voice mail and/or the “Record of Clinical Attendance.” All dates and times must be verified by a supervisor’s signature the student’s signature. In the event that both your TCC instructor and clinic site employed instructor are absent: (1) Notify the TCC Clinical Coordinator, Program Coordinator, or any TCC Clinical Instructor. (2) Continue to perform clinical practice under the supervision of your assigned technologist.
5.1 **Clinical Competency**

Students are responsible for timely completion of the ARRT list of radiologic procedures and task inventory. (Appendix D).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Recommended Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADR 1266</td>
<td>4</td>
</tr>
<tr>
<td>RADR 1267</td>
<td>16</td>
</tr>
<tr>
<td>RADR 1366</td>
<td>16</td>
</tr>
<tr>
<td>RADR 2366</td>
<td>14</td>
</tr>
<tr>
<td>RADR 2367</td>
<td>All remaining</td>
</tr>
</tbody>
</table>

Students are required to complete a minimum of 36 competencies by the end of RADR 1366 or a loss of one letter grade will be deducted from the RADR 1366 clinical grade. Students are also required to complete a minimum of 50 competencies by the end of RADR 2366 or a loss of one letter grade will be deducted from the RADR 1366 clinical grade.

The minimum number of interim evaluations is two for each semester (excluding the first and “Final Comp.” semesters.) There is no maximum number.

Students must demonstrate competency and assure documentation of competency using the attached checklist in accordance with the following guidelines.

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>MINIMUM # REQUIRED</th>
<th>P*</th>
<th>N*/S*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory (Radiological)</td>
<td>37</td>
<td>29</td>
<td>8</td>
</tr>
<tr>
<td>Mandatory (Gen. Patient Care)</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Mandatory electives</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Elective</td>
<td>17</td>
<td>P or N or S</td>
<td></td>
</tr>
</tbody>
</table>

Electives should be performed on patients if at all possible. Simulations will be performed at the discretion of TCCD program faculty. Students must demonstrate competency or they will receive an "I" for their RADR 2367 grade and will be required to return during the following semester for 30 days to demonstrate competency. Competency demonstration is based on students meeting the minimum clinical competency requirements and confirmation by program faculty that students have achieved competency.

Additional Information:

a. Ten to twelve mandatory/elective radiological procedures will be demonstrated during RADR 1311/1313/2331.

b. “Competency demonstration should incorporate patient-specific variations such as age and pathology.”

c. Two of the general patient care competencies, sterile and aseptic technique and care of patient medical equipment must be demonstrated during Clinical Practice. The other four patient care competencies may be simulated.

d. P* = actual patient in Clinical Practice; N* = phantom/mannequin with actual production of radiographs; S* = simulated patient (person/phantom/mannequin) without production of radiographs.

e. RADR 1366 Practicum – Medical Radiologic Technology

Evening (1-9:30 p.m.)

Student outcome: Demonstrate competency in trauma and other procedures identified as mandatory (M) by the ARRT. These procedures are requested at greater frequency during evening hours. Approved supervision MUST be available.

During the two weeks (8 days) M-Th timeframe, the RADR 1366 student will attempt to:
5.1e. (cont.) Demonstrate competence in radiologic procedures such as…
1) Routine/Trauma Skull/Facial Procedures [i.e., Nasal Bones, Mandible]
2) Routine/Trauma Mobile Procedures
3) Routine/Trauma Spine/Pelvis
4) Procedures Routine/Upper and Lower Extremities

5.1f. General Guidelines
While performing these imaging procedures, the student will demonstrate
competence by:
• evaluation of the requisition
• patient assessment
• preparation of the exam room
• patient management
• equipment operation
• technique selection
• positioning skills
• universal precautions
• radiation safety
• imaging processing
• image evaluation
* Dependent on availability of procedures and Trauma level facility

5.1g. Rotations through advanced modalities are not guaranteed to any individual.
Prior to an advanced modality rotation, the 2nd year student will have completed all
program requirements, they are:
ARRT Procedure Checklist and Task Inventory
Final Competencies including critique
Demonstrate the ability to “run a room” for 3 clinical days (MWF)
No advanced rotation will occur prior to spring break. All rotations through advanced
modalities **MUST** be submitted in **writing** to the Clinical Coordinator **through** the
on-site clinical instructor.

5.1h. Mammography Clinical Rotations Policy
All students, male and female, will be offered the opportunity to participate in
mammography clinical rotations. The program will make every effort to place a
male student in a mammography clinical rotation if requested; however, the
program is not in a position to override clinical setting policies that restrict
clinical experiences in mammography to female students. Male students are
advised that placement in a mammography rotation is not guaranteed and is
subject to the availability of a clinical setting that allows males to participate in
mammographic imaging procedures. The program will not deny female
students the opportunity to participate in mammography rotations if clinical
settings are not available to provide the same opportunity to male students. This
policy is based on the sound rationale presented in a position statement on
student mammography clinical rotations adopted by the Board of Directors of
the Joint Review Committee on Education in Radiologic Technology
(JRCERT) at its April 2016 meeting. The JRCERT position statement is
included as Addendum A to the program’s policy and is also available on the
JRCERT Web site, www.jrcert.org (“Programs & Faculty”, “Program
Resources”)
5.2 Clinical Supervision Guidelines

Students will perform clinical practicum under the supervision of an RT(R)-ARRT or TMB licensed technologist.

**First Year**
- **RADR 1266**: Direct Supervision for all exams
- **RADR 1267**: Indirect Supervision for competency verified exams
- **RADR 1366**: Indirect Supervision for competency verified exams

**Second Year**
- **RADR 2366**: Indirect Supervision for competency verified exams
- **RADR 2367**: Indirect Supervision for competency verified exams

All repeat projections and/or exams must be performed under direct supervision.

6. Physical Standards

6.1 Clinical Attendance
Because of the urgent nature of hospital work, regular attendance by each student is mandatory. Sign in/out sheets or other appropriate methods will be used to keep an accurate record of the clinical attendance and hours absent. During each semester, the number of hours missed will be recorded. Time missed in excess of allowable sick time in a particular clinic will result in a grade of “D” for the Clinical Practice Course. One (1) clinic day equals eight (8) hours. Absent hours must be used in two (2) hour increments. A clinical instructor may require that you leave clinic for health reasons at her/his discretion after consultation with TCC Health Services, “employee health” and/or radiology personnel. You must not have any physical or emotional limitations that would restrict the delivery of direct patient care in the hospital or clinical setting.

6.1 Clinical Absence - (maximum allowable)
- **RADR 1266, 1267 - 2 days**
- **RADR 2366, 2367 - 3 days**
- **RADR 1366 - 3 days**

Clinical absence in excess of the maximum allowable will result in a final clinical course grade of “D” or “F,” due to loss of 100 professional points.
6.2 Attendance Policy

a. Attendance will be taken at 7:30 am. The students must report, in person, to the clinical instructor, dressed in the proper uniform and ready to begin clinical practice. In absence of regular instructor, student must call your assigned clinical instructor (full-time) or the clinical coordinator 817-515-2408 and leave a verbal message, if line is busy. May also e-mail clinical instructor or clinical coordinator. Sign in/out sheet is available at clinical sites.

b. A tardy (T) will be given to any student not present and ready to perform clinical practice at 7:30 am unless it has been established the student will be absent. If a student calls the clinical instructor or leaves a message with the Radiology receptionist prior to 7:40 am, and can arrive at clinical practice before 8:00 am, then only a (T) will be given.

c. If the tardy student cannot arrive before 8:00 am, the (T) is given plus a loss in clinical time is recorded in increments of two (2) hours until the student reports to the clinical instructor/site.

d. If a student does not call before 7:40 am, ten points (10) will be lost under Section III of the clinical grading system.

e. Clinical absence/tardiness must be used in two (2) hour increments.

f. Clinical absence/tardiness is recorded anytime a student informs the clinical instructor (before 7:40 am) that he/she will miss part or all of a clinical day.

g. Breaks are not built into clinical time. Students are to adhere to the “break time” policy of the clinical facility. Students who smoke must do so at the lunch hour or follow the policy at the assigned clinic.

h. All students can receive two (2) tardies without the loss of points initially.

i. If a student receives a third tardy (T), 30 points will be deducted from professionalism (Section III). Any (T) thereafter will be minus 10 points each. Six (6) tardies in one clinical course will be considered habitual and may result in a clinical grade of “D” or “F”.

j. Exceptions:

1. If, during a semester, a student has a death in the immediate family (spouse, mother, father, sister, brother, children, grandparents, mother-in-law, father-in-law, sister-in-law, or brother-in-law) necessitating clinical absences which exceed the maximum allowable, an exception will be made. This exception will allow for no more than two (2) days additional clinical absences during any semester without requiring student withdrawal from the clinical course. Documentation is required.

