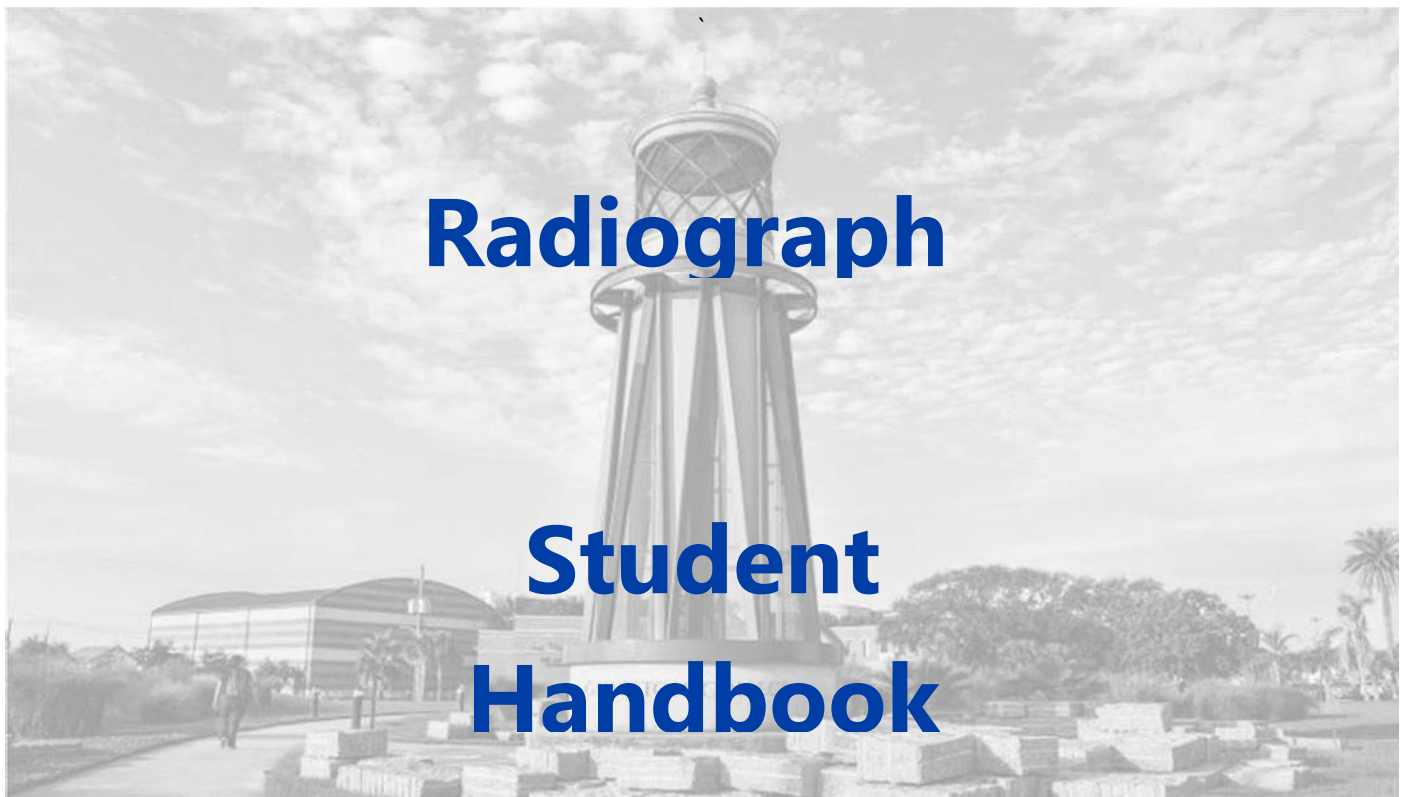




**Galveston
College**



Galveston College homepage: www.gc.edu

Radiography homepage:

<https://gc.edu/programs-and-courses/workforce-programs/radiography/>

Note: This handbook is prepared for use by students in the Galveston College Radiography Program. For general Galveston College policies, see the Galveston College Handbook and Catalog.

The information in this handbook is current at this time. This handbook may be revised or amended at any time.

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INTRODUCTION

Message to the Students

Welcome to the Galveston College Radiography Program. This handbook has been compiled to help familiarize you with the policies and procedures employed by this program and to provide you with valuable information on student services.

In this program, learning and competence is developed through diligence, determination, dedication, and patience in the clinical and classroom environment, and a good positive attitude. It is of prime importance that the students of the program project a professional appearance and decorum at all times when on campus at Galveston College or in the various clinical sites.

The radiography degree plan has been designed to provide students with a well-grounded curriculum which incorporates state of the art imaging equipment, as well as preparing students academically to continue their education and to be lifelong learners.

Please remember that you, the student, are the most important asset of this program. Your suggestions are both welcomed and appreciated and may be submitted directly to the program faculty.

Non-Discrimination Statement

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination in the Radiography Program on any basis prohibited by applicable law, including, but not limited to age, race, color, creed, nationality, religion, marital status, sex or handicap.

Non-Academic Program Requirements

Applicants to this program must understand the physical, behavioral, and social skills necessary to function as a radiologic technologist in many facilities. Please read the following carefully:

Employment Qualifiers:

1. Must be free from contagious diseases and chemical dependence.
2. Must be able to perform all functions and tasks required of a radiologic technologist.
3. Must not have been convicted of a felony, without restoration of his or her civil rights.

Preapproval from the ARRT can be gained if you are concerned about a conviction at:

ARRT Ethics Review Pre-Application.

1. Vision and Observation Skills

Visual acuity corrected to 20/20.

Visually discern details in procedures and equipment operations in low light settings.

Hear low tones, distinguish background noises associated with patients and equipment.

2. Physical and Motor Skill Requirements

Possess sufficient motor function skills to operate all equipment associated with patient care and performance of radiographic examinations.

Transfer immobile patients from wheelchairs and stretchers to radiographic tables.

3. Communication Requirements

Communicate in English effectively both orally and written.

Communicate proficiently and effectively with patients and coworkers.

4. Critical Thinking Skills

Must be able to interpret and process clinical data pertinent to clinical responsibilities.

Ability to solve clinic/patient care issues through assessment and critical thinking.

5. Professional Behavior

Adhere to American Society of Radiologic Technologists Code of Ethics.

Respect all aspects of the Patient's Bill of Rights.

Follow clinical guidelines of affiliates and maintain a professional appearance at all times.

Galveston College Philosophy

Galveston College is committed to providing high quality, flexible educational programs and support services which are academically, geographically, and financially accessible to students and which meet their personal, vocational, and professional goals of preparing for a first career, a career change, career advancement, or personal enrichment.

Radiography Program Philosophy

In keeping with the mission of the Galveston College, the Radiography Program is committed to providing its students a basic general education as well as presenting the opportunity for students to develop specific skills in a two-year Associate of Applied Science degree program which will prepare the graduate for employment in the field of radiography. The faculty and staff of the Radiography Program are committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction.

Mission Statement and Goals

Mission Statement:

In keeping with the mission of Galveston College, it is the goal of the program faculty and staff to produce graduates who complete their AAS degree in Radiography, who pass the ARRT certification exam on the first attempt, who are able to enter the job market as entry –level radiographers, who demonstrate empathy and compassion for their patients, and who are committed to life-long learning.

Goals:

1. Students will be able to successfully perform radiographic procedures as competent, entry-level radiographers prepared for the healthcare field
Expected outcome
 - a. The student will be accurate in their positioning skills by imaging their patients with no repeats.
 - b. Competently complete the unannounced “Spot Check” exam with no repeat exposures due to positioning errors.
2. Students will be able to communicate effectively with patients and members of the healthcare team.

Expected outcome

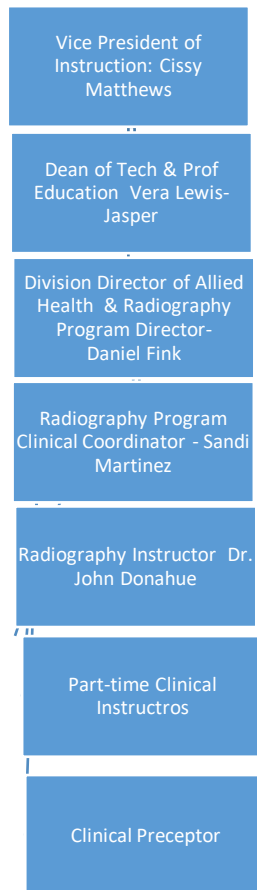
- a. Accept and react appropriately to performance critique from patients and members of the healthcare team
- b. Recognize how to communicate with patients and members of the healthcare staff.

