

Radiography Student Handbook



Kishwaukee College
Radiologic Technology Program

Revised April 2025

The information in this handbook is subject to change without notice or obligation.

Table of Contents

	<i>pages</i>
I	GENERAL PROGRAM INFORMATION 4-5
II	PROGRAM PHILOSOPHY/GOALS 6-7
III	ADMISSION & REGISTRATION 7 - 9
IV	CURRICULUM 10 - 11
V	CLINICAL PRACTICUM 12-14
VI	CLINICAL COMPETENCY PROGRAM 15-17
VII	PATIENT SAFETY & CONFIDENTIALITY 17
VIII	STUDENT RADIATION PROTECTION 17-21
	- Pregnancy Policy.....20
	- Pregnancy Declaration Form.....35
	- Withdrawal of Pregnancy Form36
IX	GENERAL PROGRAM POLICIES..... 21-29
	- Retention and Promotion..... 21
	- Attendance 21-23
	- Laboratory Policies 23-24
	- Clinical Uniform Requirements 24
	- Smoking and Vaping..... 24
	- Personal Electronic Devices 24
	- Incidents 24-25
	- Sexual Harassment..... 25
	- Grading Policies..... 25
	- Complaint / Grievance Policy 26-28
	- Background Checks & Drug Screening 28 - 29
X	HEALTH 29-31
XI	DISCIPLINARY ACTION 32-33
XII	GRADUATION & PROFESSIONAL CERTIFICATION..... 34

Dear Student Radiographer:

This handbook has been formulated to give you an understanding of the philosophy and goals, rules and regulations, and requirements for satisfactory completion of the Radiologic Technology Program at Kishwaukee College.

Kishwaukee College faculty and staff believe that you will be a happier and more productive student radiographer if you clearly understand the policies of the Radiologic Technology Program. These policies have been established in the interest of organizational integrity; your education, health, and security and the safety and security of the patients you care for during your clinical experience.

It is your responsibility to read and understand these policies and keep them conveniently available as a reference. Any question related to Student Policy interpretation should be directed to the Program Director.

The policies of Kishwaukee College Radiologic Technology Program are based upon the belief that student radiographers work in harmony to provide the highest standards of patient care. To this end, the faculty and College pledge itself to:

- respect the individual rights of the student
- treat all students with courtesy, consideration, and dignity
- provide a safe and pleasant classroom and clinical environment
- encourage efficiency and interest in the clinical and classroom objectives
- encourage personal satisfaction and self-improvement
- implement program policies in a fair and equitable manner.

As educators in the Imaging Sciences, the faculty is committed to the Profession of Radiology. The program is dedicated to see that our students receive the best possible education to prepare them for the American Registry of Radiologic Technologists Certification Exam and successfully function as a Radiographer. It is expected that each of you will make the same commitment to this goal.

The Radiologic Technology Program Faculty

I. General Program Information

Program

Kishwaukee College, Radiologic Technology Program

Curriculum Number

222

Degree Awarded

Associate of Applied Science in Radiologic Technology

Semester Hours Required

69 semester hours

Address

Kishwaukee College - Radiologic Technology Program
21193 Malta Road
Malta, Illinois 60150

Program Accreditation

The Radiography Program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, IL. 60606-2901

Phone: 312-704-5300

The fundamental framework of the Program is based on the Standards for an Accredited Educational Program in Radiologic Sciences as established by the JRCERT. The curriculum content follows the basic requirements established by the American Society of Radiologic Technologists. Graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

Questions and/or complaints regarding program compliance with Accreditation Standards may be addressed to the program Director or to Leslie Winter, Chief Executive Officer, JRCERT, at the above address.

Further information about radiography and approved curriculum can be obtained from the following web sites:

Joint Review Committee on Education in Radiologic Technology

www.jrcert.org

American Registry of Radiologic Technologists

www.arrt.org

American Society of Radiologic Technologists

www.asrt.org

Clinical Education Centers

Kishwaukee Community Hospital
1 Kish Hospital Dr.
DeKalb, Illinois 60115
(815) 766-7498

Copley Memorial Hospital
2000 Ogden Avenue
Aurora, IL. 60504
(630) 499-2371

Fox Valley Orthopedics
1500 Sycamore Rd Suite 1
Yorkville, IL 60560
630-873-2379

OSF St. Anthony Medical Center
5666 E. State St.
Rockford, IL 61108
815-395-5247

Fox Valley Orthopedics – North
2535 Soderquist Court
Geneva, IL 60134
630-686-8301

Rochelle Community Hospital
900 North Second Street
Rochelle, Illinois 61068
(815) 561-3106

Northwestern Medicine Sycamore Gateway Drive
1850 Gateway Drive
Sycamore, IL 60178
(815) 766-9397

Ascension Mercy
1325 N Highland Ave
Aurora, IL 60506
630-859-2222 extension 2895

OSF Center for Health – Rock Cut
9951 Rock Cut Crossing
Rockford, IL 61111
815-639-8335

Fox Valley Orthopedics – South
2525 Kaneville Road
Geneva, IL 60134
630-686-8411

Faculty

Radiology Director: Megan Kasigyi, M.S., R.T. (R)
Clinical Coordinator: Amy Anthenat, B.S., R.T. (R)
Clinical Instructors: Lori Damask, R.T. (R) – all clinical sites

Alison Selier, R.T. (R)
Lindsay Gambel, R.T. (R)
Catherine Hamilton, R.T. (R) (M)
Riley Latimer, R.T. (R)
Geness Maddox, R.T. (R)(M)
Gabby McCarthy, R.T. (R)
Lindsey Gutzwiler, R.T.(R)
Norma Rivera-Naser, R.T. (R)
Shawna McKee, R.T. (R) (CT)
Jennifer Corcoran, R.T. (R)
Carissa Welsh, R.T.(R)
Amber Frerichs, R.T.(R)
Danielle Baumler, R.T. (R)

Rochelle Community Hospital
Rochelle Community Hospital
Rush-Copley Medical Center
Northwestern Medicine Kishwaukee Hospital
Northwestern Medicine Sycamore Gateway Drive
Northwestern Medicine Kishwaukee Hospital
Fox Valley Orthopedic, Yorkville
Mercy
OSF Center for Health Rock Cut
OSF Center for Health Rock Cut
OSF St. Anothony's Medical Center
Fox Valley Orthopedics, Geneva
Fox Valley Orthopedics, Geneva

Advisory Committee

Joy Miller, R.T. (R)	Rochelle Community Hospital
Janey Ciontea, R.T. (R) (M)	Northwestern Medicine Health System
Jessica Berek, EdD	Dean of Instruction – Kishwaukee College
Jeff Dunn, M.S. R.T. (R)	Northwestern Medicine Health System
Connie Christakes, B.S. R.T.(R)	Rush Copley Medical Center – Imaging Supervisor
Marc Wyman, MBA R.T.(R)(CT)(ARRT)	Fox Valley Orthopedics – Imaging Manager
Matthew Hefty, CNMT R.T.(R)	OSF – Diagnostic Imaging Manager
Corinne Mazzacanno, M.H.A. R.T.(R)(CT)(ARRT)	Mercy Ascension – Director of Imaging Services
Brenda Milne, MS, RT(R), CT, CRA	OSF – Radiology Director

II. Program Philosophy and Goals

A. College Mission

The Kishwaukee College mission/vision statements can be found at <https://www.kish.edu/about>

B. Program Mission

The mission of the Kishwaukee College Associate Degree Radiography Program is to prepare the student to obtain their licensure to practice entry - level diagnostic medical radiography. The Program is supported by State-of-the-Art Academic and clinical experiences as well as knowledgeable faculty and clinical instructors.

C. Program Goals/ Outcomes

1. Students will demonstrate competence in clinical procedures
 - Students will demonstrate skill in patient positioning
 - Students will demonstrate skill in technique selection
 - Students will provide appropriate care to all patients
 - Students will practice radiation protection
2. Students will communicate effectively
 - Students will communicate effectively with patients
 - Students will communicate effectively with staff, supervisors, physicians and others in the clinical setting
 - Students will demonstrate effective oral communication skills
 - Students will demonstrate effective written communication skills
3. Students will use critical thinking and problem-solving skills
 - Students will determine modifications of standard procedures to meet patient needs
 - Students will determine appropriate exposure techniques and modify them for different situations
 - Students will evaluate images for quality and make necessary adjustments
4. Students will evaluate the importance of professionalism and professional development
 - Students will demonstrate the value of professionalism and professional development
 - Students will exhibit professional behavior
 - Students will demonstrate the values and ethics of a professional radiographer

Assessment of these goals is a continuous process conducted from one to several times annually.

Input for analysis is secured from all communities of interest, both internal and external. Goal monitors, benchmarks, and records of outcomes analysis are available upon request.