2. An additional two (2) absences will be allowed in the case of student inpatient hospitalization (an overnight stay) or student outpatient surgery (even if there is no overnight stay) PROVIDED THE STUDENT SUPPLIES DOCUMENTATION FROM A PHYSICIAN.

3. An additional one to three absences will be allowed in the case of court subpoena. Actual appearance in court must be verified.

4. All additional absences must be supported by official documentation acceptable to program officials.
5. A grade of “I” (incomplete) may, under certain extreme circumstances, be issued for a clinic course by an instructor upon recommendation of the program Clinical Coordinator.

FAILURE TO CALL IN ANYTIME YOU ARE GOING TO BE LATE OR TAKE TIME OFF WILL RESULT IN A LOSS OF TEN (10) POINTS UNDER SECTION III - PROFESSIONALISM.

6.3 Tardiness
A student must report to the clinical instructor, dressed appropriately, to begin clinical practice by the designated reporting time. A student reporting to the clinical instructor after this time or not ready to begin clinical practice will be marked TARDY.

If unavoidable circumstances will result in tardiness or absence, the student is required to notify the clinical instructor/supervisor or the college program coordinator. If the student cannot reach a faculty member, the student is to leave a message with the appropriate radiology receptionist.

7. Conduct
The clinical affiliation reserves the right to refuse admission to any student who is involved in any activity not considered professional or conducive to proper patient care.

All Radiologic Technology students must read and adhere to the Code of Conduct published by the Health Science Department of Tarrant County College (Appendix E), the TCC Student Handbook, Program Handbook, and the TCC Code of Student Behavior. ARST Code of Ethics and ARRT Standards of Ethics will also apply to student conduct.

Any student who is asked to leave a clinical site by said site will be placed in another clinical site only if there is room to accommodate the student at another site and the new site will accept him/her. This involves a student interview at the new site. It may also be necessary for the student to use allowed absence hours to do this. There is no guarantee of any accommodation at a new clinical site. If a new site cannot be found the student must withdraw from the Program.

Refusal to sign a conference form will necessitate the presence of a “witness” to sit in on all or part of the conferencing session. Refusal to allow instructor- student clinical conferencing in the presence of a witness may result in a loss of professional points.

8. Accidents
All accidents that occur while on clinical assignment resulting in patient, hospital personnel, or personal injury and/or damage to equipment must be reported immediately to the clinical instructor/supervisor and the clinical coordinator. Students may be required to fill out an incident report. Students will be required to fully understand the safest methods of properly performing routine radiographic procedures before undertaking them. Students must also abide by the TCC Infection Control Policy and affiliate infection control policies. Proper patient transfer techniques must be utilized.

9. Confidential Information
All hospital and patient records, including x-rays, are confidential in nature. Requests for information concerning a patient should be referred to the appropriate clinic site personnel. Students are expected to maintain patient confidentiality in a professional manner.
10. **Name Tags**
A TCC or clinic site name tag will be worn by all students at all times at the hospital. Wearing of the name tag provides proper identification for security purposes and permits access to the premises. The name tag is also a necessary communication tool, as the student meets a variety of people, including patients and employees. To a patient, the name tag is instant identification of that health care team member and is a means of establishing a person-to-person basis. The tag also serves employees in the same manner and assists the communication process.

11. **Dosimeter**
Students will always wear the radiation monitoring dosimeter while performing clinical practice. The dosimeter will be left in a designated area in the department when the student leaves. It will **not** be worn unless performing clinical practice for TCC. This is in accordance to 25 Texas Administrative Code 289.202(q). Intentional exposure or abuse of a dosimeter will be grounds for dismissal. Students are responsible for having the badge changed bimonthly on the 15th. Points will be deducted under professionalism for late/lost dosimeters. Charges may also be incurred for lost dosimeters. You will also not be allowed in clinic unless you have your dosimeter. **Radiation Protection Reminder: DO NOT HOLD PATIENTS DURING EXPOSURES.**

**Policy for Exposure Excess**
The program’s protocol for exceeding the dose limit is as follows: When the program receives notification that someone has exceeded the dose limits (the threshold dose is 125 mrem in a bi-monthly monitoring period), an investigation is launched to ensure the excessive dose is legitimate (the person actually received the amount or if the badge was lost/dropped in the room). If the dosimeter was dropped or left in the room, the person is counseled in radiation responsibility. If the investigation reveals that the person has been exposed to the excessive amount, then the state standards are applied. In detail, the following will occur per Ray Jisha, Texas Radiation Board:

1. Contact from monitoring company of excessive reading
2. Determine type/source of radiation exposure (workload, activities, performance, environmental conditions or other workplaces)
3. If it is determined that it is dosimeter only, the wearer will be assigned a reasonable/averaging radiation exposure from previous reporting periods. The wearer will be counseled on the wearing and storage of dosimeter.
4. If radiation exposure is real and received by the wearer, then the wearer will be counseled on personal exposure and safety in the workplace.
5. If the radiation exposure (if real) exceeds the allotted amount per reporting period or annual allowance, the state requires said person to be removed from the workplace for the remainder of the year (especially for exceeding annual dosage). This will require dropping lab. and/or Clinical Practicum courses.
12. **Personal Appearance**

A student is expected to set an example of cleanliness and tidiness as an individual, as well as in the work assignment area. Personal appearance is regarded as an important aspect of a student’s overall effectiveness. You are expected to keep neat and clean at all times. Special attention should be given to uniform and dress. Your appearance is a reflection of both the college and radiologic technology and is indicative of your interest and pride in your profession.

The uniform dress code is one mutually agreed upon by TCC and its clinical affiliations. You will wear the selected uniform. No other will be accepted. The uniform will consist of a selected color “scrub style” top/bottom and approved athletic/medical shoes (open or NEON colored shoes are not allowed). A uniform white scrub jacket or lab coat may be worn over the uniform. Students must wear hosiery, white socks, or white inserts (“footies”). Surgery attire will be worn only during assignments to surgery. This includes white lab jackets or scrub jackets over scrubs. Clothing underneath the uniform top must match the color of the top or not be visible. Program patch will be worn on left shoulder, centered (anterior/posterior) and the patch top 2” inferior to shoulder garment seam. If no garment seam, then 2” inferior to shoulder joint. Any student reporting to a Clinical Educational Center in an improper, soiled, or untidy uniform will be sent home. Time lost and/or points will be subtracted from the clinical grade.

The following policies, as well as specific ones applicable in individual departments are to be observed.

12.1 Hair will be neat at all times. Students will tie long hair back into a “pony tail” or style short hair as to keep it off the face. Hair rollers, curlers, scarves (other than for religious/cultural requirements), and large barrettes will not be worn. Discreet use of make-up will be required. Male students will maintain a neat hair style consistent with good taste and be clean shaven or have a short, neatly trimmed beard.

12.2 All student’s fingernails will be short, neat, and clean. Fingernail polish or artificial nails are not allowed. Facial jewelry, visible tattoos, and bright hair colors are subject to clinic site approval.