3. Students will demonstrate appropriate problem solving and critical thinking skills.
Expected outcome
 - a. Demonstrate accurate problem solving skills in the clinical setting.
 - b. Accurately perform the Positioning Competency Exam using critical thinking skills.
4. The student will practice ethical and professional manners in the imaging departments.
Expected outcome
 - a. Effectively and professionally assess patients for radiographic exams.
 - b. Demonstrate ethical and professional manners in the clinical setting

ARRT pass rate: 75% pass rate on the first attempt.

PROGRAM STRUCTURE & FACULTY

GALVESTON COLLEGE RADIOGRAPHY ORGANIZATIONAL CHART



- Galveston College organizational chart is located in the catalog

Program Faculty and Staff

Daniel Fink, MBA, RT (R) (CT), Program Director	dfink@gc.edu	409.944.1444
Sandi Martinez, BSRS, RT (R), Clinical Coordinator	smartinez@gc.edu	409.944.1495
John Donahue, Ed.D, RT (R) (CT) Instructor	jdonahue@gc.edu	409.944.1283
Elizabeth Isles, Administrative Assistant	eiles@gc.edu	409.944.1490

ACCREDITATION

Regional Accreditation

Galveston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor and associate degrees. Galveston College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Galveston College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Programmatic Accreditation

The Galveston College Radiography Program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182 www.jrcert.org
(312) 704-5300 or email at: mail@jrcert.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) assures programs achieve excellence in education through programmatic accreditation.

STANDARDS FOR ACCREDITATION

Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. The Standards require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). The JRCERT Standards incorporate many of the regulations required by the USDE for accrediting organizations to assure the quality of

education offered by higher education programs. Accountability for performance and transparency are also reflected in the Standards as they are key factors for CHEA recognition.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process not only helps to maintain program quality but stimulates program improvement through outcomes assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

Standard One: Accountability, Fair Practices, and Public Information

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

Standard Two: Institutional Commitment and Resources

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

Standard Three: Faculty and Staff

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

Standard Four: Curriculum and Academic Practices

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

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

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

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

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PROGRAM PERFORMANCE STANDARDS

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS RADIOGRAPHY PROFESSIONAL PERFORMANCE STANDARDS

Standard One – Assessment

The medical imaging and radiation therapy professional collects pertinent data about the patient, procedure, equipment and work environment.

- Assesses and maintains the integrity of medical supplies.
- Assesses any potential patient limitations for the procedure.
- Assesses factors that may affect the procedure.
- Assesses patient lab values, medication list and risk for allergic reaction(s) prior to procedure and administration of medication.*†
- Confirms that equipment performance, maintenance and operation comply with the manufacturer's specifications.
- Determines that services are performed in a safe environment, minimizing potential hazards.
- Maintains restricted access to controlled areas.
- Obtains and reviews relevant previous procedures and information from all available resources and the release of information as needed.
- Participates in ALARA, patient and personnel safety, risk management and quality management activities.
- Recognizes signs and symptoms of an emergency.
- Verifies appropriateness of the requested or prescribed procedure, in compliance with the clinical indication and protocol.
- Verifies patient identification.
- Verifies that protocol and procedure manuals include recommended criteria and are reviewed and revised.
- Verifies that the patient has consented to the procedure.
- Verifies the patient's pregnancy status.
- Develops and maintains standardized exposure technique guidelines for all equipment.
- Maintains and performs quality control on radiation safety equipment.
- Reviews digital images for the purpose of monitoring radiation exposure.

Standard Two – Analysis/Determination

The medical imaging and radiation therapy professional analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.

- Consults appropriate medical personnel to determine a modified action plan.
- Determines that all procedural requirements are in place to achieve a quality procedure.
- Determines the appropriate type and dose of contrast media to be administered based on established protocols.*†
- Determines the course of action for an emergent situation.

- Determines the need for and selects supplies, accessory equipment, shielding, positioning and immobilization devices.
- Employs professional judgment to adapt procedures to improve diagnostic quality or therapeutic outcomes.
- Evaluates and monitors services, procedures, equipment and the environment to determine if they meet or exceed established guidelines, and revises the action plan.
- Selects the most appropriate and efficient action plan after reviewing all pertinent data and assessing the patient's abilities and condition.
- Analyzes images to determine the use of appropriate imaging parameters.
- Develops, maintains and makes available optimal exposure technique guidelines for all radiographic and fluoroscopic equipment.
- Verifies that exposure indicator data for digital radiographic systems has not been altered or modified and is included in the DICOM header and on images exported to media.

Standard Three – Education

The medical imaging and radiation therapy professional provides information about the procedure and related health issues according to protocol; informs the patient, public and other health care providers about procedures, equipment and facilities; and acquires and maintains current knowledge in practice.

- Advocates for and participates in continuing education related to area of practice, to maintain and enhance clinical competency.
- Advocates for and participates in vendor specific applications training to maintain clinical competency.
- Educates the patient, public and other health care providers about procedures, the associated biological effects and radiation protection.
- Elicits confidence and cooperation from the patient, the public and other health care providers by providing timely communication and effective instruction.
- Explains effects and potential side effects of medications.*†
- Maintains credentials and certification related to practice.
- Provides accurate explanations and instructions at an appropriate time and at a level the patient and their care providers can understand; addresses questions and concerns regarding the procedure.
- Provides information on certification or accreditation to the patient, other health care providers and the public.
- Provides information to patients, health care providers, students and the public concerning the role and responsibilities of individuals in the profession.
- Provides pre-, peri- and post-procedure education.
- Refers questions about diagnosis, treatment or prognosis to a licensed practitioner.
- Maintains knowledge of the most current practices and technology used to minimize patient dose while producing diagnostic quality images.

Standard Four – Performance

The medical imaging and radiation therapy professional performs the action plan and quality assurance activities.

- Adheres to radiation safety rules and standards.
- Administers contrast media and other medications only when a licensed practitioner is immediately available to ensure proper diagnosis and treatment of adverse events.*†
- Administers first aid or provides life support.†
- Applies principles of aseptic technique.†
- Assesses and monitors the patient's physical, emotional and mental status.
- Consults with medical physicist or engineer in performing and documenting quality assurance tests.
- Explains to the patient each step of the action plan as it occurs and elicits the cooperation of the patient.
- Immobilizes patient for procedure.
- Implements an action plan.
- Maintains current information on equipment, materials and processes.
- Modifies the action plan according to changes in the clinical situation.
- Monitors the patient for reactions to medications.*†
- Participates in safety and risk management activities.
- Performs ongoing quality assurance activities and quality control testing.
- Performs procedural timeout.
- Positions patient for anatomic area of interest, respecting patient ability and comfort.
- Uses accessory equipment.
- Uses an integrated team approach.
- When appropriate, uses personnel radiation monitoring device(s) as indicated by the radiation safety officer or designee.
- Works aseptically in the appropriate environment while preparing, compounding and dispensing sterile and nonsterile medication.*†
- Coordinates and manages the collection and labeling of tissue and fluid specimens.
- Routinely reviews patient exposure records and reject analyses as part of the quality assurance program.
- Uses appropriate uniquely identifiable pre-exposure radiopaque markers for anatomical and procedural purposes.
- Uses pre-exposure collimation and proper field-of-view selection.

Standard Five – Evaluation

The medical imaging and radiation therapy professional determines whether the goals of the action plan have been achieved, evaluates quality assurance results and establishes an appropriate action plan.

- Communicates the revised action plan to appropriate team members.

- Completes the evaluation process in a timely, accurate and comprehensive manner.
- Develops a revised action plan to achieve the intended outcome.
- Evaluates images for optimal demonstration of anatomy of interest.
- Evaluates quality assurance results.
- Evaluates the patient, equipment and procedure to identify variances that might affect the expected outcome.
- Identifies exceptions to the expected outcome.
- Measures the procedure against established policies, protocols and benchmarks.
- Validates quality assurance testing conditions and results.

Standard Six – Implementation

The medical imaging and radiation therapy professional implements the revised action plan based on quality assurance results.

- Adjusts imaging parameters, patient procedure or additional factors to improve the outcome.
- Bases the revised plan on the patient's condition and the most appropriate means of achieving the expected outcome.
- Implements the revised action plan.
- Notifies the appropriate health care provider when immediate clinical response is necessary, based on procedural findings and patient condition.
- Obtains assistance to support the quality assurance action plan.
- Takes action based on patient and procedural variances.

Standard Seven – Outcomes Measurement

The medical imaging and radiation therapy professional reviews and evaluates the outcome of the procedure according to quality assurance standards.