D. Student Goals

- In support of these goals the successful graduate will:
- Use effective oral, written and non-verbal communication skills.
- Provide appropriate patient education
- Follow the ARRT Code of Ethics and the professional standards of practice
- Demonstrate knowledge of the structure and function of the organs and systems of the human body.
- Identify pertinent anatomical structures on radiographs and the appropriate radiographic examinations to effectively visualize them.
- Describe pathological processes and their effect on the diagnostic value of radiographs.
- Provide effective patient care regardless of age or condition.
- With safe and effective use of radiographic equipment and accessory devices, properly position patients for radiographic examinations.
- Select proper exposure factors for the production of diagnostic radiographs.
- Demonstrate appropriate critical thinking and problem solving through modification of exposure factors and positioning for changes in patient condition and other variables.
- Assess the diagnostic value of radiographs and make necessary adjustments.
- Demonstrate required image processing quality assurance and record keeping knowledge.
- Demonstrate appropriate and effective radiation protection
- Recognize emergency patient conditions and initiate action.
- Demonstrate an understanding of radiation physics as it relates to radiographic equipment.

E. Code of Ethics

The ARRT Code of Ethics serves as a guide by which Radiographers (and student radiographers) professions and health care consumers. The Code is not law but is intended to assist Radiographers in maintaining a high level of ethical conduct. Therefore, in the practice of the profession, we accept the ARRT principles as stated in this handbook.

III. Admission and Registration

A. Application for admission

All applicants for admission to the Radiologic Technology Program are evaluated without discrimination with regard to any legally protected status such as race, color, religion, gender, age, disability, national origin, or any other protected class.

Admission into the Kishwaukee College Radiologic Technology Program requires the applicant to complete the following for submission of records:

1. Official documentation of a high school diploma or high school equivalency certificate.
2. Official documentation of college/university transfer credit must be completed and submitted to Student Services Office.
3. Submit a completed Kishwaukee College admissions form to the Student Services Office.
4. Submit the Radiologic Technology program application and required essay (essay criteria outlined on back of application) to the Program Director. Applications can be submitted between December

- 1 through December 21 each year. Details regarding where and how to submit the application will be detailed annually on the program application.
5. Provide three written character references. References related healthcare employment or experiences are preferred
 6. English requirements:
 - a. Completion of an English course at Kishwaukee College (such as ENG 103 or 109) with a “C” or better.
 - b. Completion of an English course at another institution that transfers as equivalent to ENG 103 or ENG 109 with a “C” or better.
 - c. Placement exam results within the last three years that indicate placement into ENG 103 or 109. The Kishwaukee College English placement exam is based on the results of the WritePlacer and Reading Comprehension scores. Typically, students would need to score a 5-8 on the WritePlacer component to demonstrate proficiency. For the most updated information regarding the English placement exam, please see www.kish.edu/placement or speak with an academic advisor.
 - d. Other measures, such as high school GPA or SAT/ACT scores, may demonstrate college-level English readiness.
 7. Math requirements:
 - a. Completion of a Tier 1 math course at Kishwaukee College (such as MAT 101, 150, or 208) with a “C” or better within the last five years.
 - b. Completion of a math course at another institution that transfers as equivalent to a Tier 1 Math course with a “C” or better within the last five years.
 - c. Placement exam results within the last three years that indicate placement into a Tier 1 Math course. The Kishwaukee College Math placement exam is based on a combination of the results of the quantitative reason, algebra, and statistics (QAS) component and the advanced algebra and functions (AAF) component. For the most updated information regarding the Math placement exam, please see www.kish.edu/placement or speak with an academic advisor.
 - d. Other measures such as high school GPA or SAT/ACT scores may demonstrate college-level Math readiness.
 8. ATI-TEAS (Test of Essential Academic Skills) test composite score of 60%.
 9. Documentation of Kishwaukee or transferable institution credit of BIO 103 and BIO 105 with a “C” or higher grade.
 10. Attendance of a Radiology Program information session.
 11. OFFICIAL high school transcript, high school equivalency certificate, and college transcripts from all schools attended other than Kishwaukee College, must be submitted to: Kishwaukee College, Student Services Office, 21193 Malta Road, Malta, IL 60150-9699. Official documentation of completion of all admission criteria must be received before the applicant will be considered for admission.
 12. Cumulative college/university GPA of 2.7 or higher Kishwaukee College

Finalizing Admission

1. An admissions committee consisting of the Division Dean (or administrative designee), program Director, Coordinator of Allied Health Programs, and a Student Services representative will evaluate the completed application, essay, and transcripts. Each committee member will use a consistent rubric in their review of the submitted materials.
2. Applicants that meet the academic and essay criteria will be awarded provisional admission to the next available opening in the program. Candidates will receive written notification of provisional admissions status.
3. Kishwaukee College affiliating agencies require criminal background checks and drug screens for

all accepted students. Background checks must be favorable to proceed. The radiography program follows the federal law related to marijuana use. There is a zero tolerance for marijuana use whether it is recreational or medical. Students who have a positive marijuana drug test will be dismissed from the program. The radiography program and clinical affiliates reserve the right for randomized drug testing.

4. Students who have been accepted into the radiography program are required to take a physical exam by a licensed physician. The students who are deemed to have restrictions by a physician should request a review of their situation with the Program Director and Division Dean (or administrative designee) to investigate if reasonable and acceptable accommodations are available. The program will determine the status of each student in July prior to the program start date.

B. Admission Documents

All documents submitted to Kishwaukee College for admission or transfer becomes the property of the College. These documents or copies of these documents will not be released to students, nor will they be forwarded to other institutions or agencies. Students needing copies of documents from other institutions need to contact those institutions directly. The Radiography Program follows the Federal Educational Rights and Privacy Act as described in college catalog.

C. Advanced Placement

The Kishwaukee College Radiography program does not have an advanced placement program in place as described by the ARRT. The ARRT website outlines the parameters by which advanced placement students are deemed re-entry into an accredited educational program.

D. Re-Entry to the Radiology Program

Students who have left the Kishwaukee College radiography program in good standing may be allowed to reenter under the following conditions:

- Radiography coursework was completed no more than 1 year prior.
- Space is available at the clinical education sites.
- A written and practical clinical proficiency exam will be required for any student wishing to return after an absence of 1 year. A score of 80% or better is required for admittance back into the program.
- Students are permitted a one-time re-entry into the program
- It is understood that re-entry into the program is not a guarantee.

E. Registration

Students who have been accepted into the Radiography Program are required to attend an orientation session prior to the Fall semester. Students will receive class and clinical schedules at this time. Students will register for their fall classes and receive their photo IDs for clinical attendance.

Students are required to enroll in all classes and purchase required textbooks prior to the first day of class.

In each subsequent semester, students must receive authorization from the Program Director to enroll in the radiography courses.

IV. Curriculum

The Radiologic Technology Program consists of 69 credit hours, which are composed of 5 courses of general education, 12 courses in the theories of radiologic technology and 5 courses of supervised clinical practice. Course content is based on the Curriculum Guide for Schools of Radiologic Technology, published by the American Society of Radiologic Technologists.

The student will follow a sequential schedule of radiography theory and clinical practicum courses. The general education courses may be taken early within the program, but are recommended to follow the listed sequence. If the student applies to the program early, it is recommended that the general education course be completed before the start date of the program. The recommended Radiology Course schedule is as follows:

Syllabus

Each course has a written syllabus containing the course description and objectives that cover areas of knowledge and application. Specific course syllabi are available on the D2L website during the first week of class. They are also available in the Radiography Master Plan of Education. The evaluation process and grading scale are a part of each course syllabus.

General Education Courses

General Education Courses are planned sequentially to supplement and enhance the student's education.

Completion of a Tier I math course (such as MAT 101, 150, or 208) or above provides foundational knowledge for the required physics and image production and evaluation courses. Although a math course is not a requirement of the Radiology Program, if the math placement test determines the student's need, it must be completed in addition to the Radiography Program course requirements.

The anatomy and physiology courses (BIO 258 & 259) may be completed prior to or concurrently with Radiographic Positioning I & II. It must be completed prior to RA122 - Radiographic Positioning III. To enroll in the anatomy and physiology course, students must complete the prerequisite course which is a general biology course including laboratory practice (BIO 103/105).

The general psychology course and the two English courses may be completed in any semester within the two-year program.

Course work completed at other educational institutions may articulate to Kishwaukee College as determined by the Director of Admissions and the Dean of Health Sciences.

A minimum of 15 semester hours of residency credit is required to be eligible for the Kishwaukee College Radiologic Technology Associate of Applied Science (AAS) degree.

RADIOLOGY MASTER COURSE SCHEDULE

First semester (Fall)			
Course	Credit Hours	Clock hours/week	# of weeks
RA 100 Radiographic Imaging I	2	2	16
RA 101 Patient Care Techniques	2	2	16
RA 102 Radiographic Positions & Procedures I	5	6	16
RA 105 Medical Terminology for Radiography	1	1	16
RA 104 Clinical Practicum I	3	16	16
BIO 258 Anatomy & Physiology I	4	6	16
Total:	17		

Second semester (Spring)			
Course	Credit Hours	Clock hours/week	# of weeks
RA 100 Radiographic Imaging II	3	3	16
RA 112 Radiographic Positions & Procedures II	5	6	16
RA 114 Clinical Practicum I	3	16	16
BIO 259 Anatomy & Physiology II	4	6	16
Total:	15		

Third semester (Summer – mid-May – mid-August)			
Course	Credit Hours	Clock hours/week	# of weeks
RA 122 Radiographic Positions & Procedures III	1.5	8	4
RA 124 Clinical Practicum II	4.5	24-32	6
Total:	6		

Fourth semester (Fall)			
Course	Credit Hours	Clock hours/week	# of weeks
RA 205 Radiographic Image Evaluation	2	2	16
RA 204 Advanced Clinical Practicum I	5	24	16
RA 220 Radiation Physics	3	3	16
*ENG 103 Composition I	3	3	16
*PSY 102 Introduction to Psychology	3	3	16
Total:	16		

Fifth semester (Spring)			
Course	Credit Hours	Clock hours/week	# of weeks
RA 221 Radiation Biology	2	2	16
RA 222 Advanced Radiology Procedures	3	3	16
RA 225 Radiographic Pathology	2	2	16
RA 224 Advanced Clinical Practicum II	5	24	16
*ENG 104 Composition II (or ENG 109 or COM 100)	3	3	16
Total:	16		

* General Education Course; all course descriptions are printed in the college catalog.