12.3 Perfumes and aftershave lotions will be used in moderation. Strong scents, which may be offensive to patients, will be avoided.

12.4 Students are permitted to wear wedding, engagement, or class rings and watches. Necklaces and bracelets are discouraged. Earring wear must be in accordance with clinical site policy.

12.5 Students are not permitted to chew gum while working with patients.

12.6 The use of electronic devices (mobile phone/tablet/laptop/etc.) in the clinical setting is restricted to your meal period. You will not have access during clinical hours due to patient care, competency testing, clinic site policy, etc. The device should not be on your person during clinic hours.

12.7 Assigned clinic site dress/appearance policies take precedence and may be more restrictive than TCC dress policy. Program patches are required. Top of shoulder patch is to be placed 2” below shoulder seam on left sleeve or 2” below shoulder joint if top has raglan-type sleeves.

12.8 **ELECTRONIC CIGARETTES** are not allowed in the classroom or clinic.
13. Enrollment Status in Program

13.1 Clinically - A grade of less than “C” for any clinical performance course may result in dismissal from the program. If the student is allowed to remain in the program, clinical (practicum) courses may be offered ONLY when the missed/failed course is normally scheduled.

13.2 Violation of the CODE OF CONDUCT or Policies - Any student violating the Code of Conduct or clinical site/TCC policies will be subject to dismissal. See http://www.tccd.net/handbooks/sthandbk.htm

13.3 Absence or Tardiness - Clinical absence in excess of the maximum allowable or excessive tardiness may be grounds for dismissal and will result in the loss of 100 professional points. **There is no make-up time for time missed in excess of allowable time.** The program will evaluate excessive missed time in emergency type cases, but be prepared to be dropped from the program or repeat the clinic course depending on what clinic section you are in. **Use your time wisely.**

13.4 Grades - All students must maintain a grade of “C” or better in all specialized [RADR, HITT, HPRS] courses to remain in the program. An “F” in any course may result in dismissal from the program. Students receiving less than acceptable grades during two semesters will not be allowed to continue the program.

13.5 Dropping of Classes - Students should not drop classes. All courses outlined in the catalog are needed for graduation, and must be taken in the sequence outlined in the college catalog or earlier. If classes are dropped, it presents great difficulty re-taking that class during the remainder of the program. Any student dropping a class without permission from the coordinator may be dropped from the program. Students withdrawing from any course or not registering for a course may be dropped from the program.

13.6 Registration - Health Science students register early. Be sure you do not have any “hold” on your registration. Pay on or before the deadline or you will be dropped from all courses. If you register late for clinic courses you will lose 8 hours of allowed absence for each day you miss in clinic.

13.7 When a student is unable to complete an RADR or HPRS course with a course grade of “C” or better:

First Year
- For RADR 1201 or 1203 or 1311 or HPRS 1206 the student will not be allowed to continue the program. She/he may *re-apply for the program by the next application deadline.*
- For RADR 2301 or 1313 or 2331 or 2305 the student the student will not be allowed to continue the program. She/he may *re-apply for the program by the next application deadline.*
- For RADR 1366 the student will not be allowed to continue in the program. She/he may *re-apply for the program by the next application deadline.*

Sufficient time to obtain section numbers may prevent “out of sequence” courses from being offered.

- *Lack of clinic space and ethics violations will prevent a student from returning to the program.*

Sufficient time to obtain section numbers may prevent “out of sequence” courses from being offered.
Second Year
• For RADR 2209, 2233, 2213, or 2235 the student will not be allowed to continue the program. She/he may re-apply for the program by the next application deadline. Note that the deadline is the first Monday in March. Circumstances involved MAY be considered on a case-by-case basis.
• For RADR 2366 or 2367 the student will not be allowed to continue the program. She/he may re-apply for the program by the next application deadline. Note that the deadline is the first Monday in March. Circumstances involved MAY be considered on a case-by-case basis.
• Sufficient time to obtain section numbers may prevent “out of sequence” courses from being offered.
• Lack of clinic space and ethics violations will prevent a student from returning to the program.

14. Readmittance to the Program
Re-admittance/continuation is not assured. If you are not able to complete the program within 150% of normal program length, you will not be allowed to continue in the program. You will be accepted into the program only twice under normal circumstances. You will NOT be re-admitted or allowed to re-apply if clinic site space is not available or if you have ethics/professionalism violations.

Students who are dropped from the program because of a grade of less than “C” must retake that course and obtain a grade of “C” or better within an additional 50% of normal program length.

15. Clinical Hours
First-year students will be assigned sixteen (16) hours per week and second-year students will be assigned twenty-four (24) hours per week in the clinic during the fall and spring semesters. During the summer semesters, first year students will be assigned thirty-two (32) clinical hours per week. Clinical courses typically begin at 7:30 am and conclude at 4:00 pm (a 30 minute lunch period is provided). However, midday or evening shifts may also be required. The routine shift for rotations at the VA Ft. Worth Outpatient Clinic is 8:00 a.m. to 4:30 p.m.

Observation sites differ from patient sites in that you are not allowed to perform any radiologic exams or patient care at an observation site.

A 30 minute post-clinical conference is normally conducted from 3:30-4:00 pm once or twice each week. Days off and holidays will be determined by the college schedule and the program/clinical coordinators.
16. **Transportation**  
All students will be responsible for providing their own transportation to attend clinical assignments.

17. **Inclement Weather**  
Occasionally TCCD will close because of inclement weather or other emergencies. During these extreme situations, the student may be excused from attending classes or clinical assignments until the all-clear is given and TCC reopens.

Clinics will be closed only if the TCC district as a whole is closed, or by the direction of the program coordinator. If any individual campus is closed on a clinic day for any reason, then students are to report to their clinic as usual.
The intent of this policy is to protect the health of the pregnant student and her unborn child. It is based upon Nuclear Regulatory Commission (NRC) Regulation Guide 8.13 regarding the declared pregnant student (declared pregnant worker).

(See Appendix D)

1. A female student has the option of whether or not to inform program officials of her pregnancy.
   a. The choice of a woman to inform program officials is voluntary. It must be in writing and indicate the expected date of delivery. For declared pregnancy, TCC will provide the student with a second dosimeter to be worn at waist level.
      1) A student declaring her pregnancy may continue the educational program without modification or interruption.
      2) A student declaring her pregnancy may choose to have her Clinical Practicum and RADR 1311/2301/2331 assignments modified or take a leave of absence from the program. Modified assignments would still require the completion of all course objectives, the ARRT Task Inventory, and the ARRT Clinical Competency Requirements. A “leave of absence” will involve dropping out and then re-entering the Program. If the Program cannot be completed within 150% of Program length from original entry date, the student must re-apply for Program admission.
   b. In the absence of a voluntary, written declaration a student cannot be considered pregnant.
   c. Declaration of pregnancy may be revoked, but must be in writing.

2. In any case, Tarrant County College District assumes no liability for any adverse effects from exposure to ionizing or non-ionizing radiation to any student or their descendants.
Student Employment Guidelines

I. All students seeking radiologic procedure employment during participation in program should first meet NCT requirements as currently established by Texas Medical Board.

II. It is recommended that during the program a student not exceed 4 hours employment each school day (M-F).

III. If a student exceeds above recommendation, and employment reflects on clinical and/or classroom performance, then the student will be advised to consider reducing employment hours.

Examples of Evidence of above (III).

1. Falling asleep in class and/or clinic.
2. Absenteeism and/or tardiness indicating a habitual pattern.
3. Failing scores in classroom and/or clinical.
4. Reduced patient care quality/quantity.

IV. Students are never to be paid for clinical hours by the facility. If a student is approached by anyone regarding this issue, he or she should report it to program faculty.