- Assesses the patient's physical, emotional and mental status prior to discharge.
- Determines that actual outcomes are within established criteria.
- Evaluates the process and recognizes opportunities for future changes.
- Measures and evaluates the results of the revised action plan.
- Reviews all data for completeness and accuracy.
- Reviews and evaluates quality assurance processes and tools for effectiveness.
- Reviews the implementation process for accuracy and validity.
- Uses evidence-based practice to determine whether the actual outcome is within established criteria.

Standard Eight – Documentation

The medical imaging and radiation therapy professional documents information about patient care, procedures and outcomes.

- Archives images or data.
- Documents diagnostic, treatment and patient data in the medical record in a timely, accurate and comprehensive manner.

- Documents medication administration in patient's medical record. *†
- Documents procedural timeout.
- Documents unintended outcomes or exceptions from the established criteria.
- Maintains documentation of quality assurance activities, procedures and results.
- Provides pertinent information to authorized individual(s) involved in the patient's care.
- Records information used for billing and coding procedures.
- Reports any out-of-tolerance deviations to the appropriate personnel.
- Verifies patient consent is documented.
- Documents fluoroscopic time.
- Documents radiation exposure.
- Documents the use of shielding devices and proper radiation safety practices.

Standard Nine – Quality

The medical imaging and radiation therapy professional strives to provide optimal care.

- Adheres to standards, policies, statutes, regulations and established guidelines.
- Anticipates, considers and responds to the needs of a diverse patient population.
- Applies professional judgment and discretion while performing the procedure.
- Collaborates with others to elevate the quality of care.
- Participates in ongoing quality assurance programs.

Standard Ten – Self-Assessment

The medical imaging and radiation therapy professional evaluates personal performance.

- Assesses personal work ethics, behaviors and attitudes.
- Evaluates performance, applies personal strengths and recognizes opportunities for educational growth and improvement.
- Recognizes hazards associated with their work environment and takes measures to mitigate them.

Standard Eleven – Collaboration and Collegiality

The medical imaging and radiation therapy professional promotes a positive and collaborative practice atmosphere with other members of the health care team.

- Develops and maintains collaborative partnerships to enhance quality and efficiency.
- Informs and instructs others about radiation safety.
- Promotes understanding of the profession.
- Shares knowledge and expertise with others.

Standard Twelve – Ethics

The medical imaging and radiation therapy professional adheres to the profession's accepted ethical standards.

- Accepts accountability for decisions made and actions taken.
- Acts as a patient advocate.
- Adheres to the established ethical standards of recognized certifying agencies.

- Adheres to the established practice standards of the profession.
- Delivers patient care and service free from bias or discrimination.
- Provides health care services with consideration for a diverse patient population.
- Reports unsafe practices to the radiation safety officer, regulatory agency or other appropriate authority.
- Respects the patient's right to privacy and confidentiality.

Standard Thirteen – Research, Innovation and Professional Advocacy

The medical imaging and radiation therapy professional participates in the acquisition and dissemination of knowledge and the advancement of the profession.

- Adopts new best practices.
- Investigates innovative methods for application in practice.
- Monitors changes to federal and state law, regulations and accreditation standards affecting area(s) of practice.
- Participates in data collection.
- Participates in professional advocacy efforts.
- Participates in professional societies and organizations.
- Pursues lifelong learning.
- Reads and evaluates research relevant to the profession.
- Shares information through publication, presentation and collaboration.

ARRT CODE OF ETHICS

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

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

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

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GENERAL POLICIES

Counseling Services

Radiography students have counseling opportunities at the Galveston College campus.

Academic: selecting courses, pre –degree/degree planning, study skills, and information on transferring GC credits to other schools.

If you would like to see a counselor at Galveston College, call 409.944.1220 for appointments or check with the Counseling Office for walk-in times.

Student Services

Galveston College is committed to providing Student Services that support the vision, mission, and goals of the institution. Student Services are provided by the Admissions, Financial Aid, Advising, Counseling, Student Activities, Special Services for Students with Disabilities, Learning Resource Center, Student Success Center, Testing Center, and the Office of the Vice President of Student Services. Student Services are integrated with the programs of the College to address the individual needs for educational, personal, social, cultural, and career development.

Library

The David Glenn Hunt Memorial Library provides access to college level print and electronic resources for GC students, faculty, staff and the community. Dr. Hunt was Galveston College's founding president. He helped start Galveston College as it opened its doors in 1967. The Library, named in his honor, promotes scholarship, basic research, and library instructions necessary to the academic programs.

The Library is open to the public and holds more than 40,000 volumes. The Library has a computer lab with access to Microsoft Office, Print/Copy Center, and access to research databases. A Galveston College ID card is required to check out materials and use the computer lab.

At the Library, you can find all of the resources you will need to succeed in your college research experience.

- ask@gc.libanswers.com
- 409.944.1240 (phone)
- 409.220.4855 (text)

Hours of Operation:*Fall and Spring Semesters*

Monday - Thursday 7:30 am - 9:00 pm,

Friday 8:00 am - 5:00 pm, and

Saturday 8:00 am - 12:00 PM.

Summer Semester

Monday - Thursday 7:30 am - 6:00 pm

Special Student Services

The major goals of the Special Services Office are to increase the admission, retention and graduation rates of students' who self- identify as having a disability, impairment, or health condition or other special circumstance may impede the students' ability to be successful in a college setting. A variety of programs, services, and related activities are designed to provide educational support such as academic advising, assistance with class scheduling, child care assistance and referrals to local community agencies. **Note: Students with special needs are requested to notify the Special Services Office regarding assistance and/or academic adjustments/auxiliary aids. Students with disabilities, impairments, or other health conditions are required to provide documentation from medical physician(s), and/or referral agency, (i.e., Texas Rehabilitation Commission, Texas Commission for the Blind, etc.). Any student inquiries or complaints concerning Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990 should be referred to the Special Services Office or the Vice President of Student Services.

Special Services for Students with Disabilities

1. Pre-enrollment advising, class scheduling, and priority registration are available. Students must notify the Special Services Office regarding any special needs, academic adjustments and/or auxiliary aids.
2. Orientation - is available to familiarize students with the campus and inform them of the support services available.
3. Auxiliary Aids -the Special Services Office provides students with disabilities (who provide appropriate documentation) assistance obtaining auxiliary aids. Some auxiliary aids are available for check-out through the Special Services Office.
4. Sign Interpreters - in conjunction with the Texas Rehabilitation Commission, assistance is given to locating speech interpreters to translate information to the hearing impaired.
5. Tutors -tutoring services are provided by the College's Student Success Center for all students.
6. Limited Personal Counseling -the Special Services Office assists with referrals to appropriate local agencies and organizations and serves as liaison to the Texas Rehabilitation Commission, Texas Commission for the Blind, local high schools, etc. as needed.

Contact: Student Services Advisor
Jayne Withers
409-944-1223
Fax: 409-944-1501

Sexual Harassment Policy

Students shall not engage in discrimination and/or harassment toward another student or a College employee. A substantiated charge of discrimination and/or harassment against a student shall result in disciplinary action. Discrimination and/or harassment may be motivated by race, color, religion, national origin, or disability. Harassment may include unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

SEXUAL HARASSMENT BY EMPLOYEES

District employees are prohibited from sexually harassing students. [See Policy FLDA (LEGAL) and Policy DHA (LEGAL).]

PROCEDURES FOR REPORTS, INVESTIGATIONS, RESOLUTION, AND APPEALS

Please see the current Student Handbooks for the complete discrimination and/or harassment procedures.

PROTECTION FROM RETALIATION

The District shall not retaliate against a student who in good faith reports perceived discrimination, harassment, sexual harassment, or sexual abuse.

Harassment Policy

A. Students

Students shall not engage in discrimination, bullying, and/or harassment toward another student or a College employee. A substantiated charge of discrimination, bullying, and/or harassment against a student shall result in disciplinary action. Discrimination, bullying, and/or harassment may be motivated by race, color, religion, national origin, or disability. Harassment may include unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

B. Clinical Affiliates

Clinical affiliates of the Galveston College Radiography Program shall not engage in discrimination, bullying, and/or harassment or any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected

to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.

Bullying. An intentional course of conduct, whether an individual act or series of acts intended to impose one's will or desire and causes mental, emotional, or physical harm to others. Such acts include verbal or non-verbal threats, assault, stalking, or other methods of attempted coercion, such as manipulation, blackmail, or extortion (including, but not limited to, offending conduct that is undertaken or affected in whole or in part using electronic messaging services, commercial mobile services, electronic communications, social media, or other technology). In addition, bullying includes, but is not limited to, unwanted or uninvited aggressive behavior that intends to harm, threaten, frighten, or intimidate another person and may involve a pattern of behavior that is repeated over time where an imbalance of power exists between the two parties.