V. Clinical Practicum

Clinical practicum is a competency-based clinical experience offered each semester. Students are assigned to a clinical education site where they will be given an opportunity to apply the principles of radiologic technology in a supervised environment for a scheduled number of days per week. Students will be involved in all areas of general diagnostic radiology. Selection of elective rotations in MRI, nuclear medicine, ultrasound, cardiac catheterization lab, interventional radiology, bone densitometry and radiation therapy will be offered in the second year. If a clinical site does not perform certain specialized imaging procedures, students at that site will be sent for a specific period of time to another affiliated site to observe and participate in these procedures.

A. Clinical Experience

The student is expected to use clinical experience to develop the competence and proficiency required of an entry-level radiographer. Clinical education experiences will be guided by specific educational objectives. At the clinical center, students will observe and perform radiographic procedures under the supervision of a clinical instructor and staff radiographers.

The purpose of clinical education is to provide the student with the opportunity to practice the skills presented in the classroom and lab in a real-world situation. The student is expected to use the clinical experience positively by participating in all available diagnostic procedures and patient care situations, leading to technical proficiency in the performance of exams. The student will be expected to take the initiative to continually seek opportunities for learning and the development of competency.

Since the clinical experience is preparation for a professional role as a radiologic technologist, the student is expected to follow the guidelines for clinical performance as a staff technologist, for example, professional dress and physical demeanor, punctuality, responsibility for actions, and respect for patients and others in the institution.

To ensure a variety of clinical experiences, students will be assigned to a minimum of two [2] different sites during the program. This may necessitate more than average travel distances and time. Students must be aware of this and make appropriate arrangements to allow them to complete the required clinical experience. Clinical assignments will be two semesters in duration and change at the onset of RA 124 and/or RA 204 and/or RA 224.

Clinical assignments are determined by the experiences offered to students at each of the facilities. Assignments are made based on the size of the facility, the imaging modalities present at the facility and the availability of off-shift rotations and special imaging. Changing clinical sites may negatively impact students' education; therefore, any alteration in clinical assignments will be made solely by the program director and clinical coordinator.

Students must register for clinical courses prior to the first week of each semester. Students not registered are not covered by liability insurance and may not attend. Immunizations and TB screening must be completed prior to RA104 clinical attendance. Each absent day due to failure to register or meet immunization requirements will count as one absent day.

B. Clinical Preceptor

At each clinical education site, students will report directly to a designated clinical preceptor. That preceptor, in conjunction with a faculty instructor, will be responsible for coordinating the students'

clinical education, scheduling their educational activities, competency testing and supervising and evaluating the students' performance at the practicum site. Clinical preceptors serve as the students' primary liaison between the clinical site and the college.

C. Clinical Attendance

Students will attend clinical practicum on the following days:

RA 104 = Tuesday, Thursday

RA 204 = Monday, Wednesday, Friday

RA 114 = Tuesday, Thursday

RA 224 = Monday, Wednesday, Friday

RA 124 = 24-32 hrs./week as scheduled

Clinical schedules are distributed prior to the beginning of each semester. It is each student's responsibility to follow the established schedule. Requests for schedule changes must be submitted via email notification (or via text message or phone call in the case of an emergency) to both the course instructor and the clinical preceptors in advance of the anticipated change. Approval must be given by both the clinical preceptor and course instructor, preferably 48 hours in advance prior to schedule change. Approval will be granted only if the absence does not negatively impact the student's clinical experience.

Students' clinical assignments will be 8-hour days. Start and end times are consistent with the regular working day hours at the clinical sites. No student may be assigned more than 10 hours in any given day or more than 40 hours per week. Any additional hours are strictly voluntary.

Beginning with the second fall semester (4th semester) students will perform weekend clinical hours, limited to the following:

- 4th & 5th semesters/fall & spring senior year: at minimum, one full weekend shift total

The student will document clinical practicum attendance each semester in Trajecsyst. Attendance times in Trajecsyst will be verified by the clinical preceptor and submitted to the faculty instructor. A summary of clinical attendance will be kept in each student's file. Students are to clock into Trajecsyst no earlier than 7 minutes prior to their start time. Requests for schedule changes must be submitted via the process explained above.

More than (2) absences in RA 104, 114, 204, 224 and (1) absence in RA124 will lower the clinical grade relevant to the number of absences.

D. Clinical Orientation

Prior to assigning students to clinical education centers, an orientation session will be held at the college. This orientation will consist of lectures and laboratory experiments outlining radiation protection procedures, basic radiographic imaging techniques, medical ethics, professionalism, legal issues, and the basic functioning units of a radiology department.

E. Clinical Supervision

Prior to a successfully completed competency test of any specific examination, the student will be under the direct supervision of the clinical instructor or staff radiographer. The responsibility of the clinical instructor or staff radiographer is to:

- Review the requisition and determine the student's capability to successfully perform the examination.
- Evaluate the patient in relation to student ability to care for the patient.
- Observe and assist the student in performing the exam.
- Critique and approve all radiographs prior to dismissal of the patient.

Upon successful completion of a competency test for any specific examination, the student will be under indirect supervision for subsequent examinations. A radiographer must remain on the premises in the vicinity of the radiographic area and be available for immediate assistance to the student.

NOTE: In the event a repeat radiograph needs to be performed, an ARRT registered/licensed staff radiographer MUST be physically present to assist the student with the examination. The staff radiographer must approve all aspects of the repeat examination, to include positioning, centering, exposure factors, collimation, shielding, processing, and post processing of each image.
Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

F. Clinical Evaluation

Student progress is evaluated each semester via assessment of the following components:

- **Clinical performance**
Each student's clinical performance is evaluated by the clinical preceptor according to a preset schedule. This evaluation will be shared with the student, indicating areas of strength and areas needing improvement. Both the student and the instructor must verify the evaluation in Trajecsyst.
- **Self – evaluation**
An essential component of clinical performance evaluation is self-evaluation. Each student must complete a self-evaluation in Trajecsyst prior to the scheduled clinical performance evaluation with the clinical preceptor.
- **Completion of required clinical competencies**
Competency tests are graded on a pass/fail basis. Completion of the required number of competencies for the semester will contribute to this portion of the grade. Failure to complete the required competencies will result in loss of points in this category.
- **Clinical participation**
Regular attendance at the clinical site is essential to progress in the program. Attendance and participation during clinical courses will be used to assess work ethics and overall responsibility. Attendance policies are outlined in Section IX of this handbook.
- **Comprehensive final exam**
A written comprehensive final exam may be administered at the end of each semester (N/A RA 104). The test will include all clinically related material (practical or theoretical) from ALL prior semesters. Emphasis will be placed on the most recent semester. An 80% or higher in both practical and theoretical exams must be obtained to continue the program. If a student does not achieve an 80% or higher after 3 attempts, they will be dismissed from the program.

G. Safety in the MRI Environment

It is the policy of the program to ensure students are informed of all applicable safety procedures and precautions within an MRI department. Each student on an annual basis will review the MRI PowerPoint and the screening form that has been developed by the College. Students MUST notify the program should their screening status change at any point throughout their time in the program. Students will follow clinical affiliate policies when performing observations or assisting in the MRI department. Students will not enter the magnetic field of the MRI suite until they complete MRI safety training in the classroom and have been properly screened by MRI trained personnel.

VI. Clinical Competency Program

At the clinical site the student will progress from observation of, to assisting with, and finally performance of radiographic procedures. Prior to passing a competency evaluation, the student will perform exams on patients only under the direct supervision of the clinical instructor or a registered technologist. Once exam competency has been validated a student may perform that examination independently under indirect supervision. (See Section V, item 5 – supervision, for definition of direct and indirect supervision)

A. Procedure Overview

- The student MUST present a properly completed yellow competency evaluation form to the radiographer or preceptor PRIOR TO the onset of the exam.
- A clinical preceptor will verify the student's readiness to be tested.
- The competency test will be performed on a patient. Simulating may be done ONLY at the discretion of the clinical coordinator, staff clinical instructor and/or program director.
- Competency testing may be done by staff radiographers, but a clinical instructor must validate the completion of the competency test. Only licensed radiographers who have been certified by the ARRT will be allowed to perform a student competency evaluation.
- The evaluator must sign each competency evaluation grade sheet after discussing and critiquing the exam with the student
- The original competency test form will then be filed in the student's record at the college. The student is responsible for turning the original competency form in to the clinical coordinator. Only originals will be accepted. Each form must be completely filled out, including positions done, techniques used and clinical instructor validation.
- Evaluation sheets from unsuccessful competency attempts must be completed and submitted to the course instructor.
- Both passed and failed competency tests must be entered into Trajecsyst by either clinical preceptor or college faculty instructors.
- Completed competencies constitute a portion of the final grade for the course.