I understand that the college is NOT RESPONSIBLE FOR MY ACTIONS OR RADIATION EXPOSURE AFTER CLINICAL HOURS OR UPON DIDACTIC DISMISSAL.

Upon employment involving exposure of humans to ionizing radiation, the employing institution shall carry responsibility during the hours of that employment for my performance.

Any employment should not be allowed to affect my program performance.

Student Transfer Policy

Due to limited clinical affiliate space, students seeking to transfer from another program will be accepted as space permits. Official transcripts, verified eligibility to re-enroll at previous or current school, and a letter of being in “good standing” with previous/current program are required. The student must also apply for admission to TCC and the Radiologic Technology Program as a new student. A transcript evaluation must be requested. Applicant must place within the number of applicants selected for the class desiring to enter. Transfer students MAY be classified as “Advanced Placement” by the ARRT, but our program does NOT provide Advanced Placement training. Also see item 1 (p.8).
I understand and agree to abide by the following:

1. TCC Student Handbook (online)
2. Radiologic Technology Program Student Handbook (current edition)
3. Code of Conduct/Ethics (ASRT, ARRT, and TCC Health Science)
4. All TCC Radiologic Technology Program Policies and TCC Code of Student Behavior
5. JRCERT “Standards for an Accredited Educational Program in Radiologic Sciences”
6. TCC Radiologic Technology Program Pregnancy Policy

________________________________________
Printed Name

________________________________________
Signature Date
Appendix A

Program Glossary
GLOSSARY - TERMS

Clinical Practice... A series of five (5) clinical education courses designed to rotate the student through all routine diagnostic areas in various clinical affiliations to develop proficiency.

Competency Areas... see areas of ARRT list

Direct Supervision... The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- 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.

Indirect Supervision... 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 equipment is in use on patients.

Special Rotation... Any rotation(s) selected by the student and approved by the clinical coordinator for specialized clinical practice. This rotation must be approved and includes US, NM, MRI, CT, Special Procedures, Cardiac Cath, Radiation Therapy, Pediatrics, and “mobile.” The purpose is to aid the student in job qualifications if he/she is interested in a specific area of radiology. All competencies must first be completed.

Skills Level... 0 - No formal training has been obtained in this area. Student is only to observe.
1 - Student passed laboratory evaluation. Can perform in this area under direct supervision only.
2 - Student passed Competency Evaluation. Can perform in this area under indirect supervision.
3 - Student passed Final Competency Evaluation. Meets requirements for minimal job-entry (performing under indirect supervision).

Competency testing... successful completion of evaluations on radiographic examinations in the ARRT list. Student is evaluated on ability
to perform procedure and evaluation of image. Should begin before semester mid-point.

Final Competency testing... the procedure by which a student is evaluated in performance and anatomy recognition at the end of all category completions. It begins during the spring or fall semester of the second year and continues until job entry level competency is demonstrated.

Routine projections... a series of radiographic exposures of an anatomical part sufficient to permit diagnostic evaluation of that part.

Simulation... performance of the examination on a live subject (not a patient) and simulation of the exposure. A representative radiograph of the area in question shall be used in the Image Performance section of the evaluation sheet. The student will critique the image. May also be accomplished in the Lab with manikins/actual radiographs.

Laboratory... the TCC work area for student practice. It includes phantoms, energized radiographic rooms, and accessories.

Laboratory Practice... Instruction and demonstration by the program faculty. The student will practice proper positioning methods utilizing role-playing activities, and phantoms. After practicing, the student will be examined.

Interim... a performance (competence) re-check. This is done at clinical instructor’s discretion to reassure student is still performing at acceptable level.
The following three items are administrative addendums to the Radiologic Technology Program Handbook.

1. **EEOC Statement [8/2008]**
   The Radiologic Technology Program is an equal education and opportunity program. Students are admitted on the basis of merit and without discrimination due to race, color, religion, sex, age, national origin, veteran status, or disability.

   If a student has a complaint concerning program policies/procedures or instructors, the following course of action will/should occur. Please attempt to resolve grievances at the lowest possible level. All time periods exclude weekends/holidays. All complaints must be submitted in writing for documentation.
   1. The student should contact the initial instructor (clinical or didactic) with his/her complaint within 48 hours of occurrence in writing. If the problem cannot be resolved at this level;
   2. Student should contact [within 48 hours] the clinical coordinator if a clinic problem, or the program coordinator if the problem is anything other than clinical. If the problem cannot be resolved at the program coordinator level;
   3. Student should contact [within 48 hours] the department chairperson. If the problem cannot be resolved at the department chairperson level;
   4. Student should contact [within 48 hours] the Science & Technology division chairperson. If the problem cannot be resolved at the division chairperson level;
   5. Student should contact [within 48 hours] the campus president. The campus president will notify the student of a final decision within 5 days.
   6. Students in the TCC Radiologic Technology Program have the right to contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) to report violations of JRCERT policies by the program. In the event such a report is made, the program is responsible and will respond to the student(s) and JRCERT in a timely manner. A **timely manner** is defined as, within two to four weeks depending on the seriousness of the complaint.
   7. Due process for a grievance concerning discrimination is found in the TCC Student Handbook ([www.tccd.edu](http://www.tccd.edu))

3. **Mandatory Attendance [1/2012]**
   Regular and punctual class attendance is expected at Tarrant County College. Student absences will be recorded from the first day the class meets. In case of absence, it is the student's responsibility to contact the instructor. Students absent on official school business are entitled to make up coursework missed. In all other cases, the instructor will judge whether the student will be permitted to make up work and will decide on the time and nature of the makeup. However, the student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately on returning to school. Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If students do not appear at the prearranged time or meet the prescribed deadline for makeup work, they forfeit their rights for further makeup of that work. Students who stop attending class for any reason should contact the instructor.
and the Registrar’s office to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.

Class attendance and participation are essential to student success. Effective with the Spring 2012 term, the following attendance guidelines will apply:

- A student in an on-campus course missing a cumulative of 15 percent of the class meetings and not keeping up with the course assignments may be dropped at the discretion of the instructor.

- A student in an online course is required to successfully complete the online course orientation and actively participate in the course as described in the Instructor’s Course Requirements (ICRs). A student not meeting these requirements may be dropped at the discretion of the instructor.

<table>
<thead>
<tr>
<th>Term</th>
<th># of Meetings</th>
<th>15% of class meetings</th>
<th>Student dropped after X days</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 week-1 day a week</td>
<td>16</td>
<td>2.4</td>
<td>3</td>
</tr>
<tr>
<td>16 week-2 days a week</td>
<td>32</td>
<td>4.8</td>
<td>5</td>
</tr>
<tr>
<td>16 week-3 days a week</td>
<td>48</td>
<td>7.2</td>
<td>8</td>
</tr>
<tr>
<td>13 week-1 day a week</td>
<td>13</td>
<td>1.95</td>
<td>2</td>
</tr>
<tr>
<td>5-week MWF</td>
<td>15</td>
<td>2.25</td>
<td>3</td>
</tr>
<tr>
<td>5-week TTH</td>
<td>10</td>
<td>1.5</td>
<td>2</td>
</tr>
<tr>
<td>8-week MTWH</td>
<td>32</td>
<td>4.8</td>
<td>5</td>
</tr>
<tr>
<td>8-week MW or TTH</td>
<td>16</td>
<td>2.4</td>
<td>3</td>
</tr>
<tr>
<td>8-week MWF</td>
<td>24</td>
<td>3.6</td>
<td>4</td>
</tr>
<tr>
<td>4-week</td>
<td>16</td>
<td>2.4</td>
<td>3</td>
</tr>
<tr>
<td>3-week</td>
<td>15</td>
<td>2.25</td>
<td>3</td>
</tr>
<tr>
<td>*Online Dev Ed</td>
<td>32</td>
<td>4.8</td>
<td>5</td>
</tr>
</tbody>
</table>

Health and Safety Issues
The program follows the TCC policy for health and safety issues when on campus. The information can be found in the College Catalog and on the TCC web site at www.tccd.edu/police and www.tccd.edu/healthservices.