Substance Abuse/Drug Galveston College

The policy of Galveston College is to provide all students and employees with an environment that is free of substance abuse. Illegal use of controlled substances on college campuses subjects the College, its students, and employees to unacceptable risks of accidents, interferes with the learning and working environment, and is inconsistent with the behavior expected of persons associated with the college.

The College supports remedial assistance and, when necessary, disciplinary action for those individuals who violate conduct expectations, including those related to the use, possession, distribution, or possession for purposes of distribution any controlled substances or illegal drugs on College property or at College- sponsored activities at off- campus locations. All law enforcement agencies are supported by the College to ensure compliance with all laws including those relating to alcohol and to the use, abuse, possession, or distribution of controlled substances or illegal drugs.

Illicit Drugs

Illicit drugs are not permitted on campus for sale or use. Students in possession are subject to the laws pertaining to the specific infraction.

National Hotlines & Help Lines

Alcohol Treatment Referral Hotline:

1-800-252-6465 Referrals available 24 hours a day.

National Drug/Alcohol Treatment Referral Service:

1-800-662-4357 Referrals available 24 hours a day.

National Council of Alcoholism and Drug Dependence (NCADD) – Helpline: 1-800-662-2255

Refers caller to local affiliate office of NCADD. Referrals available 24 hours a day.

Local Hotlines and Agencies

Bay Area Council of Drugs and Alcohol: 1-800-510-3111

The Gulf Coast Center (MHMR) - 24 Crisis Hotline: 1-866-729-3848

Campus Carry Statement

CARRY OF CONCEALED HANDGUNS Senate Bill 11 (SB 11) of the 84th Texas Legislature permits individuals holding concealed handgun licenses to carry their weapons onto the campus and into the general buildings of the publicly governed institutions of higher education in Texas. The fundamental goals of this policy are to ensure compliance with the spirit and letter of SB 11 in a manner consistent with other relevant laws, and to ensure the continuation of the current calm, constructive and positive social and intellectual environment that characterizes the Galveston College District.

AMENDMENT AND PROVISIONS

As provided by law, the President may, at his/her discretion, amend the provisions of this policy as necessary for campus safety, which shall take effect as determined by the President unless subsequently amended by the Board of Regents. Be displayed in a conspicuous manner clearly visible to the public.

Financial Aid

The financial aid program at Galveston College attempts to provide financial assistance to those students who, without such aid, would not be able to pursue a higher education. The primary responsibility for financing an education rests with the student and his family; however, Galveston College is aware that assistance beyond the family's resources sometimes becomes necessary. In cases where financial need for eligible students is documented, Galveston College will assist, to the extent possible, using all available local, state, and federal funds.

Financial assistance is offered in many forms such as grants, scholarships, loans, and employment, or a combination of these aids.

RADIOGRAPHY PROGRAM POLICIES

Application Deadline

Students must reapply each year for financial aid and mail application by the following suggested dates. Students who plan to attend both Fall and Spring semesters need apply only once for that academic year. Please direct further question to the Financial Aid Office at Galveston College.

Program Admissions Criteria

All prospective candidates who wish to be admitted to the Radiography Program should contact the Allied Health Advisor.

Applicants must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Program.
2. Submit a formal application to the Program beginning September 15th through May 20th of each year to be considered for the next academic year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant.
3. File a degree plan with the Allied Health Advisor which shows evidence of:
 1. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
 2. Achieve a grade of “C” or better. MATH 1314 College Algebra is recommended within five years of acceptance into the Program.
 3. Achieve a grade of “C” or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the Program.
 4. Achieve a grade of “C” or better in ENGL 1301 Composition I, within five years of acceptance into the Program.
 5. An overall G.P.A. of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
 6. Participate in interview process if requested
 7. Present terminal award and/or degrees from academic institutions.

Pre-Advising

Academic pre-advisement is provided by the program director or the clinical coordinator.
409.944.1444

Transfer Credit

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

See the [most recent college catalog](#) for additional information and course descriptions.

TRANSFER CREDIT

Credit for courses in which a passing grade (C or better) has been earned may be transferred to Galveston College from a postsecondary institution that is accredited by one of the following accrediting agencies:

Middle States Association of Colleges and Schools/Commission on Higher Education
New England and Association of Schools and Colleges
Higher Learning Commission (Formerly North Central Association of Colleges and Schools)
Northwest Association of Colleges and Schools/Commission on Colleges
Southern Association of Colleges and Schools/Commission on Colleges
Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges

It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Galveston College from each institution previously attended. A course from a regionally accredited institution will be accepted in lieu of a specific course at Galveston College only if evidence indicates the course is equivalent. Remedial courses are not transferable.

Students whose overall grade point average is less than 2.0 on a 4.0 scale may only be admitted by the Director of Admissions/Registrar or the appropriate Vice President. Transfer students who are admitted whose GPA is less than a 2.0 will be placed on academic probation. Failure to achieve a minimum grade point average of 2.0 at Galveston College while on academic probation will result in academic suspension.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. International transcripts must be evaluated by an accrediting agency prior to enrollment. A list of accrediting agencies can be obtained from the Office of Admissions. All foreign credentials submitted to Galveston College must include the original transcript plus a certified English translation. There is no guarantee, even after a transcript has been evaluated, that the credits will be accepted.

Re-admission-application Policy

Students who receive a failing grade in any Radiography course or clinical practicum must schedule an exit interview with the program director to be considered for readmission through the application process. A failing grade consists of any score/grade below a 75%.

Acceptance into the program is NOT guaranteed and is based on JRCERT requirements regarding clinical assignment ratio; 1:1 student to technologist ratio for clinics.

Course Substitutions

Course substitutions for supportive requirements may be carried out only if the course to substitute is equal or superior in content to the course that is required by the radiography program curriculum.

Background Check Policy

The Radiologic Technology Program is committed to ensuring public and professional trust and providing safe patient care. In order to meet this goal, background checks, finger printing, and drug screening of students is required. Many of our clinical education settings require additional criminal background investigations of all employees and students. To comply with these requirements, accepted students will be asked to submit to these tests to ascertain the student's suitability for clinical rotations.

Non-negative results will be processed further and may require additional testing. Additional drug screening will be at the student's expense. Failure to pass drug screening will result in immediate dismissal from the program. This information will remain confidential and will only be viewed by the Galveston College Program Director. Any criminal conviction which is found during the background investigation that may deem a student unsuitable for clinical rotations will be considered on a case by case basis. Additional information regarding the conviction may be required in order to make an informed decision.

If a student has been convicted of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations, these must be reported

to the American Registry of Radiologic Technologists (ARRT). All alcohol and /or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Individuals must file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted at any time either before or after entry into an accredited program.

For pre-application contact the ARRT at:

ARRT 1225 Northland Dr.
St. Paul, MN 55120-1155
Tel: (651) 687-0048

Guidelines for Drug Screening

PURPOSE

- Promote and protect patient/client safety
- Comply with clinical affiliate's drug screen requirements
- Detect illegal drug use

DEFINITIONS

- Positive Drug Screen: A positive drug screen means a medically acceptable drug test approved by Galveston College, the results of which indicate the use of illegal drugs.
- Illegal Drugs: Illegal drugs include those drugs deemed illegal to possess, consume, or sell by state and federal statutes. An illegal drug also includes those drugs taken by an individual which exceed the prescribed limits of a lawful prescription or the taking of a prescription drug without a valid prescription.

DRUG SCREENING PROCEDURE

Drug screening is conducted on all student applicants after acceptance into the program. A student with a non-negative drug screening may, within 10 days of notification, request review of the results from the company/agency who originally administered the drug screening. A non-negative drug screen that is confirmed **POSITIVE** by the Medical Review Officer result in dismissal from the program for a minimum of twelve months. The results of the drug screen are generally accepted for the duration of the students' uninterrupted enrollment in the program unless allegations are made to support reasonable cause that the student is not free of illegal drug use. With reasonable cause as determined by college official the student may be required to submit to further screening at his/her own expense. Galveston College is responsible for designating and approving the drug screen procedures. The student must complete drug screening at the scheduled time. A missed drug screen will result in an additional expense to the student and will be conducted at a time and place designated by the company/agency conducting the screen test.

The student must pre-pay for the drug screen as directed by the program. The student is required to complete a release directing the company/agency conducting the screen test to send the results directly to the Galveston College Health Science Division.

Behavioral Conduct

Radiography students represent the radiography program, profession, and Galveston College; therefore, students are expected to conduct themselves in a professional manner in the classroom and clinical settings. Any student requiring disciplinary action will be subject to the policies outlined in this handbook and the Galveston College Catalog.