B. Competency evaluation process

- Prior to attempting a competency, the student must have:
 - had classroom instruction on the exam
 - practiced the exam and completed a successful lab demonstration
 - in the clinical setting, competency testing must be passed with an 100%.
- The exam must be performed on an actual patient. (A preceptor will determine if the patient's condition warrants the student performing the exam.)
- The student will perform the exam independently under the direct supervision of the evaluator.
- The evaluator will not let the student make an exposure if a projection is being performed incorrectly or appropriate radiation protection is not being provided.
- The evaluator may assist the student only for the purpose of moving, lifting, or holding the patient as necessary to provide optimal patient care.
- Upon completion of the exam, the evaluator will review the radiographs with the student.
- Under the guidance of the evaluator, the student will evaluate the diagnostic quality of the images regarding technique, positioning, anatomy, and identification.
- If an image is less than optimal, the student is expected to make improvement suggestions.
- Part of the competency process is to demonstrate the ability of the student to accurately assess the quality of the image. Therefore, students must be able to make that assessment as part of each competency test.

C. Required Competencies

To meet graduation requirements, students must complete 51 different competency examinations: 46 from the mandatory list and 5 from the optional list. Optional competencies can be completed any time the student meets the evaluation criteria for that exam and will count toward the minimum total required for the semester.

Failure to complete the required competencies may result in a delay of program completion. No more than ten (10) competencies can be simulated in conjunction with final competencies. No fluoroscopic or procedural competencies can be simulated.

The cumulative number of competencies to be completed by the end of each semester is:

- RA 104 - 8 exams
 - Diagnostic, fluoroscopic, and portable equipment manipulation
 - PACS procedures
 - Routine chest, KUB
- RA 114 - 21 exams from the master list of competencies
- RA 124 - 27 exams from the master list of competencies
 - PLUS: new site equip. comps
- RA 204 - 40 exams from the master list of competencies
- RA 224 - 52 exams from the master list of competencies
 - PLUS: new site equip. comps

NOTE: The order in which a student can complete competency testing depends upon the sequence of clinical rotation and the availability of specific exams. Students are reminded they must have demonstrated competence in a laboratory situation before attempting to competency test on any exam.

D. Competency Rechecks

The program director, clinical coordinator and/or college clinical preceptor will conduct random rechecks on completed competencies. If the student does not pass the re-check, the competency test must be repeated prior to graduation. The number of required rechecks per semester is identified on the master list, semester grade sheet and student record sheet.

E. Patient Care Competencies

All students are required to demonstrate competency in the performance of basic patient care. Students must prove competency in the following patient care procedures:

- CPR, Patient Transfer W/C, Patient Transfer Cart [RA104]
- Vital signs [RA114]
- Oxygen Administration [RA204]
- Venipuncture & contrast media injection [RA224]
- Verifying patient consent [complete with IVP competency]
- Sterile and aseptic techniques
- Pulse oximeter training

F. Clinical Competency Assessment

Terminal competency evaluation will be conducted as a part of RA 114, 124, 204, and 224. Terminal competency testing will consist of randomly selected individual projections from each of the following categories:

- Chest/ Abdomen (GI, GU, bony thorax)
- Upper & Lower Extremities (including pelvis)
- Spine
- Cranium

Although all exams will be simulated with a student partner as patient, successful completion of EACH required projection will depend on the student's selection of appropriate technical factors, image receptors, adequacy of patient care and radiation safety rules, and proper patient instructions.

Students must complete all terminal competencies in order to progress/graduate. If the student fails to achieve a grade of 80% or better on the terminal competencies, he/she must repeat the entire series of projections. A grade of less than 80% on the repeat competencies will necessitate repeating all or a portion of RA 124 or RA 234.

VII. Patient Safety and Confidentiality

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by health care institutions in any form, whether electronically, on paper, or orally, are kept properly confidential. This act gives patients significant new rights to understand and control how their health information is used. HIPAA provides penalties for misuse of personal health information.

In the course of their education students will see and hear confidential information relating to the patients in their care. Students are required to follow all HIPAA regulations as outlined by the policies of their clinical sites. ALL PATIENT INFORMATION MUST REMAIN STRICTLY CONFIDENTIAL.

To assure patient safety and confidentiality, students are required to adhere to the:

- ARRT Code of Ethics
- ASRT Practice Standards for Radiography
- Radiation safety standards as outlined by the National Council on Radiation Protection and Measurement (NCRP) and Illinois Department of Nuclear Safety (IDNS)

All students in the program will be required to sign a confidentiality agreement prior to the start of their clinical rotations. This agreement will ensure that students will follow all policies involving patient confidentiality at the college and clinical sites. Additional agreements may be required at the clinical sites. All students will adhere to strict social media guidelines as described in the programs HIPAA confidentiality statement.

VIII. Student Radiation Protection

A. Radiation Monitoring

1. Each student will be issued a radiation-monitoring badge.
2. Radiation monitoring badge (dosimetry monitors) will be worn on the uniform collar, outside the lead apron at all times.
3. Dosimetry monitors will be worn at all times during clinical hours and when making

exposures in the energized lab.

4. Dosimetry monitors will be kept at the clinical site when not needed for lab use.
5. Never wear a dosimetry monitor issued to another person.
6. It is the student's responsibility to exchange their dosimetry monitors as assigned by clinical coordinator.
7. Students not meeting the monitor exchange deadline from clinical will have points deducted from their clinical grade until the dosimetry monitor is current. Days missed due to an outdated dosimetry monitor will be counted as absences.
8. Maintain the dosimetry monitor properly.
9. Report the loss of a dosimetry monitor immediately to a clinical instructor and clinical coordinator.
10. Report any other incident relative to the wearing of the dosimetry monitor (such as accidental exposure) to the clinical coordinator.
11. A monthly report of dosimetry monitor readings will be maintained by the clinical coordinator and is shared with the student every three months.
12. If a student receives an exposure meeting or exceeding the dose limit as established by the NCRP that student will be counseled, and the reasons will be documented.

B. NCRP Dose Limits (rev. 4/2015)

Current NCRP occupational dose limits will be adhered to. Per NCRP publication No. 116, annual dose limits for students, registered technologists, and pregnant technologists are as follows:

<i>Exposed Individual</i>	<i>EfD Whole Body: Monthly Limit</i>	<i>EfD Whole Body: Yearly Limit</i>	<i>EfD Localized Tissues & organs: Yearly Limit</i>	<i>Cumulative Limit</i>
Education & training	.08 mSv	1 mSv	Lens of eye: 15 mSv Skin, Hands, Feet: 50 mSv	
Technologist	5 mSv	50 mSv	Lens of eye: 150 mSv Skin, Hands, Feet: 500 mSv	10 mSv x Age
Pregnant Technologist: Embryo/fetus*	0.5 mSv	5 mSv	n/a	n/a

http://www.ncrponline.org/Publications/Reports/Misc_PDFs/NCRP%20Report%20No.%20116,%20Table%2019.1.pdf

*Per Illinois Emergency Management Agency (IEMA) Title 32, Chapter II, subchapter b, Part 340, section 340.280: *The dose equivalent to an embryo/fetus shall be taken as the sum of: 1) the deep dose equivalent to the declared pregnant woman during the entire pregnancy;*
<http://www.ilga.gov/commission/jcar/admincode/032/032003400C02800R.html>

NRC Radiation Protection Guidelines:

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/index.html>

C. Radiation Safety Practices

1. Fluoroscopy

- a. All personnel must wear lead aprons when assisting fluoroscopic procedures. Lead gloves must be worn by the operator and assistants in the area of the primary beam.
- b. The assistant / student should stand three feet or more away from the fluoroscopic table when it is activated. Other assistants should stand behind the radiologist or at least three

feet away from the fluoroscopic table. The radiographer should refrain from standing close to the fluoroscopic unit when direct assistance is not necessary. Assistants should avoid standing directly to the Radiologist's left or right side in the horizontal table position and to his/her left when the table is in the vertical position. The student should stand as far as practical from the source of radiation. When wearing a lead apron, the student/technologist should never turn his/her back to the fluoroscopic table and tube when the radiation beam is on.

- c. Only necessary attendants and/or observers will be permitted in the room during fluoroscopy. Lead aprons will be provided for all personnel in the room and/or outside the control panel area during the fluoroscopic procedure.
- d. During exposures following the fluoroscopic procedures, the student will be positioned inside the control booth. Excess personnel in the room should be instructed to step out of the room during exposures
- e. When assisting a patient during exposures, a lead apron, thyroid shield and gloves must be worn. The x-ray beam must be restricted to cover the image receptor size.