Each clinical site will provide an orientation to the students as to its policy and procedures for health and safety issues for employees, patients, and visitors.

RADR 1201-Introduction to Radiology and RADR-1203-Patient Care, both provide a basic overview of health and safety issues the student may encounter while working in the clinical setting.

Tuition
All tuition is subject to change without notice. All tuition must be paid by the posted deadline during early registration or in full at the time of registration during regular registration period. A student is not officially registered until payment has been made in full or a payment plan has been completed. Until all financial obligations to the College have been satisfied, students may not re-enroll or receive official transcripts or diplomas.
Tuition at Tarrant County College is as follows:

- Legal resident of Tarrant County for tuition purposes: $50 per semester hour.
- Legal resident of any other Texas county for tuition purposes: $73 per semester hour.
- Legal resident of another state for tuition purposes: $165 per semester hour.
- Non-resident alien for tuition purposes: $165 per semester hour.
- Refund for tuition/book cost is available. The percentage of refund is based on a prorated schedule. See the TCC Catalog for details.

Any student in the Radiologic Technology Program who fails to register or pay tuition by the designated deadline will be dropped from the program. If per chance the student is readmitted after the deadline (a TCC Administrative decision), the student will lose points under the Professionalism Category in clinic. Didactic penalty is at the discretion of the instructor.

Grades and Grade Points

The grading system used at Tarrant County College follows:

A (excellent), B (good), C (average), D (passing), F (failure), I (incomplete), W (approved withdrawal), NC (noncredit), AU (audit), CR (credit).

The GPA (grade point average) is found by dividing the total number of grade points by the total number of semester hours attempted. Grades of CR, NC, W, I, AU, or WA or grades earned for work in developmental courses do not affect the grade point average.

NOTE THAT ANY GRADE OTHER THAN A/B/C IN AN RADR or HPRS COURSE IS NOT ACCEPTABLE IN OUR PROGRAM.

Graduation Information

Tarrant County College offers three types of associate degrees and a number of certificates of completion. Students have the option of meeting the degree requirements as outlined in the Catalog in effect on the date of their first enrollment at TCC or meeting those listed in any later Catalog, provided they meet the requirements not later than five years from the date of the Catalog selected.

General Requirements for Associate’s Degree

- A minimum of 25% of the courses required for the degree must be earned in residence at TCC.
- A minimum cumulative grade point average of 2.0 is required for all TCC courses.
- A minimum grade point average of 2.0 is required for all courses presented for graduation.
- All requirements of the degree must be satisfactorily completed.
- Remediation requirements must be satisfactorily completed.
- Formal application for graduation must be submitted prior to the published deadline.
- All financial obligations to the College must be met.

Application for Graduation

To be considered a candidate for a degree or certificate, the student must submit an application for graduation. Check with the Program Coordinator to see if an on-line application is acceptable. If acceptable, visit: (http://www.tccd.edu/Courses_and_Programs/Program_Offerings/Radiologic_Tech/Selective_Admissions.html) before the date specified in the College Catalog. The candidate must indicate the Catalog year of his or her degree plan. Students enrolling initially in 2012 must apply for graduation under the 2011-12 TCC College Catalog.
Students should contact the Counseling Center with any questions about their degree plan and/or graduation requirements.

Only one formal graduation exercise is held each year at Tarrant County College — a formal commencement at the end of the spring semester. Students completing graduation requirements during the summer or fall semesters may choose to participate in the formal commencement exercise conducted at the conclusion of the following spring semester. Other information pertaining to admission, academic calendars and policies, student services, and transfer of credits can be found in the TCC Catalog at www.tccd.edu/catalog
Tarrant County College  
Statement of Scholastic Dishonesty

At Tarrant County College, scholastic dishonesty is unacceptable and is not tolerated. Any person who is party to scholastic dishonesty as defined below will be disciplined as prescribed in this document.

SCHOLASTIC DISHONESTY is defined as misconduct including, but not limited to, plagiarism, cheating, and collusion.

A. **PLAGIARISM** is defined as presenting as one’s own the ideas or writings of another without acknowledging or documenting the source(s).

Students are guilty of plagiarism when they do any of the following in an essay or presentation.

• Copy a word or words directly from a book, periodical, or electronic source without using quotation marks and references to sources;

• Summarize or paraphrase the ideas or opinions of an author or use the data collected by an author without citing the author as a source;

• Submit papers or projects which do not reflect their own knowledge, voice and style, usually as a result of having had another person (1) write, (2) rephrase, (3) rewrite, or (4) complete their ideas;

• Submit a paper or project which was written or prepared by another person for another class or another instructor implying that the work is their original composition or project;

• Submit a paper or project which was previously submitted to fulfill requirements for another course, unless (1) the professor permits students to draw from earlier papers/projects or (2) the professors of concurrent courses (i.e. Common Ground courses) permit students to submit a paper/project to fulfill requirements in both courses;

• Download a paper or portions of text from an electronic source and (1) paste it into a paper, (2) retype the paper or portions of the paper and submit it as their own composition, (3) retype phrases or sentences with a few changes, and submit the paper as their own composition, or (4) summarize or paraphrase the ideas from one or more sentences, without citing the source.

• Submit as their own work a paper (or parts of a paper) purchased from a company or electronic source that offers catalogs of essays on different topics and/or for different courses.

B. **CHEATING** is defined as intentionally using or attempting to use unauthorized sources in exams or on other scholastic projects, as well as failing to follow instructions in such activities.

Students are guilty of cheating when they do any of the following:
• Copy answers from another student’s examination answer sheet;
• Use of attempt to use unauthorized materials (notes, study guides, “crib” sheets, textbooks, electronic devices, etc.) during an examination;
• Exchange forms of a test with a classmate (i.e. exchange Form A for Form B);
• Possess and/or use unauthorized copies of tests or answer sheets;
• Change answers or grades on a graded project.

**COLLUSION** is defined as intentionally aiding or attempting to aid another in an act of scholastic dishonesty.

Students are guilty of collusion when they do any of the following:

- Provide a complete paper or project to another student;
- Provide an inappropriate level of assistance to another student in the form of (1) writing, (2) rephrasing, (3) rewriting, or (4) completing the paper or project;
- Communicate answers to a classmate during the examination;
- Remove tests or answer sheets from the testing site;
- Knowingly allow a classmate to copy answers from his/her examination paper;
- Exchange forms of a test with a classmate (i.e. exchange Form A for Form B).

**INSTRUCTIONAL AND ADMINISTRATIVE RESPONSE TO SCHOLASTIC DISHONESTY:**

Actions taken by individual instructors in response to a case of scholastic dishonesty by students may include one or more of the following:

- Assigning a zero for the paper, project, exercise, or test;
- Requiring the student to resubmit another paper, project, or exercise or to retake the test;
- In cases of serious or repeated scholastic dishonesty offenses, the student may be referred to the Dean of Student Development or his/her designated representative for disciplinary review subject to possible disciplinary action as listed in the Tarrant County College **Student Handbook** under action titled “Disciplinary Procedure.”
Appendix C

Links to Professional Regulatory Agencies and Organizations
AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS
www.arrt.org
*Note that 20 Elective exams are required by the program (NOT 15).

TEXAS MEDICAL BOARD
GENERAL MEDICAL RADIOLOGIC TECHNOLOGIST
http://www.tmb.state.tx.us/page/licensing-full-medical-radiologic-technologist

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS
www.asrt.org

JOINT REVIEW COMMITTEE OF EDUCATION IN RADIOLOGIC TECHNOLOGY
www.jrcert.org
20 North Wacker Drive
Suite 2850
Chicago, Illinois 60606-3182
Telephone: 312-704-5300
FAX: 312-704-5304
Email: mail@jrcert.org

DALLAS FORT WORTH HOSPITAL COUNCIL
www.dfwhc.org
Appendix D

U.S. Nuclear Regulatory Prenatal Exposure Guide
I have had the opportunity to discuss U.S. NRC Regulatory Guide 8.13 with program administrators and the RSO at TCCD.