The faculty and staff understand that learning in group situation can be beneficial. However, students are expected to demonstrate their own competency by doing their own work on examinations, paper, and positioning lab practicals. Any student caught cheating on examination, papers, or during positioning lab practicals, will be dismissed from the Program. At any time, should a clinical affiliate determine that a student lacks patient care or positioning skills, or the student is no longer welcome in their facility, the student will could be dismissed from the Galveston College Radiography Program.

Student Code of Conduct

Each individual student is a responsible adult and is expected to act accordingly. Emphasis will be placed on standards of student conduct rather than on limits or restrictions on students.

A student's enrollment is subject to acceptance of standards of conduct which are developed and published in the Student Handbook, the College Catalog, and/or the Policy Manual, and which may be explained and clarified in other statements prepared and published by the College. Non-compliance with these standards will be sufficient cause for suspension from the College. Authority for suspension of a student is vested with the President or designee (which in most cases shall be the Vice President of Student Services).

All applicable federal laws, state laws, and city ordinances are in effect and enforceable on the premises of Galveston College or at College sponsored events/activities. If an offense, which occurs off campus, is such that in the judgment of the President or Vice President of Student Services, the circumstances of the offense are likely to interfere with the educational process or the orderly operation of the College, or endanger the health, safety, or welfare of the College community, disciplinary actions may be taken. 21 Any violation of the ordinances and laws referred to above shall, upon conviction, be punishable by the same penalties provided for in said ordinances or applicable laws.

Galveston College is an educational institution committed to the philosophy that a community college should open its doors to all citizens of its area who can benefit from its educational programs. The Board of Regents and the College administration will not condone or tolerate acts calculated to disrupt the continuing educational functions of the College, or to deny to any person or persons their opportunity to participate in the educational programs of the College.

RESPONSIBILITY

Each student shall be charged with notice and knowledge of the contents and provisions of the District 's rules and regulations concerning student conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Violations of federal, state, or local law or College policies or procedures occurring on College property or in connection with College-sponsored activities.

2. Committing any act which is classified as an indictable offense under either state or federal law.
3. Possession, distribution, sale, or use of firearms or other prohibited weapons except, and as have prior approval, for educational purposes. (See FLBF)
4. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
5. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
6. Possessing, using, selling or being under the influence of alcoholic beverages. A student in violation may be required to participate in an alcohol awareness class (at the student's expense) for the first offense in addition to other disciplinary measures. (See FLBE)
7. Dishonesty.
8. Academic or scholastic dishonesty, cheating, and/or plagiarism shall constitute a violation of these rules and regulations.

Academic dishonesty or scholastic dishonesty shall include, but not be limited to, cheating, plagiarism, collusion, willfully submitting false information with the intent to deceive, forgery, alteration of a document, or misuse of a college document. "Cheating" shall include, but not be limited to:

1. Copying from another student's test paper.
2. Using test materials not authorized by the person administering the test.
3. Sending or receiving unauthorized materials by electronic means.
4. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
5. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of tests, research papers, essays, research documents, or other documents.
6. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
7. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
8. Bribing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" = shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" = shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (When cheating, collusion, or plagiarism has occurred, the instructor may give the student or students involved a zero or "F" on an assignment or an "F" in the course. The instructor shall make a written report of the incident and of the

planned action to his or her respective dean who in turn shall report the incident to the Vice President of Instruction and the Vice President of Student Services. Depending upon the seriousness of the academic misconduct, the instructor, the dean, and/or the Vice President of Instruction may refer the case to the Vice President of Student Services who shall take the matter up as a disciplinary matter. Depending upon the seriousness of the academic misconduct, the District may impose disciplinary sanctions, up to and including suspension and/or expulsion.)

- 9.** Failure to be responsible for financial obligations to the College, including failure to repay loans and deferred payment agreements. Issuing dishonored check to the College.
- 10.** Fraudulent financial transactions with the College that include, but are not limited to, the following: a. Refusal or failure to pay a debt owed to the College. b. Giving the District a check, draft, or order with the intent to defraud the College. c. A student's failure to pay the College the amount due on a check, draft, or order is prima facie evidence that the student intended to defraud the College. d. Disciplinary action may be initiated against any student who has allegedly violated the provisions of this section.
- 11.** Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior." (See FLBH)
- 12.** Threatening another person, including a student, employee, or visitor; making terroristic threats.
 13. Intentionally, knowingly, or negligently causing physical harm to any person.
 14. Hazing in all forms, as defined and prohibited in the Texas Penal Code, Articles 1152, 1153, 1154, and 1155. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
 15. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee.
 16. Endangering the health or safety of members of the District community or visitors to the campus. Physical abuse or harassment of another person or conduct that threatens or endangers the health and safety of others.
 17. Unauthorized entry to or use of college facilities.
 18. Damaging or destroying District property.
 19. Theft; stealing from the College or others.
 20. Possession of or making use of college keys or key cards for unauthorized purposes.
 21. Misuse of fire or safety equipment.
 22. Arson or attempted arson.
 23. Illegal gambling in any form.
 24. Smoking and/or the use of other tobacco products or e-cigarettes on all College

- property, in College vehicles, or at any College-related activity.
25. Forging, altering, or misusing College documents, records, or I.D. cards; improper use of college identification cards. (All college I.D. cards are the property of the College and must be shown on request of a representative of the College. Students shall be prohibited from loaning their I.D. card to another person for any reason. Likewise, it shall be prohibited to use any other card except the one issued by the College for College purposes.)
 26. Failing to comply with directions of College officials acting in the performance of their duties.
 27. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
 28. Knowingly giving false information in response to requests from the College or a College official. (Providing false information to a College official.)
 29. Making false accusations; perpetrating hoaxes regarding the safety of the College, students, employees, visitors, and/or others.
 30. Failure to provide identification when requested to do so by College personnel.
 31. Malfeasance in an elective or appointive student office of any college endeavor.
 32. Misusing the College's computing and informational resources, including but not limited to:
 - a. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
 - b. Attempting to access or circumvent passwords or other security-related protocols and information;
 - c. Creating and/or uploading computer viruses;
 - d. Altering or attempting to alter, destroy, or disable College technology resources;
 - e. Using the internet or other electronic communications, including social media, to threaten other students, employees, or volunteers;
 - f. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging, or otherwise illegal; and/or,
 33. Using email or websites to engage in or encourage illegal behavior or threaten the safety of others. Violating College policies or regulations concerning parking, registration of student organizations, use of College facilities, or the time, place, and manner of public expression.
 34. Behaving in a manner that adversely affects his or her suitability as a member of the academic community or endangers his or her own safety or the safety of others.
 35. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H.B. 141, as enacted by the 61st Texas Legislature.
 36. Interfering with, or attempting to interfere with, the lawful exercise of freedom of

speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.

37. Threatening by force or violence the overthrow of any legally constituted governmental body or system, or any local, state or federal law, or any rule, regulation or policy of the Board of Regents and administrative officials of the College.
38. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.

Any student violating this policy shall be subject to discipline, including suspension or expulsion, in accordance with College Policy.

Professional Ethic and Confidentiality

Students must always remember that the information in a clinical area is confidential. This means that all x-ray results are to be directed only to physicians for diagnosis and treatment. Students shall not tell patients, parents, friends, relatives, or non-hospital employees the results of tests or the nature of any illness. This information is given only by the physician to the patient or the patient's family. Failure to comply with the above is cause for immediate dismissal from the program.

Inclement Weather Policy

Emergency Announcements:

In any emergency situations such as a hurricane or flooding, students and employees are to follow these directions:

If dismissal or cancellation of activities occurs during the time classes are in session, the announcement will be made on the campus as appropriate.

All emergency announcements of cancellations or reopening of the College may be accessed by calling the College's Emergency Evacuation Status phone number at 1-866-483-4242 to receive a message update.

The decision to dismiss classes and to reopen Galveston College will rest with the President. The following radio and TV stations may broadcast information regarding local conditions and advisability of returning to the area after a hurricane or other emergency.

Houston:

KTRH (740 AM)

KPRC (950 AM)

KPRC (TV Channel 2 – NBC)

KHOU (TV Channel 11 – CBS)

KRIV (TV Channel 26 - FOX) KTRK (TV Channel 13 – ABC) City Access Channel 16

Galveston:

KGBC (1540 AM) KRTX (104.9 FM)

Brazosport/Freeport:

KBRZ (1460 AM)

Connect-ED:

Galveston College has implemented an emergency communication system — Connect-ED. Connect-ED provides the technology to notify students, faculty and staff in the event of school closings or emergencies within a matter of minutes via e-mail, phone messages, and/or text messages. For the system to serve and protect the campus, all contact information (phone numbers and addresses) must be current. To update and add phone numbers to your personal file, log-in to your Campus Online account, select the “My Info Tab,” run the “Update Personal Info” program, and update your address and phone number(s). Students will also receive announcements through Whitecaps e-mail accounts. Students needing assistance should contact the Help Desk at 409-944-1352 or Admissions at 409-944-1230. Faculty and staff needing assistance should contact Human Resources at 409-944-1209.