2. Portable Radiography

- a. The operator should stand as far as possible from the x-ray tube and the patient during exposure. A minimum distance of 6 feet is required. The operator and assistants should not stand in the useful beam and must wear a lead apron.
- b. Collimation of the beam must be restricted to covering the area that is clinically necessary as dictated by the size of the image receptor being used or by the body part.
- c. Visitors and unnecessary attendants should be required to leave the room while x-rays are being performed.
- d. During surgical procedures the operator must wear a lead apron. Surgical attendants should be provided with lead aprons and wear them during exposure.

3. Diagnostic radiography

- a. Only the patient and persons required for the radiographic procedure should be in the radiographic room during exposures.
- b. The person or persons holding or supporting a patient must wear the appropriate shield apparatus including lead aprons and gloves. No part of the body of the supporting person or persons should be in the unattenuated useful beam.
- c. Collimation of the beam must be restricted to covering the area that is clinically necessary as dictated by the size of the image receptor being used or by the body part being examined.
- d. All exposures should be made with the radiographer behind the protection control panel.
- e. Student radiographers are not allowed to hold image receptors during any radiographic procedure.
- f. Student radiographers are not allowed to hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care (per JRCERT standards).
- g. Radiation workers should only hold or support patients undergoing radiographic examinations in case of an extreme circumstance. Use of immobilization devices shall be used unless patient safety dictates otherwise.
- h. Any person who assists the patient during exposures will be provided with lead aprons and gloves as needed.

4. Energized Laboratory

- a. Students will be tested for competency of the energized laboratory during program orientation.
- b. Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is available should students need assistance. If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism must be disabled.

5. Pregnancy (rev. 4/2016)

As part of Title IX, Kishwaukee College is "committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status." This is also discussed under College Board Policy 2.13.14 Harassment/Discrimination, Board Policy 2.13.14.01 Sexual Harassment Policy, and Board Policy 3.18 Student Harassment/Discrimination.

Recognizing the sensitivity of the human fetus to damage by ionizing radiation, the Radiologic Technology program adheres to IEMA and federal regulations (NRC regulations 10 CFR) regarding pregnant technologists.

If a student becomes pregnant, she has the option to declare or not declare that she is pregnant. If she chooses to declare the pregnancy, it must be in writing and provided to the Program Director and/or Clinical Coordinator. The student will be provided a form to complete to officially declare her pregnancy, estimated date of conception, and indicate the expected date of delivery.

The student has the right to withdraw her pregnancy declaration at any time. Withdrawal of pregnancy declaration must be in writing. The student will be provided a form to withdraw her pregnancy declaration.

If a written declaration is not provided the student will not be considered pregnant.

Pregnancy Declaration Policy/Procedure:

1. When the student discloses her pregnancy, her radiation exposure history will be reviewed to determine if modifications are necessary to keep fetal exposure to a minimum.
2. A second dosimetry monitor will be issued to the student for the purpose of monitoring the fetal exposure. This badge will be worn at the level of the pelvis and will always be under the lead apron. Dosimetry reports will be closely monitored to ensure the maximum monthly limit has not been met or exceeded.
3. The student will be provided counseling in general radiation safety practices and practices designed to minimize exposure to the fetus. This will include work habits, protective apparel, and work assignments.
 - a. The primary tool to be used to minimize fetal dose shall be distance, the wearing of protective apparel, and other shielding. The pregnant student shall never, under any circumstances, hold a patient.
 - b. The student will be required to read and sign a form attesting to the fact that she has received instruction on fetal dose reduction practices.

4. Following radiation safety counseling, the student has the following options concerning her clinical education:
 - a. She may continue in the program with no modification of her clinical assignments.
 - b. She may request modifications of her clinical assignments to remain out of the higher radiation areas.
 - c. She may request a leave of absence from clinical assignments or from the program for the duration of her pregnancy.
 - i. In the event a student requests modification of her clinical assignments or takes a leave of absence, she will be responsible for completing all required clinical assignments prior to completion of the program. If the student chooses a leave of absence, all policies regarding a leave of absence must be followed.

IEMA Pregnancy Guidelines:

<http://www.ilga.gov/commission/jcar/admincode/032/032003400C02800R.html>

IX. General Program Policies

1. Retention and Promotion

Admission to the Radiology Program does not guarantee continued enrollment. At the discretion of the Radiology faculty, the student may be considered for dismissal for unsatisfactory performance, unprofessional conduct, unethical behavior, unsatisfactory grades or attendance problems. Any evidence of cheating, plagiarism, or dishonesty regarding course work will be justification for disciplinary action. Students may be referred to student services for disciplinary action. The student radiographer will be evaluated each semester in fundamental theory and clinical education courses. Kishwaukee College does not allow students to record or video activities in the classroom.

To remain in good standing, the student must:

- Maintain a grade of "C" or above in all Radiology and general education courses.
 - Satisfactory completion of all previous semester radiology courses is required for enrollment in subsequent semester radiology courses.
 - BIO 259 must be successfully completed by the end of the spring semester of their first year.
- Abide by the rules and regulations established by the Radiology Program, Kishwaukee College, and the assigned clinical education centers.
- Maintain appropriate levels of performance in clinical experiences.
- Secure Radiology faculty approval for enrollment each semester.
- A comprehensive examination will be administered to each student in their third semester. Each student must achieve an 80% or better on the exam.
 - Students are provided tutoring and study guides to assist them prior to taking the exam.
 - Students who do not meet the 80% benchmark after three attempts will be dismissed from the program.

2. Attendance

The student is expected to attend scheduled theory classes and clinical practicum regularly and promptly. The two experiences are interrelated and absence from the lecture sessions will lessen the student's efficiency in the clinical practicum. Though this program is based on competencies, time spent at the clinical site cannot be overlooked. This time is very important in developing patient care skills and becoming competent in radiographic procedures. Repeated absences could jeopardize the student's grade and lead to failure of the course.

a. Excused Absence

CLASS:

If a student will be absent from a class, the student must call the course instructor prior to the class. If a student is aware that he/she needs to be absent from class on a particular day, a written advance request must be submitted to the instructor. The student is responsible for making up any missed assignments. Excessive absences could result in grade reduction and/or disciplinary action.

Non-emergency physician and dental appointments are to be scheduled at times that do not interfere with class or clinical attendance.

CLINICAL PRACTICE:

If a student will be absent from a clinical assignment, the student must call the Clinical Instructor and Clinical Coordinator prior to the clinically assigned time. Voice mail messages are not acceptable; the student must talk to the clinical instructor at the site or a designated technologist. If a student is aware that he/she needs to be absent from clinical on a particular day, a written advance request must be submitted to the Clinical Instructor and Clinical Coordinator and Program Director. The student is responsible for making up any missed assignments. Non-emergency physician and dental appointments are to be scheduled at times that do not interfere with class or clinical attendance.

Clinical grade will be reduced by 5% points for each incident beyond the absence days allotted for the semester.

b. Unexcused Absence

CLASS:

An unexcused absence is defined as any missed class for which the student has not notified his/her instructor. If a student has two or more unexcused absences, he/she will be subject to disciplinary action.

CLINICAL PRACTICE:

An unexcused absence is classified as any missed clinical practicum for which the student has not notified his/her instructor. If a student has two or more unexcused absences, he/she will be subject to disciplinary action.

Clinical grade is reduced by 5% points for each incident beyond the absence days allotted for the semester.

c. Tardiness

CLASS:

Tardiness is defined as arriving more than 10 minutes late for class. Excessive tardiness will result in grade reduction and/or disciplinary action.

CLINICAL PRACTICE:

Tardiness is defined as a late arrival or an early check-out without permission at any time of the day. Tardiness is defined at each clinical site according to employee policies.

Excessive tardiness will result in grade reduction and/or disciplinary action.

Clinical grade is reduced for each incident of tardiness beyond the second incident.

d. Accrued time

Clinical credit may be logged for approved educational experiences outside the clinical educational center environment. Examples of approved experiences are:

- In-service Class/Seminars,
- District Society Meeting = 1 hour/hour attended

- State & National Society Meetings, Educational seminar = 8 hrs. / day attended

Documentation must be provided to receive credit.

e. Absence Days

Students will be allowed 5 absence days in each calendar year. These days will be allotted in the following manner:

- RA 104 = 2 days
- RA 114 = 2 days
- RA 124 = 1 day
- RA 204 = 2 days
- RA 224 = 2 days

Absence days may be used for personal illness, family illness or other unexpected circumstances requiring absence from the clinical site. Students must enter an exemption into Trajecsyst for each absent day. Each absence over the allotted days will result in a lowering of the clinical grade for each occurrence during each semester. Each unexcused absence will result in a reduction of grade points for each occurrence during each semester.

e. Leave of Absence (LOA)

Illnesses or circumstances requiring several days (a week or more) of absence may be handled as a leave of absence. If it becomes necessary to leave the program for a short period of time because of personal or medical problems, a leave of absence request must be submitted in writing to the Program Director. A leave of absence, depending on the length of time required, may cause an extension of the time frame in which the Program may be completed. A student leaving the Program, for any reason, who is in good standing will be eligible to re-enter within one year and must complete the program within five years. Students requesting to re-enter are subject to curriculum changes and available space at clinical sites. The student may be required to pass competency tests and/or retake courses depending on curriculum changes and the length of their leave.

f. College Holidays

The program recognizes all college holidays as published in the college catalog.

g. Snow Days

If the weather is such that the College is closed by poor weather conditions, the regularly scheduled academic classes will not be held. Students will not be required to report to clinical sites. However, they are required to call and notify the clinical instructor of their absence. Absence due to college closing or severe weather conditions in the region of the college or in the area of the clinical education site will not be punitively graded if the severity of the weather causes the area schools to be officially closed.