__________________________  ________________
Signature                      Date

__________________________
Printed Name
APPENDIX E

TCCD Allied Health Code of Conduct
Action Procedure for Violation of the Code of Conduct
The faculty and staff of Health Sciences extend a “welcome” to you as you enter your chosen field of study. It is our sincere desire that you attain the goals that you have set for yourself. We are here to help you!

This document is intended as a guide for questions that you may have concerning attitude, hygiene, and dress. Read the contents because you are responsible for the information that it contains.

The “action procedure for violation of the Code of Conduct” is included to insure that students are treated with fairness and that they know the procedure open to them for due process. Because students in health sciences programs deal directly with patients, dentists, doctors, and other professionals, the student is observed and evaluated as a total person and not merely on the knowledge that he/she possesses concerning a particular field of study. The “patient” must always come first; therefore, requirements which apply to the students in health science programs may not apply to the students in other disciplines.

Attitudes

The feelings or emotions that you have toward yourself, your work, patients, co-workers, and your profession make up the attitudes that are visible to others through your facial expressions, actions, body language, and conversation. It is very important to your future that you develop good attitudes. Listed below are attitudes you are expected to demonstrate while you are in a health science program at Tarrant County College.

I. Professional Attitudes

A. Clinical and Classroom

1. Honesty and integrity
2. Punctuality
3. Cooperativeness
4. Pride in workmanship
5. Mature actions
6. Consideration for others
7. Concern for patients
8. Enthusiasm
9. Ability to take constructive criticism graciously
10. Loyalty
11. Pleasantness
12. Pride in personal appearance
13. Tact
General Comments and Stipulations

1. The patient, doctor/dentist, and co-workers form their first impression of the student from his/her appearance; therefore, your appearance is very important. We expect your dress and appearance to always be appropriate.

2. Nails must be short and clean. Nails should be shorter than finger tips when observed from palm side.

3. You are not to chew gum while in class or on duty.

4. Since you will be working very close to the patient, doctor, and other personnel, poor hygiene can cause an unpleasant environment. Observe such basic points as daily bathing, use of deodorant, regular shampooing of hair, and brushing of teeth. Avoid excessive smoking which causes offensive breath. Avoid strong foods, especially foods seasoned with garlic or onions, before going to the clinical area.

5. Be polite and courteous at all times.

6. You are to report to clinic and classes on time. Leave your work area neat and clean!

7. If you are ill or injured while on duty, report to the instructor or supervisor designated for the clinical area.

8. Undue conversation, excessive noise, profanity, dirty jokes, gossip and loitering are unbecoming conduct, so avoid them. Do not discuss personal problems with co-workers or patients.

9. Do not, under any circumstances, discuss patients and their problems with your friends outside or inside the clinical area. If you need to discuss a patient, go to the instructor or person in charge of the clinic.

10. Do not try to conceal errors.

11. You are not to seek free medical advice for yourself or your family while on duty.

12. Since all health occupation programs are conducted on a full-time basis, outside employment is discouraged.

13. The faculty reserves the right to dismiss any student for just cause. Just cause may apply to excessive absenteeism, repeated tardiness, inability to pass required courses, unsatisfactory progress in clinical performance, inadequate personality adjustment, immoral or unethical behavior, and inability to adjust to co-workers.

14. Students are not to exchange personal information of any kind with patients.
Guidelines for Using Social Media Appropriately

Student must:

- Recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality.
- Not transmit, by any way electronic media, any patient-related information or image that is reasonably anticipated to violate patient’s right to confidentiality or privacy or to otherwise degrade or embarrass the patient.
- Not share, post or otherwise disseminate any information, including images, about a patient or information gained in the Student-patient relationship with anyone.
- Not identify patients by name or post/publish information that may lead to identification of patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Not refer to patients in a disparaging manner, even if they are not identified.
- Not take photos or videos of patients on personal devices, including mobile devices.
- Maintain professional boundaries in the use of electronic media.
- Be aware of hospital policies regarding the use of social media.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with hospital policies regarding use of hospital-owned computers, cameras, and other electronic devices and use of personal devices in the workplace.
- Not make disparaging remarks about TCC, hospital staff, or other students.
Action Procedure for Violation of the Code of Conduct

I. The Program Coordinator, if he/she feels it is necessary, may suspend students for violations of the Code of Conduct pending a meeting with the student’s coordinator and the Department Chairman of the Health Science Department. The meeting should be held within twenty-four hours (excluding weekends) of the suspension. Whether suspension is necessary or not, the student should be given a written notice stating that violation and the particular code violated. The notice should also include a specific time for the student to meet with the student’s coordinator and the Department Chairman for the Health Sciences Department within twenty-four hour time period stated previously. If the department chairman is not available, then another person should be in attendance. In order of priority, they are the Division Chairman for the Division of Science and Technology, a Program Coordinator from one of the other health programs, or an instructor in the same program. The minimum time lapse between the issue of the notice to the student to attend a meeting with the coordinator shall be two (2) hours.

II. The meeting should be handled openly and honestly with the student’s feelings as a central concern. If disciplinary action is to be taken, it is suggested that a defined probationary period be designated for first time violators to give the student an opportunity to show a reversal of behavior. If the student commits a second violation, the same procedure as for the first violation should be followed. The Program Coordinator, if he/she feels the disciplinary action is warranted, can recommend that the student be dismissed from the program.

Regardless of the action taken, the action must be stated in writing, given to the student, and a copy sent to the Department Chairman of the Health Sciences Department. If the action is a “recommendation for dismissal from the program,” the student should be instructed that he/she has the privilege of appealing to a Health Sciences Conduct Committee. The Division Chair of Science and Technology will be responsible for setting a meeting time for the “Health Sciences Conduct Committee.”

III. The “Health Sciences Conduct Committee” will consider the case and make final recommendations to the President of the college.

IV. The President of the college will issue the final decision.

V. Students who are dropped from a program for actions which are in violation of general college disciplinary regulations may be subject to additional disciplinary proceedings by the Dean of Student Development.

VI. The “Health Sciences Conduct Committee” will be appointed annually by the Division Chair of Science and Technology.
Appendix F

TCCD Radiography Program Clinical Instructor Job Description
Clinical Instructor Radiologic Technology

SUMMARY:
ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assures students attain course objectives;
2. Supervises, instructs when appropriate, and evaluate students’ practical ability to perform procedures;
3. Reports to and provides periodic performance appraisal to program director and clinical coordinator;
4. Becomes familiar with the program goals and understands clinical course materials;
5. Assists in maintaining student records regarding attendance and competency testing while respecting confidentiality and established policy;
6. Participates in meetings;
7. Assists in making clinical assignments to ensure students’ achievement of program mission and goals;
8. Conducts regular image critiques and evaluates procedure techniques with students;
9. Maintains and practices good interpersonal and communication skills. Must work harmoniously with clinical affiliates;
10. Understands and observes the professional practice standards within the discipline.
11. Attends the workplace as scheduled; reports to work punctually and follows a work schedule.
12. Thinks, reasons, and makes sound judgments to decide how duties and responsibilities are completed in compliance with college and program standards and guidelines.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
LANGUAGE SKILLS: Technical/vocational fields require a minimum of an associate’s degree with three years of experience in the field.

Maintains certification [ARRT/TMB MRT] and demonstrates competency within the discipline.