Radiation Monitoring Policy

Any student scheduled in a clinical facility will be required to wear a dosimeter badge at all times. Students will observe rules and regulations regarding radiation protection in each clinical affiliate. Each student will be responsible for the care and maintenance of their own dosimeter badge. Replacement badges will be provided by the clinical coordinator.

Clinical Coordinator: Sandi Martinez 409-944-1495

*** Dose-**If a student exceeds the radiation dose limit (500 mR annually/125mR quarterly) they will be removed from the clinical setting. The program director will examine the circumstances and make a decision regarding the student's program status.

***Care-** Protect your film badge from temperature extremes, moisture, direct sunlight, and accidental exposure to radiation. If your badge is accidentally exposed to any of the aforementioned exposures, report it immediately to the clinical coordinator.

***Maintenance-** Each student is responsible for their own film badge. A student who fails to change their badge will receive a deduction of one letter grade per incident after the second incident.

***Lost Dosimeter-** Any student that loses a dosimeter will not be allowed to go to their clinical rotation. The student will report to Galveston College until a new badge arrives. Once the new badge arrives the student may return to clinic. The student will have to make up all days they were not in clinic due to there lost badge.

NOTE: Dosimeter badge should be worn at the collar level outside the lead apron.

*** Students are responsible for paying \$100 for any lost/misplaced/damaged/additional dosimeter badges**

Pregnancy Policy

The Pregnancy Policy is consistent with applicable federal regulations and state laws. Every effort will be made to protect the well-being and privacy of the student. All students are informed of the risks of radiation exposure during pregnancy and have the option of declaring their pregnancies or not. The Pregnancy Declaration form is located at the end of this document. A pregnant student may voluntarily notify the Radiography Program Director, in writing. A form is available from the Radiography Program Director for pregnancy declaration. After declaring pregnancy, students have the option to continue in the program without any modifications or they may select from the following options:

- Pregnant students will be provided an additional personal monitor to be worn at waist level under any lead apron (when applicable) and be identified as the fetal dose monitor.
- Student radiation exposure will be continuously monitored. If the fetal dose monitor reaches 5 mSv, the student will be removed from clinical assignments in radiation areas.
- If the student exceeds the maximum permissible dose, she will be withdrawn from all clinical courses for the remainder of the pregnancy.
- A student may rescind a pregnancy notification in writing at any point for any reason without explaining the reason.
- Attendance, absence, and make-up policies will be equally enforced.

Safety Policy

Students are advised that as part of the standard routine of performing clinical examination on patients in medical facilities, exposure to contagious and pathogenic organisms may occur. Students will be required to abide by the safety rules and regulations that govern the clinical facility. **The student will practice standard patient precautions at all times.**

Safety requirements may include the following:

1. Covering all cuts.
2. Wearing of gloves when conducting examinations.
3. Washing hands after each patient and when leaving radiologic exam rooms.

In the event that a student has a blood or body fluid exposure, after first aid, the Clinical Coordinator must be notified for appropriate counseling and guidance. Incidents should be immediately reported to the Program Director for proper documentation.

All students will be expected to provide appropriate care to all patients assigned to them in any health care setting. These assignments may include patients with medical diagnosis of tuberculosis (TB), hepatitis A or B, and/or AIDS. Additionally, it will be the responsibility of the student to implement universal precaution measures as appropriate when providing care and adhere to all facility policies.

Blood and Body Fluid Exposure Policy

Students will follow the following steps for reporting illness, communicable disease and other conditions:

1. Inform the clinical coordinator and supervising technologist of possible exposure as soon as possible with the following information: Patient's name, ID#, Date, Time of exposure, and Type of exposure.
2. Clinical Coordinator will inform the Program Director.
3. In the event that a student is exposed to blood or body fluids, or to any communicable disease between the hours of 8:00 a.m. - 4:30 p.m., the student will be referred to the Student Health Center (409.747.9508) at UTMB. The student exposed to infectious diseases will be identified by the Infection Control Practitioner, the Protocol for their care and prophylaxis will be recommended by the Hospital Epidemiologist, and health care and prophylaxis will be supervised by the Student Health Services physician. If Student Health is closed, the student should go to the UTMB emergency department for care. Students who have private insurance are responsible for contacting their primary carrier.
4. See the UTMB Policy on Occupational Exposure to Blood and/or Blood-Tinged Body Fluids for UTMB Employees and Students.

<https://www.utmb.edu/stuck>

MRI Screening

All students will complete the MRI screening form prior to starting clinics. The completion of this form will ensure all students are safe to enter an MRI area if required to do so. This form will be stored in the students file for the duration they are in the program.

Infection Control

Students are advised that as part of the routine of working with patients in the medical setting, exposure to contagious and pathogenic organisms may occur. Students will be required to abide by the safety rules/ regulations that govern the clinical facility. Infection control precautions generally include:

- Covering all cuts
- Wearing of gloves when exposure to body fluids is likely
- Washing hands before and after each patient and when leaving the clinical setting

As it is not always possible identify when exposure to communicable disease may take place, students are urged to apply universal precautions at all times

In the event that a student is exposed to blood or body fluids, or to any communicable disease, the student should immediately inform the clinical supervisor or chief technologist. The following information should be gathered: patient's name and ID number, time and date of exposure, type of exposure. If the exposure occurs between 8:00am-4:30pm, Monday-Friday, the student will be referred to the Student Health Center (409-747-9508) at UTMB for any health care and or prophylaxis necessary. The Student Health Services physician will normally supervise the health care and/ or prophylaxis. If Student Health is closed, the student should go to the UTMB emergency department for care. For any off site exposure follow clinic specific policy.

EMPLOYEE/STUDENT CHECKLIST

- ☐ Wash exposed area immediately
- ☐ Notify Supervisor immediately (supervisor to assist with obtaining source consent & lab work)
- ☐ Have supervisor document in source's medical record "source of occupational exposure" and that labs were drawn for HIV, HCV, and HBS with source's consent
- ☐ Seek post-exposure care
- ☐ Report to Emergency Department, after hours, weekends, or holidays (**Follow-up in Employee Health/Student Wellness the next business day**)

Student Work Policy

Working full-time while enrolled in the Radiography Program is difficult and is not recommended. Students in the program will **NOT** be excused from clinic or classroom activities in order to pursue employment. If students work, they should do so only during times when it does not conflict with program activities. Students in the program will not be substituted for regular clinical staff even though they may be competent in certain aspects of radiography. Additionally, should a student be employed by a facility where clinical rotation is normally conducted; they may not use any “employer time” to substitute for program clinical requirements.

Insurance

Galveston College provides a Blanket Student Liability program for all students in Allied Health and Nursing programs. The insurance is required for students to participate in clinical experiences in all affiliated hospitals and agencies. The amount of liability coverage is \$1,000,000 per individual claim and \$5,000,000 per aggregate claim. Students should refer to the current class schedule to verify fees.

UTMB provides limited health services that are available to students. A Student Health Service Fee is required and is purchased automatically through Galveston College at registration. However, any injury acquired off the UTMB campus and or any emergency room visits are not covered and any bills are the responsibility of the student.

It is highly encouraged that all students provide their own health insurance.

RADIOGRAPHY PROGRAM POLICIES AND PROCEDURES

Academic Grievance Procedure

The student is referred to the Galveston College Catalog for the proper procedure which is listed below.

STUDENT COMPLAINT AND GRIEVANCE PROCESS

Any student at Galveston College has the right to file a complaint or grievance when he/she feels unjustly or improperly treated as a result of a college-related or internal problem.

This student grievance process is not designed to include changes in policy nor does it apply to grading appeals. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. For problems associated with grades, refer to Grade Appeal Process section of college catalog.

Any alleged acts of discrimination based on race, color gender, sexual harassment, religion, age, national origin, disability, veteran status or sexual orientation are not subject to the student grievance procedure. Such complaints will be referred to the College's designated Civil Rights and Title IX Officer (Galveston College Director of Human Resources) for prompt investigation.

A. Complaint Procedure

A student with a complaint should first attempt to informally resolve the matter with the person(s) directly involved. If the student is unable to resolve the complaint at this level, the student should contact the program director or supervisor of the person(s) with whom they are having an issue within seven (7) working days from when the incident occurred.