3. Laboratory Policies

The following policies apply to the energized radiography and nursing laboratories:

- a. All persons must be in a shielded area when exposures are being made.
 - i. Behind the lead shield at the control panel
 - ii. In the darkroom
 - iii. In the classroom
- b. Radiographic exposures for experiments will be made ONLY on phantoms and other test

equipment. Under NO circumstances will exposures be permitted on humans.

- c. The laboratory is to remain locked when not in use. Only faculty and necessary college personnel will have access to the laboratory room key.
- d. The radiographic equipment will remain locked to prevent use by unqualified persons.
- e. Radiographic exposures cannot be made without removing the combination lock on the main switch. The combination for this lock is in the possession of the program faculty and division dean.
- f. Only registered radiography students are to be present in the laboratory when exposures are being made.
- g. No activities will be performed in the laboratory without a qualified radiography faculty member readily available to assist.
- h. Eating and drinking are not permitted in the laboratory.
- i. Students must be trained in the proper use of the radiographic equipment prior to performing any experiments in the laboratory. A training checklist will be used to document instruction.
- j. In the event of an occurrence of injury which results in the discharge of blood or bodily fluids, all work will cease in the area. Universal precautions will be observed; the affected area will be disinfected and decontaminated before work resumes (see Kishwaukee College Health and Safety Manual).
- k. Do not use any electrical equipment that is damaged or has frayed cords. Any electrical equipment requiring repairs or maintenance will be unplugged before maintenance is performed.
- l. Failure to follow these policies will result in disciplinary action, up to and including program dismissal.

4. Clinical Uniform Requirements

The dress requirements are as follows:

- Kishwaukee College tunic top with Kishwaukee College patch and black scrub pants.
- White hosiery or socks, white- or neutral-colored shoes. Athletic or other working shoes are allowed providing they are of a neutral color. (No open toe, heel, or canvas shoes allowed per OSHA standards)
- Lab coats are optional.
- Photo ID and dosimetry monitors are to be worn properly at all times.

Kishwaukee College and the Affiliated Hospital maintain high standards for all staff and require dress and grooming in a manner befitting the profession. Extremes in dress, make-up, hairstyle, jewelry, cologne, etc., are not acceptable. Students not meeting dress code may be asked to leave until the proper code is met. Time lost will be counted as a clinical absence.

- Cleanliness: Uniforms must be clean and free of the smell of smoke or perfume
- Jewelry: Limited to wedding band and small stud earrings
- Piercings: All visible pierced jewelry except one earring in each ear must be removed for clinical rotations.
- Hair: Neat and away from the face. Beards must be well trimmed. Hair should reflect a professional demeanor.
- Nails: Short, clean. No artificial nails, as they have been associated with the transmission of disease.
- Tattoos: All tattoos must be covered while in the clinical setting

5. Smoking and Vaping

Smoking and vaping are not allowed on the campuses or in the buildings of hospital and college facilities.

6. Personal Electronic Devices

Personal cell phones and other personal electronic devices are not permitted to be turned on or used in the clinical setting. Smartwatches can be worn but are not to be disruptive in the class or clinical environment. Use of these devices when classes are in session or in the clinical environment may submit the student to disciplinary action.

7. Incidents

An incident is any problem situation that involves a patient, visitor or student, which is not consistent with the routine of clinical education. This incident might be an injury, an accident, theft or some other abnormal happening. Report all incidents immediately, no matter how slight.

It is the responsibility of the student to report the incident to the clinical instructor or department head and assist in the completion of an incident report. A copy of the incident report must also be sent to the Program Director. Follow-up action concerning all incidents will be the immediate responsibility of the student's clinical instructor or department head.

8. Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and Sections 1-102 and 5A-101 et seq. of the Illinois Human Rights Act. Sexual harassment, considered by law to be a form of sex discrimination, is prohibited under Title IX of the 1972 Educational Amendments.

“Because individuals experience and respond to incidents of gender-based or sexual misconduct in different ways, Kishwaukee College provides a variety of formal and informal options for reporting and obtaining help and recourse for such incidents in the event you encounter them. If you are not sure whether you would like to proceed with formal action (such as filing a police report or reporting the incident to the College), there are formal support options for you to consider as you weigh that decision. The Counseling Center can be a good place to start if you are not sure where to go and is a confidential resource.”

Visit the College website, listed below for the most current information on reporting such incidents:
https://www.kishwaukeecollege.edu/visitors_friends/policies_procedures/resources_misconduct.php?page=258

If the harassment occurs at the clinical site and the offender is a staff member or other employee of the clinical site, you are asked to follow policies developed by that clinical site. These policies will be explained during each clinical site orientation.

9. Grading Policies

Grading policies for each didactic and clinical practicum course are outlined in the syllabus for that course. Specific grading policies are at the discretion of the course instructor, and may include, but are not limited to quizzes, exams, assignments, and attendance. Faculty are required to post grade scores on the Kishwaukee College Radiography website. Each student can individually access their grades for each course on the website.

Clinical performance grades will be determined by evaluation of the student's application of

knowledge, patient care skills, professionalism, critical thinking and initiative/punctuality. Completion of required competencies and clinical projects will also be reflected in the clinical grade.

An incomplete ("I") grade may be given by an instructor, if in the instructor's judgment, there are extenuating circumstances which merit granting a student more time beyond the end of the semester to complete course requirements.

To request consideration of an incomplete grade, the student must complete an Incomplete Grade Contract Form available from the Office of Admissions, Registration and Records or from the Program Director. The completed form must be presented to the instructor prior to the submission of course grades. The conditions and deadlines for finishing the requirements of the incomplete grade will be determined by the instructor.

10. Academic and Student Conduct Complaint Policy

The Faculty members of the Radiologic Technology Program strive to assist students in gaining the optimum benefit from their educational experience. In support of this, all students are expected to take responsibility for their education and demonstrate appropriate conduct and satisfactory academic progress in the classroom and in the clinical setting.

- Academic and /or student conduct complaints and allegations: These concerns will be addressed in accordance with the applicable college Grading Policy and Student Code of Conduct as published in the college catalog.
 - Academic/Grading Complaints: Should a student dispute a final course grade, the established college policy in regard to grade discrepancy resolution, as described in the college catalog or the college website.
- Student Conduct Complaints: Students who violate the college Student Code of Conduct as found on the Kishwaukee College website, or as described in the current college catalog shall be subject to the disciplinary procedures as described in the college catalog or the aforementioned section of the college website.
 - Note: the Radiologic Technology Program has additional, program-specific student conduct requirements as outlined in the Radiologic Technology Program Handbook. Students are required to adhere to all College policies as well as program-specific policies. Failure to do so may result in probation, suspension, or program dismissal.

11. Non-disciplinary Complaint/Conflict Resolution in the **Clinical Setting**

Every Radiologic Technology Program student is expected to conduct themselves in a highly professional manner while in the clinical setting. If the student experiences a problem of any sort at clinical, they are expected to follow a specific chain of command to resolve the issue. This process is inclusive of any and all problems the student may experience in the clinical setting, including, but not limited to: an interpersonal issue, patient issue, question of clinical competence, violation of any student rights, or violation of a College policy.

- If a problem occurs at the clinical site, speak with your hospital Clinical Instructor first. Your clinical instructor will document the incident in writing and direct you accordingly. The Clinical Instructor is your primary liaison at the clinical facility, and will work to resolve any issues on your behalf.
- The Clinical Instructor will notify the Clinical Coordinator and/or Program Director of the situation as soon as possible and engage them to work toward a viable solution for all parties.

- If the problem is not resolved to the student's satisfaction, they should make an appointment to meet with the Program Director or Clinical Coordinator within three business days of meeting with their Clinical Instructor. This meeting may include the student and appropriate faculty members in order to arrive at a solution that is satisfactory to all parties. It is ideal to resolve the issue at this level. The meeting and resolution will be documented in writing; a copy will be placed in the student file.
- If the concern is not resolved, the student may submit the complaint in writing to the program advisory board. The advisory board members will review the complaint within ten working days and render a decision concerning the issue.
- Under no circumstances is the student to circumvent this process. They shall not go to clinical affiliate staff members, administrators, human resources, or anyone else affiliated with the clinical site. College Faculty members and hospital Clinical Instructors will act as the liaison between the student and the hospital staff.
- Any deviation from this policy can result in immediate dismissal from the program.

12. Conflict Resolution and Grievance Policy and Procedure

Students are encouraged to attempt to resolve disagreements with faculty members, administrators, and other students in an open, informal, and non-confrontational manner.