MATHEMATICAL SKILLS:
Ability to work with basic mathematical concepts relative to technical procedures and administrative duties.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk clearly and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** Clinical education sites affiliated with Tarrant County College.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
Appendix G

Program Sample Forms
# TCCD Radiography Program Clinical Grade Calculation Worksheet

**STUDENT’s NAME:**

<table>
<thead>
<tr>
<th>Section I</th>
<th>RT(R ) Performance Evaluations¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8</td>
<td>AVERAGE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II</th>
<th>Clinical Instructor Evaluations²</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4</td>
<td>AVERAGE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section III</th>
<th>Category Competency Evaluations³</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8</td>
<td>AVERAGE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section IV</th>
<th>Interim Evaluations⁴</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8</td>
<td>AVERAGE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section V</th>
<th>Professionalism⁵</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism SCORE</td>
<td></td>
</tr>
</tbody>
</table>

RADR 1266 **add only** Sections I, II, III, and V
RADR 1267 – 2367 **add ALL five sections**

TOTAL POINTS =

LETTER GRADE =

Instructor’s Signature AND Date

---

¹ RADR 1266, 1267, 1366, 2366, 2367
² RADR 1266, 1267, 1366, 2366, 2367
³ RADR 1266, 1267, 1366, 2366, 2367
⁴ RADR 1267, 1366, 2366, 2367
⁵ RADR 1266, 1267, 1366, 2366, 2367

First Year RADR 1266 then 1267, 1366, 2366, 2367

- 380 to 400 = A
- 360 to 379 = B
- 340 to 359 = C..minimum to continue.
- 300 to 339 =D
- 475 to 500 = A
- 450 to 474 = B
- 425 to 449 = C
- 375 to 424 = D

---

46
TCCD RADIOGRAPHY PROGRAM CLINICAL GRADING SYSTEM

Section I  PERFORMANCE

1. RT(R) evaluations of student (average of all scores) possible 100
2. Clinical Instructor evaluation(s) of student possible 100

MAXIMUM points 200

Section II  SKILL

1. RADR 1266/67, 1366, & 2366 competencies (Categories I-VI) (average of exams scores) possible 100
   RADR 2367 Final Competencies (6 minimum) possible 100
2. RADR 1267, 1366, 2366/67 Proficiency documentation (Interims) (average of exams scores) possible 100

MAXIMUM points 200

Section III  PROFESSIONALISM

All students begin each semester clinical experience with 100 points.

Minus 10 points for EACH discrepancy unless otherwise noted.

Some examples of behaviors and/or attitudes that could reduce Professionalism points

Attendance:
Failure to call before start of shift (call prior 0740)
Absent or Tardy without timely notification
3rd tardy as per Guidelines = minus 30 points
Excessive length of break / meal time
Unauthorized break
Absenteism that exceeds the allotted time for the semester AND does not meet the Handbook exceptions will result in a failing grade (automatic “F”) for the clinical practicum.*
Falsified attendance records*

Performance:
Failed to meet work standards
Violated established safety rules
Violated Hospital or TCC policy / procedures*
Violated patient confidentiality
Dishonesty*
Any falsified records
RT(R)/ Job (task) abandonment
Patient abandonment
Destruction of property
Improper or dirty uniform (this includes shoes and other aspects of the dress code)
Performance: continued
Missing supplies / tools – (i.e. Name badge, markers (R and/or L), Dosimeter, notebook, etc.)

Interpersonal Relationships:

Insubordination
Refused to obey directions (follow instructions)

Perceived willful misconduct

Perceived discourtesy or rudeness to patient, staff, physicians, classmates, others

Perceived harassment

Violated confidentiality

ANY BEHAVIOR or PERFORMANCE UNBECOMING A PROFESSIONAL*

Unethical conduct –
see ARRT Standards of Ethics and ASRT Code of Ethics

*NOTE:
• Many of the above but specifically the items with a * could also be the cause of dismissal / elimination from program
• Violations of TCC Code of Conduct may cause elimination from program and / or other TCCD disciplinary action
• Violations of Health Sciences Code of Conduct may cause elimination from program
• Clinical sites have the RIGHT to request the transfer of ANY student from that location
TCCD RADIOGRAPHY PROGRAM CONFERENCE FORM

Name: ____________________________   Colleague #: ____________________________

Date: ____________________________   Hospital Affiliation: ________________

Theory Course #: ____________________________   Clinical Course #: ________________

<table>
<thead>
<tr>
<th>REASON FOR CONFERENCE</th>
<th>RESULT OF CONFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have reviewed the above and have been advised that:

____ This is only documentation of a verbal conference.

____ This incident is being made a part of my program record and does/does not reflect any academic or disciplinary problems.

____ I am being counseled in an area where an academic / attendance / problem does exist which may result in failure to meet minimal criteria within the program.

____ I am being counseled to consider dropping from the program because MINIMAL CRITERIA have NOT been met for advancement within the program.

____ I am being counseled in the area of interpersonal behavior in the clinical course: RADR ________ in regards to the above data.

____ I am being placed on professionalism probation for reason(s) above for a period which begins on _____________ and ends on _____________.

The purpose of this conference has been explained to me. My signature does not necessarily imply agreement.

WITNESS: ____________________________   STUDENT: ____________________________

(if needed) Signature / Date   Signature / Date

INSTRUCTOR: ____________________________

Signature / Date

49
RADR 1266, 1267, 1366 & 2366 evaluation objectives [tan]

Suggested Minimum Expectations for each item on the Competency/Proficiency Evaluation form:
(Each situation will bring out unique variations that should be evaluated & commented on for the student to experience.)

1. Interpretation of Requisition

   (data collection/analysis and planning)
   a. Student is able to comprehend the paperwork – requisition
   b. Identify patient name, gender, age
   c. Identify history, admitting diagnosis, allergies, reason for procedure/examination
   d. Identify the procedure examination requested
   e. Has knowledge of clinical site policy/procedures.
   f. Recall clinical site’s protocol for procedure/examination
   g. Identify method of transportation

2. Facilities readiness and ability to operate equipment

   Student is able to prepare the examination room and equipment exhibiting an orderly and clean work area; has knowledge of all the location of accessory equipment and supplies; able to manipulate tube, table, console, as well as the accessory equipment and the IR..
   a. Have radiographic table and other equipment ready
   b. Exhibit an orderly work area
   c. Locate all necessary accessory equipment and supplies
   d. Demonstrate knowledge of the tube, table, console, other equipment
   e. Appropriate use of IR, IR holder, grid, FSS, and miscellaneous accessory equipment and supplies

3. Patient Assessment

   a. Select correct patient (ID band, double confirmation of ID, etc)
   b. Pronounce name within reasonable limitations
   c. Converse with patient
      1. acquire additional history/reason for examination
      2. educate patient about procedure/examination
   d. Transport / escort patient to exam area
   e. Exhibit care for patient paraphernalia (tubes, IVs, catheters, O lines, other)
   f. Follow appropriate isolation procedures/precautions
   g. Complete appropriate forms
   h. Assess / evaluate the patient capabilities in relation to the accomplishment of procedure/examination
   i. Assess/evaluate the equipment in relation to the accomplishment of the procedure/examination
   j. Create a plan to accomplish the objective (procedure/examination/diagnostic image)
4. Patient Care and Management
   (implementation and evaluation)
   a. Have patient appropriately gowned
   b. Remove all foreign objects from image area (artifacts)
   c. Exhibit care for patient comfort and dignity
   d. Exhibit care for patient safety in general and radiation safety
   e. Perform procedure/examination in sequence within an acceptable and expedient amount of time
      i. Measure body part as required
      ii. Set exposure factors (control panel) exposure factors adjusted as necessary
      iii. Position patient
      iv. Position body part
      v. Shield as necessary
      vi. Give pre-exposure instructions (breathing, motion, etc.)
      vii. Make exposure
      viii. Give post-exposure instructions
      ix. Repeat as needed
   f. Perform procedure / examination within an acceptable amount of time

5. Correct Image Receptor
   a. Appropriate IR size
   b. Alignment of IR - long axis of IR to long axis of part

6. Correct Tube-Part-IR Alignment = “centering”
   a. Align center of part to center of IR
   b. Angle C.R. appropriately for the projection
   c. Center the C.R. to the center of the IR
   d. Use appropriate SID
   e. Collimation to smaller than IR
      *Image manipulation is not required on monitor prior to image submission
      C.R. – central ray

Any post – exposure manipulation, including cropping, done to the image(s) prior to being sent to PACS and/or the physician will result in a loss of points.