B. Grievance Procedure

If, after efforts with the program director or supervisor, the complainant wishes further proceedings, he/she should:

1. Submit a completed Student Grievance Form to the appropriate Dean within
 - a. seven (7) working days of the program director's or supervisor's decision.
2. The Dean receiving the grievance conducts an investigation, which may
 - a. consist of interviewing witnesses, and/or requiring documentation relating to
 - b. the issue, and attempt to resolve the grievance.
3. Witnesses may be called, if appropriate, to corroborate documentary
 - a. evidence. If the person(s) summoned is a Galveston College employee, he/she
 - b. must testify.
4. The Dean will communicate the decision and any recommended action in
 - a. writing to all individuals involved within ten (10) working days following the
 - b. review.

C. Grievance Appeal Procedure

If the complainant wishes to appeal the case further, the complainant may present a request for review to the Student Affairs Committee. The complainant is to submit a copy of the completed Student Grievance Form and copies of all supporting documents to the Office of the Dean of Enrollment Management within seven (7) working days of the Dean's decision. The Dean for Enrollment Management will then forward the appeal to the Chairperson of the Student Affairs Committee who will schedule a hearing to be held within ten (10) working days.

D. Student Affairs Committee Hearings

1. Hearings need not be conducted according to technical rules of evidence and witnesses.
2. Proceedings will be as simple and informal as possible.
3. At hearings, each party will have these rights:
 - a. To call and examine witnesses,
 - b. To introduce exhibits,
 - c. To cross-examine opposing witnesses on any matter relevant to the issues, even though that matter was not covered in the direct examination,
 - d. To request that the hearing be open to the public,
 - a. To rebut evidence against him/her.
4. If a party does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination.
5. The parties may be advised or represented by legal counsel, but legal counsel may not speak or ask questions in a party's behalf.

After receiving the grievance file, the Student Affairs Committee will review all documents pertaining to the grievance. The Student Affairs Committee has full authority to interview witnesses and/or individuals involved in the issue.

An appeal to the Student Affairs Committee may result in one of the following:

1. Uphold the decision of the Dean
2. Or recommend review by appropriate Vice President

The Student Affairs Committee Chair person will communicate the resulting action to the Office of the Dean for Enrollment Management who will then forward the notice to all the parties involved.

If following the review and subsequent recommended action by the Student Affairs Committee, the complainant is still unsatisfied he/she may request a final review from the appropriate Vice President within seven (7) working days of the Committee's decision. The request for final review shall contain a clear and concise statement detailing the reasons(s) the Student Affairs Committee's decision was unacceptable to the complainant. The Vice President shall, within ten (10) working days following the receipt of request for final review, issue a written decision to the student/complainant. This final case appeal will be resolved based on documentation and shall not go further than the Vice President.

E. Complaint Record

All proceedings and records shall be confidential to the extent permitted by law.

Clinical Grievance Procedure

It is the policy of the Radiography Program to work with students in finding fair and equitable solutions to problems, including any student grievance, appeal, question, misunderstanding or discrimination. Students are urged to take problems concerning clinical education to their clinical instructor.

Step 1: The student should first take their problem or question to their clinical instructor. Usually the instructor will have direct knowledge about the subject and is best qualified to resolve the situation.

Step 2: If the student and clinical instructor are unable to find a solution or answer within a reasonable amount of time, the student may then bring the matter to the attention of the Clinical Coordinator. The student should feel free to discuss the matter fully.

Step 3: Should a satisfactory and impartial solution not result from step 2, the student may pursue the matter with the Program Director.

All students will have the option of appointing a person to accompany them during the grievance procedure. In the event that a hospital requests that a student be removed from the facility permanently, the subsequent course of action will take place:

If the situation is based on unacceptable, intolerable, illegal, or unprofessional actions by a student which violate the clinical policies set forth in this handbook, or which violate any local, state, or federal laws, the student may be removed from the clinical site and dismissed from the program.

The procedure for filing a grievance can be found in the Galveston College catalog.

Radiography Academic Progression Requirements

The student is required to achieve a grade of “C” (75%) or better in all Radiologic Health Sciences courses in order to progress in the program. Additionally, the student must satisfy the required objectives in the clinical progression from first year to second year. Students who do not achieve a grade of “C” (75%) or better will be dismissed from the program.

Grading Scale

It is expected that each student will successfully demonstrate competency in the classroom, laboratory, and clinical areas. Since this is a competency based program, each instructor will give the student course and /or unit objectives to be mastered. Grading distribution for all RADR courses will be assigned according to the following scale:

A = 100 – 90 %

B = 89.9 –80%

C = 79.9 –75.0%

D = 74.9–70.0%

F = 69.9-0%

Clinical Affiliates

1. **University of Texas Medical Branch (UTMB)**
301 University Blvd.
Galveston, TX 77555
Jamey Powell – Manager
Tel: 409.772.7358 OR 409.772.7361
2. **Texas City UTMB Family Healthcare Center**
9300 Emmett F. Lowry Expressway.
Texas City, TX 77591
Ana Thompson – Technologist
Tel: 409-978-4290
3. **UTMB League City Campus**
2240 Gulf Freeway South, (832) 505-1000.
Saba Hansen – Assistant Director
Jenny Desjardins – Sr. Technologist
Tel: 832- 505-1420
4. **PRIMARY CARE PAVILION (PCP)(UTMB)**
Primary and Specialty Care Clinics
400 Harborside Drive
Shawndra Bland – Lead Technologist
Tel: 409-772-6849
5. **Texas Children’s Hospital (TCH)**
6612 Fannin Street
Houston, TX 77030
Ava Willis – Manager 832-824-5352
Terri Fitzgerald – Main Manager-832-824-5353
6. **UTMB Health-Angleton Danbury Medical Center (ANG)**
123 Hospital Drive
Angleton, TX 77515
Michael Wedgeworth – Senior Manager
Devon - Lead Technologist
Tel: 979-848-9160
7. **HCA Mainland Medical Center (MMC)**
6801 Emmett F. Lowry
Texas City, TX 77591
Michael Cormier – Director
Kyle Risinger – Lead Technologist
Tel: 409.938.5128

8. ***Clear Lake Regional Hospital***
500 Medical Center Blvd.,
Webster, TX 77598
Bill Vicinanza - Director
Brenda Villalobos – Evening Supervisor
Tel: 281-338-3241
9. ***UTMB Clear Lake Campus***
200 Blossom St. 1st floor
Webster, TX 77598
Aaron Reyes- Lead Technologist
Tel:(832) 632-7644
10. ***Texas Children’s Specialty Care Clear Lake***
940 Clear Lake City Blvd Suite 200
Webster, TX 77598
Jamie Wilson – Lead Technologist
Tel: 281-282-1900
11. ***West Isle Urgent Care***
2027 61st Street
Galveston, TX 77551
Michelle Evans- Clinic Manager
Tel: 409-744-9800
12. ***Elite Care Emergency Hospital •***
2530 Gulf Fwy.
League City, TX 77573
Tara Britton – Lead Technologist
Tel: 281-337-7500
13. ***Southshore ER***
3016 Marina Bay Dr.
League City, TX 77573
Lottie Parada-Administrator
Tel: : 281-698-5882
14. ***Houston Physicians Hospital***
333 N Texas Ave # 1000
Webster, TX 77598
Chris Dickerson-Imaging Manager
Tel: 281-557-5671

15. Hospitality Health ER

*4222 Seawall Blvd
Galveston, TX 77550
Alexander Alvarad
Tel: 409-766-1212*

16. All American Orthopedic

*1045 Gemini St
Houston, TX 77058
Stephanie Little
Tel: 281-335-1111*

17. HCA- Pearland

*1100 Shadow Creek Pkwy
Pearland, TX 77584
Latisha Ibarra
Tel: 713-770-7000*

18. Gulf Coast MRI

*830 Gemini Street
Houston, TX 77058
Nicole Pena
Tel: 281-488-7226*

19. Texas Orthopedic Hospital

*7401 S. Main St.
Houston, Tx 77030
Thomas Kottoor
Tel: 713-799-8600*

20. Shriner's Children's Hospital

*815 Market St.
Galveston, TX 77550
Danelle Jensen
Tel: 409-261-3916*

21. HCA West

*12141 Richmond Ave
Houston, TX 77082
Sayyud Kanv
Tel: 281-558-3444*

Clinical Contact Numbers

UTMB	
E.R.	409-772-3933
MAIN	
Rad #2 & Rad #3	409-772-7494
Portable area	409-772-7358 409-772-7361
O.R.	409-772-3764
Special Procedures	409-772-9148
Computerized Tomography Mgr. Cody Brunt	409-772-6923
MRI	
PCP = Primary Care Pavilion Senior Tech Shawndra Bland	409-772-6849
MMC = Mainland Med. Ctr.	
Michael Cormier – Director	
Kyle Risinger – Sr. tech.	409-938-5128
Reception	409-938-5137
TC - UTMB	
Ana Thompson	409-986-9592
Clear Lake Regional	
Bill Vicinanza	281-338-3241
TCH = Texas Children's Hosp.	
Ava Willis	832-824-5353
Terri Fitzgerald	832-824-5588
UTMB Angleton Danbury Med. Ctr.	
Crystal Ferguson	979-848-9160
UTMB League City Campus	
Jenifer Desjardins	832-505-1420
Elite Care	
Tara Britton	281-337-7500
UTMB Clear Lake Campus	
Rayssa Salinas	832-632-7644
TCH Specialty Care- Clear Lake	
Jamie Wilson	281-282-1900
West Isle Urgent Care	
Michelle Evans	409-744-9800
South Shore ER	
Lottie Parada	281-698-5882
Houston Physicians Hospital	
Chris Dickerson	281-557-5671
Hospitality Health ER	
Alexander Alvarado	409-766-1212
All American Orthopedic	
Stephanie Little	281-335-1111
HCA Pearland	
Latisha Ibarra	713-770-7000
Gulf Coast MRI	
Nicole Pena	281-488-7226