Should the student have a grievance, defined by JRCERT Standard 1.6 (Standards for an Accredited Educational Program in Radiography, 2014), as "a violation, misinterpretation, or inequitable application of any existing policy, procedure or regulation," the student is encouraged to first seek an informal resolution. If the result of the informal process is unsatisfactory, the student is directed to take the following steps:

Conflict Resolution Process (except program dismissal)

- Make an appointment within three business days to talk with the faculty member, indicating you have a problem to discuss.
- Seek resolution to the problem during this appointment. Submit a written, detailed account of the situation including copies of supporting documentation and suggested remedies. This documentation will become a permanent part of the student file.
- If the problem is not resolved during this meeting, make an appointment within three business days to meet with the Program Director.
- If the student is dissatisfied with the outcome of the meeting with the Program Director, within three business days of this meeting, contact the Dean of Health/Education and request a meeting. This meeting will take place in a timely manner.
- If a satisfactory resolution is still not achieved at this time, proceed with the college Procedure for Resolution of Student Complaints as outlined in the college catalog or the college website, at <https://kish.edu/student-life/safety/file-report-complaint.php>

Procedure for Appeal of Program Dismissal

- A student dismissed from the Radiography Program will have three business days after dismissal in which to file an appeal and request a hearing.
- The student will provide the Program Director and Dean of Health Sciences with a written request for a hearing by an Appeal Committee.
- The Dean of Health Sciences will convene and chair the appeal committee to hear the student and involved faculty members present their cases. The Appeal Committee will consist of:

- A representative chosen by the student (hospital staff member or representative from Kishwaukee College Student Services)
 - The Dean of Student Services or designee
 - The Vice President of Instruction or designee
 - A Health Sciences department Faculty member with clinical expertise who is not associated with the Radiography Program, and
 - The Dean of Health Sciences.
 - Note: members of this Appeal Committee cannot be directly associated with the Radiography Program.
- Within five business days (or as soon as reasonable if the College is closed) of filing the appeal, the Committee chair will schedule the appeal hearing.
 - The student will be notified of the hearing in writing no less than 48 hours prior to the hearing. This notification will include the date, time, and location of the hearing, and the specific reasons for dismissal.
 - The Appeal Committee will hear all evidence at the hearing. Written notification of the final decision will be sent to the student within three business days of the hearing.
 - The decision of the Appeal Committee to retain or dismiss the student is final.
 - If the student is reinstated, all missed coursework and clinical time must be made up within a reasonable time. The student will receive a written notification of said timeframe. If the appeal is denied, the student will be requested to withdraw from all radiologic technology courses.

Records of all grievance procedures as described above will be maintained according to college policies. Records of those grievances resolved at the program level will be maintained in the student file and a grievance file to be retained in the office of the program director.

Questions and/or complaints regarding program compliance with Accreditation Standards may be addressed in writing to the Joint Review Committee on Education in Radiologic Technology (JRCERT). Information can be accessed through the JRCERT website: www.jrcert.org

Program Compliance with Accreditation Standards

Questions and/or complaints regarding program compliance with JRCERT Accreditation Standards may be addressed in writing to the program director or to Leslie Winter, JRCERT Executive Director, at the following address:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL. 60606-3182
312-704-5300
E-mail: mail@jrcert.org

Please review the JRCERT website for more information on current policies regarding program compliance issues. (rev. 4/2015)

11. Criminal Background Checks

Kishwaukee College and the affiliating clinical sites require criminal background checks. Reports of the background check will be sent to the Radiography Program Director and *upon request* to the affiliating clinical sites.

Students with background checks that reveal a misdemeanor and/or any other criminal violation must contact the ARRT for exam eligibility in the first semester of the program. If the background

check indicates the student has a criminal conviction, he/she will be given the opportunity to refute the record. Should the conviction record stand, the clinical facility will be notified, and at the clinical facility's discretion, the student may be prohibited from taking part in the facility's programs.

Neither Kishwaukee College nor any affiliated clinical sites guarantee that a student with a criminal conviction will be able to complete his/her clinical experience. Students with unfavorable background checks deemed unacceptable by any affiliated clinical site will be required to withdraw from the program.

Background checks are conducted by Viewpoint. The cost of the background check is the responsibility of the student.

12. Drug Screening

Prior to beginning the program, Radiography students will be required to participate in screening for the use of controlled substances.

If a student has a positive drug screen, he/she will not, at the discretion of the clinical facility, be allowed to participate in the clinical component of the course at the assigned clinical facility. If the initial drug test indicates a positive, the student will be given the opportunity to either refute the positive or, at the student's expense have a more extensive test performed by the party selected by Kishwaukee College to perform the initial test. If the student is unable to refute the test or the repeat test is again positive, the clinical facility will be notified, and at the facility's discretion, the student will be prohibited from taking part in the clinical experience at that facility. Students with unfavorable drug screen results deemed unacceptable by any affiliated clinical site will be required to withdraw from the program.

Students will also be required to cooperate in testing of urine, breath or blood for evidence of drug or alcohol use whenever they are suspected of reporting to a clinical site under the influence of drugs or alcohol. The testing policies of the clinical sites will be followed in such cases.

13. Social Media

College administrators and educators have discretion to require compliance with recognized standards of the profession, both on and off campus, so long as their actions are reasonably related to legitimate pedagogical concerns. Social media posts that are directed at classmates, faculty, college administrators, or clinical affiliates that are deemed inappropriate will result in disciplinary/dismissal from the program.

X. Health & Safety Requirements

Students must be physically, mentally and emotionally able to fulfill the requirements and objectives of the radiologic technology program. Any difficulty in performing the required tasks and competencies because of a health problem or handicap will be reviewed by the faculty and Division Dean and a judgment made as to the student's ability to safely continue in some or all course work.

Students are required to carry health insurance. Information on student health insurance policies is available through Student Services. The radiography program is using Viewpoint as a vendor for acquiring

and retaining student health records. Each student is responsible for accurately providing the necessary documentation of medical records through Viewpoint by August 10th of each year. Students who fail to complete the required documentation by August 10 are subject to dismissal from the program.

Physical Examination

A physical examination by the student's private physician utilizing the school forms is required prior to starting clinical practicum I. It is the student's responsibility to complete any recommendations made by the physician and to provide the college with any necessary documentation. Students are required to provide official documentation of the immunizations as outlined on the pre-entrance medical forms.

All students must meet the following immunization requirements:

- Proof of immunity to measles, mumps, and rubella by immunizations or laboratory screening.
- First year of program: proof of 2-step Mantoux skin tests or a QuantiFERON-TB Gold test (chest x-ray if TB test is positive). A 1-step TB skin test **or** a QuantiFERON-TB Gold test is also required at the onset of the 2nd year of the program.
- Statement regarding history of chicken pox.
- Hepatitis B vaccine is recommended but is optional to the student and their physician. Students electing not to have the vaccine must sign a waiver declining the vaccine.
- Radiography students are involved in direct patient care and may easily come in contact with blood. Therefore, students are encouraged to receive the Hepatitis B vaccine on a voluntary basis. The vaccine is available through your private physician.
- Flu Vaccine seasonally

Altered Health Status

The program director must be notified if a student contracts a communicable disease or an illness that could affect other students, patients, staff, or the student's ability to meet course objectives. If the disease is transmitted through airborne or direct contact, the student may not attend clinical courses. General absence policies will take effect. If the disease or condition is of a long-term duration; the student's physician must provide a written diagnosis. The circumstances will be evaluated and dealt with on an individual basis, dependent upon the nature of the illness and the infection control policies of the clinical sites involved. General policies for leave of absence may be applied to conditions lasting more than one week.

If a student develops a staph infection, he/she must notify the clinical coordinator and the program director. He/she will not be allowed to participate in patient care until one negative culture has been verified.

If a student undergoes surgery, the Program Director must be notified. Upon return, the student must provide a letter from their physician verifying their ability to participate in the clinical practicum without restriction.

Changes in a student's medical history to include the addition of, or changes in, any prescription medications should be reported to the program director. This policy is for the student's protection as initial use of, or altered doses of medications, may affect one's behavior and/or ability to provide appropriate patient care. The clinical sites have a right to request a drug screening of anyone whose behavior may indicate they are possibly under the influence of a controlled substance.

Students must comply with any employee health regulations of the clinical sites they are attending for clinical practicum.

Infection Control

It is required by the Radiography Program that the following precautions be followed to prevent blood transmitted diseases such as hepatitis B and HIV infection as well as other blood borne pathogens:

- Use appropriate barrier precautions to prevent exposure to skin and mucous membranes when contact with blood or other body fluids are anticipated.
 - Gloves should be worn when in contact with blood, body fluids and for handling items which are soaked with blood or body fluid.
 - Masks and protective eye wear or face shields should be worn during procedures that are likely to generate droplets of blood or body fluids to protect exposure of mucous membranes of the mouth, nose and eyes.
 - Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or body fluids.
- Wash hands prior to and immediately after patient contact. Hand and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Change gloves after caring for each patient, as glove integrity cannot be assured with repeated washing and repeated use.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
- Health care workers who have open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
- Use caution to prevent injuries caused by needles, scalpels and other sharp instruments during procedures to prevent needle sticks. Needles should not be recapped, purposely bent or broken by hand. Sharps should be placed in puncture resistant containers after use for appropriate disposal

If a student experiences significant exposure to blood/body fluids, the following actions are required:

- The student must report any exposure to the clinical instructor, an appropriate authority in the clinical site and a personal physician.
- The clinical site's protocol for exposure/injury must be followed.
- If exposure to HIV is suspected, it is recommended that the student or faculty member who experienced a significant exposure have a screening test for Human Immunodeficiency Virus (HIV) done immediately at the agency, if at all possible, or within 24 hours at the County Health Department to establish a baseline.
 - a. Subsequent testing for HIV is recommended at 8 weeks, 6 months, 12 months, 18 months, and 24 months following a significant exposure. HIV exposure counseling is recommended throughout the experience. Cost will be assumed by the student.