7. Correct Radiographic Positioning
   a. Position body for safety, body mechanics comfort as possible
   b. Select the correct body part
   c. Place correct body part into the appropriate position
8. Correct Density, Contrast, Definition, and Minimal Distortion
   a. Appropriate density
   b. Appropriate contrast
   c. No motion
   d. No artifacts (see patient care management)
   e. Appropriate exposure index number
   *Image does not require adjustment on the monitor prior to submission.

9. Appropriate Information on Image
   Correct patient identification & correct R/L markers, etc
   a. Accurate patient’s information is on that patient’s medical images without post-exposure manipulation of the image*
   b. Utilization of correct R or L marker;
   c. Appropriate placement of the correct R or L marker
      a. Placed to the lateral of AP/PA extremities
      b. Placed to anterior of lateral images
      c. R is placed on the right side of the body/torso
         L is placed on the left side of the body/torso
   d. Markers are completely visible and legible on the medical image without post-exposure image manipulation*.

Any post – exposure manipulation (including changing the exposure numbers) done to the image(s) prior to being sent to PACS and/or the physician will result in a loss of points.

10. Radiation Protection
    a. Provide radiation protection/safety for patient
       i. Collimate to IR size or smaller
       ii. Appropriate use of gonadal shielding as per CFR-21 (remember to practice gonadal shielding to develop a strong habit & skill)
       iii. Pregnancy forms as needed
    b. Provide radiation protection/safety for others
       i. Keep doors to radiographic room closed during procedure/examination
       ii. Remove unnecessary persons from the exposure room/area
       iii. Protective gear on all persons remaining in the exposure room/area
    c. Provide radiation protection/safety for self
       i. Wear dosimeter (film badge) as required
       ii. Utilization of protective gear appropriate to procedure examination

Evaluation is to be of original films/images (before any electronic image manipulation). Retakes, if done, they should successfully produce an optimal diagnostic image on the first attempt.
**Minimum Expectations** per each item on the Competency/Proficiency Evaluation form. Each situation will bring up unique variations that should be evaluated & commented on for the student to experience and demonstrate learning comprehension.

1. **Interpretation of Requisition**
   a. identify patient name, gender, age
   b. identify history, admitting diagnosis, allergies, reason for procedure/examination
   c. identify the procedure/examination requested
   d. state the clinical site’s protocol for procedure/examination
   e. identify method of transportation

2. **Facilities readiness and ability to manipulate the equipment**
   a. have radiographic table and other equipment ready
   b. exhibit an orderly work area
   c. locate all necessary equipment and supplies
   d. knowledge of the tube, table, console, other equipment
   e. appropriate use of IR, IR holder, grid, FSS, and other necessary equipment and supplies

3. **Patient Assessment**
   a. Select correct patient (ID band, confirmation of ID, etc.)
   b. Pronounce name within reasonable limits
   c. Converse with patient
      a. acquire additional history/reason for examination
      b. educate patient about procedure/examination
   d. Transport/escort patient to exam area
   e. Exhibit care for patient paraphernalia (tubes, IV’s, catheters, O2 lines, other)
   f. Follow appropriate isolation procedures/precautions
   g. Complete appropriate forms
   h. Assess/evaluate patient capabilities in relation to the accomplishment of procedure/examination
   i. Assess/evaluate the equipment in relation to the accomplishment of the procedure/examination
   j. Create plan to accomplish the objective (procedure/examination/diagnostic image)
RADR 2367 EVALUATION OBJECTIVES [green]

Implementation/Evaluation

4. Patient Care and Management
   a. Have patient appropriately gowned
   b. Remove all foreign objects from image area
   c. Exhibit care for patient comfort
   d. Exhibit care for patient safety in general
   e. Provide radiation protection/safety for patient
      i. Collimate to IR size or smaller
      ii. Appropriate use of gonadal shielding (remember to practice gonadal shielding to
develop a strong habit & skill)
      iii. Pregnancy forms as needed
   f. Provide radiation protection/safety for others
      i. Keep doors to radiographic room closed during procedure/examination
      ii. Remove unnecessary persons from the exposure room/area
      iii. Protective gear on all persons remaining in the exposure room/area
   g. Provide radiation protection/safety for self
      i. Wear dosimeter (film badge) as required
      ii. Utilization of protective gear appropriate to procedure examination
   h. Sequence:
      Measure body part
      Set exposure factors (control panel) (exposure factors adjusted for pathology and/or
      motion)
      Position patient
      Position body part
      Shield as necessary
      Give pre-exposure instructions (motion, breathing, etc)
      Make exposure
      Give post-exposure instructions
      Repeat as needed
   i. Perform procedure/examination within acceptable and expedient amount of time

5. Correct Image Receptor
   a. size
   b. alignment of IR – long axis of IR to long axis of part
   c. placement of name blocker

6. Correct Tube-Part-IR alignment
   a. align center of part to center of IR
   b. align C.R. appropriately for the projection
   c. center the C.R. to the center of the IR
   d. use appropriate SID
   e. Collimation/centering does not require any on CRT monitor adjustment prior to submission
7. Correct radiographic positioning
   a. the correct body part
   b. the body part in the appropriate position

Synthesis/Evaluation
8. Correct Density, Contrast, Definition
   a. appropriate density
   b. appropriate contrast
   c. no motion
   d. no artifacts
   e. image does not require adjustment on the CRT monitor prior to submission

9. Appropriate information on image (pt name, R/L marker, other)
   a. correct patient information is on that patient’s medical images
   b. patient’s information produced on the image via radiographic or photographic methods, or CR/DR/PACS
   c. patient’s information is clearly visible on the medical image prior to submission
   d. patient’s information is legible on the medical image prior to submission
      a. does not require post-exposure on the CRT monitor
      b. with the exception of specified surgical cases or other individual situations per each clinical site printed labels are not acceptable for submission
   e. utilization of correct R or L marker
   f. appropriate placement of correct marker
      R is on the right side of the part/body and L is on the left side of the part/body
      R or L is placed anterior of the lateral part/body as equipment allows
   g. time and/or position markers are appropriately utilized
   h. Markers are visible and legible on the medical image

10. Image Evaluation – utilize evaluation flowchart on back of form

---

**Display / Orient Image**

- Optimal
  - Identify
    - Structures Shown
  - - Evaluation Criteria
- Sub-Optimal
  - Explain:
    - Why?
    - How corrected
  - No
  - Retake Needed
- Retake Needed

Submit / Send
# TCC Health Services

## Report of Student Incident

Please complete and return this form to Health Services when a student incident occurs on campus or at a College-sponsored event.

<table>
<thead>
<tr>
<th>Incident date</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus/event location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Name of student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Colleague ID#</th>
<th>Date of birth</th>
<th>( ) Male</th>
<th>( ) Female</th>
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<tbody>
<tr>
<td></td>
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<table>
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<th>Home address</th>
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<table>
<thead>
<tr>
<th>City/State/Zip</th>
<th>Phone ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Instructor/Sponsor</th>
<th>Campus ext</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

## Nature of incident:

- ( ) injury
- ( ) illness
- ( ) other

Please explain in detail:

<p>| |</p>
<table>
<thead>
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<th></th>
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<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>Whitness(ess)</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/time incident reported to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police</td>
</tr>
<tr>
<td>Health Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initial first aid given on site, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disposition of student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returned to ( ) Class</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Returned to ( ) Home</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Returned to ( ) Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional comments:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Signature of person completing form</th>
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</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th></th>
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