Students who have cared for a patient, later diagnosed with TB will follow the protocols stipulated by employee health at the affiliating hospital.

Any medical incident or injury to the student while on clinical duty **must be reported** immediately to the instructor. Necessary forms must be completed by the student and clinical instructor.

Students are expected to follow all safety policies and procedures established for each of the clinical sites they attend. The Radiography Program follows all established College health and safety policies. Students should be apprised of these policies during new student orientation and reminded of these resources during the first-year student orientation. Visit the college website for the most current version of these

policies.

XI. Disciplinary Action

Disciplinary action will be taken if a student fails to meet the academic or clinical requirements of the program, violates policies established by the college and/or clinical site or fails to abide by the ASRT Code of Ethics.

1. **Warnings**

a. Verbal Warning

For minor infractions of the program's policies and procedures, the Program faculty member will talk to the student, remind him/her of the correct behavior, and answer questions concerning the incident.

b. Written Warning

For more serious or repeated infractions of the program's policies and procedures, documentation of the event will be made by the faculty member, signed by the student, and placed in the student's file.

2. **Counseling**

Counseling sessions will be held when a student exhibits problems in areas of behavior or clinical performance. The student will meet with the clinical instructor, clinical coordinator, and/or program director and discuss the problems or areas of deficiency. During the counseling session, the student will be given a set of goals to strive toward to alleviate the problem. The counseling session will be documented and placed in the student's file.

3. **Probation**

Probation is a period of time, from 2 weeks to an entire semester, during which the student's conduct, and/or educational achievements will be closely observed by the college faculty and supervising personnel at the clinical site. The student is to use the probation time to correct the areas of deficiency and meet established performance goals. At the end of the probationary period, the faculty will re-evaluate the student's progress and determine whether to remove the probation, extend the probation, suspend or dismiss the student. If, after an entire semester of probation, the student fails to correct deficiencies, he/she will be dismissed from the program. A record of the probation and reasons for the probation will become part of the student's file.

4. **Suspension**

Under certain circumstances, if deemed necessary by the program faculty, a student may be suspended for a first-time serious infraction of the program's policies and procedures. In addition, repetition of an infraction of a policy for which the student has received written warning may also warrant a suspension. Suspension is defined as removal of the student from the clinical site for any infraction of the rules and regulations of the radiography program or clinical site. The student must provide the program director with written evidence of their willingness and ability to rectify the problems causing the suspension before they can return to the clinical site. All clinical hours missed due to suspension will be documented in accordance with the attendance policy and could seriously impact the clinical grade and program completion. A record of the suspension and reasons for the suspension will become part of the student's file.

5. Dismissal

Repeated violations of the policies of the radiologic technology program and/or the clinical site or failure to meet the academic standards for a course can result in dismissal of the student.

For very serious incidents, such as those involving a threat to patient safety, gross insubordination, the disclosure of confidential information, falsifying student or hospital records, cheating, theft of property, damage to hospital or college property, physical or verbal abuse of patients, staff, fellow students or faculty, intoxication or being under the influence of drugs or alcohol during clinical or classroom time, or possession of a dangerous weapon, a student can be dismissed immediately.

The faculty also reserves the right to request the withdrawal of any student whose integrity, health or conduct is in conflict with the ethical standards of the profession of Radiologic Technology.

6. Reasons for Program Disciplinary Action (*this list is not exhaustive of all possible reasons*)

- a. Failure to maintain proper dress and appearance
- b. Insubordination to supervisors and faculty and clinical staff
- c. Discourteous treatment of patients, visitors or employees
- d. Incompetence, neglect of duty or poor performance
- e. Leaving early or arriving late without notifying shift supervisor or clinical instructor
- f. Violation of Safety and Radiation Protection Rules
- g. Divulging confidential patient information
- h. Gambling on hospital property
- i. Using profane language at the clinical site and classroom
- j. Refusing to work in an assigned area
- k. Physically fighting on hospital property
- l. Falsifying records or files (student or hospital)
- m. Theft of hospital or college property
- n. Reporting for class or clinical under the influence of non-prescription drugs, alcohol or narcotics. Use of illegal drugs either on or off the clinical site.
- o. Unexcused absences
- p. Excessive absenteeism
- q. Unsatisfactory progress in radiology course work ("D" or "F" grade)
- r. Unsatisfactory completion of transfer probationary period
- s. Physical or verbal abuse of patients, visitors, staff, students or faculty.
- t. Social media violations
- u. Defamation or slander, either verbally or via social media, of Kishwaukee College Radiology Program including but not limited to college staff, hospital staff, students, or any other similar entities.

If student is dismissed from a clinical site from any of the reasons listed above, this will lead to disciplinary actions and possible dismissal from the program.

A complete copy of the college's Code of Student conduct and Discipline which outlines student rights and responsibilities are available from the Student Services Office. Any student wishing to examine or clarify the policies regarding student conduct and discipline should arrange for an appointment with the Dean of Student Services.

XI. Graduation & Professional Certification

Students may graduate upon meeting all of the following requirements:

Requirements

- Complete all radiographic theory courses
- Complete all required clinical practicum courses
- Complete all required general education courses
- Earn at least a 2.0 grade point in every course required for program completion.
- Complete all required clinical competency tests.
- Students must follow all college procedures for graduation.

ARRT Certification Exam

Graduates are eligible to apply for the certification exam administered by the American Registry of Radiologic Technologists (ARRT). Successfully passing the exam qualifies the individual to become certified and registered by the ARRT. An applicant for certification by the ARRT must:

- Be a graduate of an approved educational program or demonstrate professional preparation equivalent to that of a graduate of an approved educational program.
- Submit the completed application form and fee to the ARRT.
- Be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics (see below).
 - From the ARRT: Our pledge to promote high standards of patient care includes enforcing high standards of ethics among Registered Technologists – and among candidates for certification.
 - All candidates must comply with the Rules of Ethics contained in the ARRT Standards of Ethics. See the ethics page at www.arrt.org

The ARRT Board of Trustees shall have the right to reject the application of any person for certification if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for the certification. See the ethics page at www.arrt.org for pre-application forms and procedure.

Illinois License

Once all program requirements have been completed, the student may apply to the Illinois Department of Nuclear Safety (IDNS) section of the Illinois Emergency Management Agency (IEMA) for a temporary license. Upon completion of all program requirements the student will be given a letter of completion by the Program Director. The letter of completion is to be submitted to the IDNS along with the license application (from IEMA website) and fee. It is the student's responsibility to submit all necessary information and fees to the IDNS.

A license is required to work as a radiographer in the State of Illinois.

Kishwaukee College Radiography Program

DECLARATION OF PREGNANCY

Name: _____ Student ID# _____

Program: _____ Date: _____

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

***Declared pregnant woman* means a woman who has voluntarily informed the licensee, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.**

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

This form shall be submitted to the Radiation Safety Officer for my program of study.

Signature _____ **Date** _____

Radiation Safety Officers Receipt of Pregnancy Declaration

By signing this statement, I acknowledge receipt of the declaration of pregnancy for the above individual; have provided her with an outline of the potential risks from exposure to the unborn child from the information provided in U.S. Nuclear Regulatory Commission Regulatory Guide 8.13, and have evaluated her prior exposure (internal and external) to establish appropriate limits to control the dose to her unborn child in accordance with the above stated limitations and the ALARA program.

Name (print): _____ Date: _____

Signature: _____

Kishwaukee College Radiography Program

Voluntary Declaration of Pregnancy—Withdrawal

Name: _____ Student ID# _____

Program: _____ Date: _____

I have been advised of the potential health risks to the embryo/fetus associated with radiation exposure. I have also been advised of the Nuclear Regulatory Commission (NRC) requirements of 10CFR20 that the dose to the embryo/fetus for occupational exposure of the expectant mother be limited to 500 mrem for the entire gestation period.

I have previously declared my pregnancy and requested that my Clinical Instructor and program Radiation Safety Officer limit my radiation exposure under the provisions of the NRC Regulatory Guide 8.13. I understand that I may withdraw my request at any time and for any reason prior to the end of my pregnancy.

I hereby withdraw my request that my Clinical Instructor and Clinical Coordinator limit my radiation exposure under the provisions of the NRC Regulatory Guide 8.13.

I understand that, by withdrawing my request, the Radiation Safety Officer will apply the NRC dose limits applicable to occupational workers. I make this decision voluntarily and have had the opportunity to ask questions concerning the potential health risks to me and to my embryo/fetus.

Signature: _____ Date: _____

Date received by Radiation Safety Officer: _____

Signature: _____

Notes and Updates