Texas Orthopedic Hospital	
Thomas Kottoor	713-799-8600
Shriners Children's Hospital	
Danelle Jensen	409-261-3916
HCA West	
Sayyid Kanu	281-558-3444

CPR Certification

All students in the Radiography Program must maintain current healthcare provider certification in order to be eligible for clinical rotations. Students must upload their current card or certificate with their name in order to remain compliant. It is the responsibility of the student to maintain CPR documents within Castle Branch. Failure to comply will result in unexcused absences in the clinical course. The required CPR must be American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers. The card verifying completion must be an American Heart Association card for Healthcare Providers. (Please note that CPR cards from the Red Cross CPR or CPR Resources will not be accepted).

Immunization Policy

Each student entering the clinical environment is required to have the following immunizations according to Texas state law:

- * 2 doses of live MMR vaccine (measles, mumps, rubella)
- * TB (tuberculosis) Screening
- * 2 doses of Varicella (chicken pox) or proof of illness
- * Td/Tdap- one dose of Tdap and TD boosters every 10 years thereafter (diphtheria, tetanus)
- * Hepatitis B series
- * Seasonal Flu Immunization (September - March)
- * COVID 19 and Booster shot (This vaccine is optional)

All required immunizations must be completed prior to the first clinical day. First Hepatitis B Shot must be taken before the semester starts. Students who have not completed their immunizations will NOT be allowed to participate in clinical.

Complio

Students will be expected to adhere to program deadlines for the following required documentation as they progress through the program:

- Immunizations
- Observation Documentation
- HIPAA documentation
- Criminal Background Check (CBC)
- Health Data Form
- Flu Shot Records
 - Once per year while in the program

- Must submit specific documentation for proof
- Tuberculosis Documentation
 - Initial TB test (must be updated yearly)
- Health Insurance Documentation
- CPR (certification dates must last the duration of the program)

Substance Use and Drug Testing Policy-Radiography Program

Galveston College and the Radiography Program is committed to maintaining a safe, professional, and ethical learning environment. The use, possession, distribution, or being under the influence of drugs, alcohol, or any illicit substances on campus, at clinical sites, or during any school-related activities is strictly prohibited.

Signs of Substance Use & Grounds for Testing

A student may be subject to immediate drug and/or alcohol testing if they exhibit any of the following signs of impairment:

- Slurred speech, incoherent or slowed responses
- Unsteady gait, stumbling, or difficulty with coordination
- Bloodshot or glassy eyes, dilated or constricted pupils
- Strong smell of alcohol, marijuana, or other illicit substances on their person, clothing, or belongings
- Excessive drowsiness, sudden fatigue, or falling asleep during class, lab, or clinical sessions
- Erratic or aggressive behavior, mood swings, or unexplained emotional outbursts
- Confusion, disorientation, or an inability to follow instructions
- Tremors, excessive sweating, or other physical signs of withdrawal
- Possession of drug paraphernalia or evidence of substance use

Reporting Suspicious Behavior

Any student who suspects a classmate of being under the influence is encouraged to report their concerns to the Program Director or any Allied Health faculty immediately. Reports may be submitted anonymously. The Program Director, along with designated faculty or staff, will evaluate the report and determine if further action is necessary.

Testing & Consequences

1. **Drug Testing Requirement:** Any student suspected of substance use must order a drug test from Complio and comply with an immediate drug and/or alcohol test at a facility designated by Complio. This test must be completed within 2 hours of the incident.
2. **Failure to Comply:** A student who refuses to take the required test or a student who does not comply with the 2-hour completion time, will be subject to immediate expulsion from the program.
3. **Positive Test Result:** A student who tests positive for prohibited substances will be dismissed from their program.
4. **Review Process:** All cases will be forwarded to the Associate Vice President of Student Services, who will make the final determination on dismissal from Galveston College.

This policy is in place to uphold the integrity of the institution, ensure student and patient safety, and maintain a professional learning environment.

Positive Drug Screen

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.

Any student with a positive drug screen will be dismissed from the program and will be ineligible for reapplication for a minimum of twelve months from the date of dismissal.

The health sciences Reasonable Suspicion- Based Substance Abuse Policy remains in effect for all students for the duration of enrollment. Failure to undergo the drug test in the time period required will result in dismissal from the program.

The cost of the drug screen is the responsibility of the student.

Supervision in the Clinical Setting

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement,
- Evaluates the condition of the patient in relation to the student's knowledge,
- Is physically present during the conduct of the procedure, and
- Reviews and approves the procedure and/or image.

Direct supervision is required for the following situations:

- All exams until competency is achieved
- All mobile exams
- All fluoroscopic exams
- All surgical exams
- All repeat exposures
- All patient transports between departments
- All observations in mammography exams (note: students are not permitted to perform mammography procedures)

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. The availability applies to all areas where ionizing radiation equipment is in use on patients.

Indirect supervision is required for the following situations:

- All exams except mobile, fluoroscopic, and surgical exams after competency has been achieved
- All patient transports within the Imaging Department

Radiograph/Image Repeat Policy

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to the re-exposure.

Attendance Policy for the Clinical Component

The clinical components comprise a very large portion of the students learning activities. Due to this fact, we feel it is necessary that all students do their best to comply with this attendance policy. Any absences should be in the event of an illness or family emergency. We have found that punctuality, consistent attendance, and the student's diligence in participating with patient examinations are key factors to the successful completion of this program as well as securing employment. A controlling measure is in place to accomplish this objective.

Students are involved with clinical rotations for five semesters. The following is a breakdown of the semesters involved, and the total number of absences that may be missed without consequence, Maximum Allowed Absences (MAA).

Semester	Course Number	Hours/Week	Max. # Allowed Absences/tardies
Spring/Fall	RADR 1166	10	1/1
Summer/Spring	RADR 1267	20	2/2
Summer/Fall	RADR 1367	30	2/2
Fall/Spring	RADR 2466	32	2/2

Application: Maximum Allowable Absence (MAA) & Tardiness

If a student is absent more than the maximum number of allowed days designated above, their clinical grade will be affected. For each absence and tardy beyond the maximum allowed, a letter grade of (10 percentage points) will be deducted from the final clinical course grade.

If a student is absent more than the maximum number of allowed days designated above, their clinical grade will be affected. For each absence and tardy beyond the maximum allowed, a letter grade of (10 percentage points) will be deducted from the final clinical course grade.

If a student presents a doctor's note for missing clinical day they will be allowed to make that day up and it not count as a MAA day. However, the day must be made up during the semester the absence occurred. If not MAA policy will apply.

COVID 19:

If students are showing signs and symptoms of COVID-19 or have been exposed to someone who tested positive to COVID 19 they should not go to clinic. The clinical site and the clinical instructor should be notified immediately. The student should not return to clinic or class until an appropriate quarantine time has passed or a negative COVID test result is produced. The quarantine time will correspond in length to CDC guidelines. Any clinic or classes missed due to COVID 19 will be discussed with radiography clinical coordinator and program director to determine how time and exams missed will be scheduled to be made up.

Note: Emergency Situations – will be addressed on a case by case basis by the program director. If an absence is deemed emergent in nature by the program director, the student will be provided with the opportunity to “make-up” missed clinical hours.

Note: Elective Surgeries – Students must schedule elective, non-emergent surgeries, during the breaks between semesters. All students are expected to fully participate in the clinics, labs, and classroom. Students who cannot fully participate will be considered absent and will then be subject to both the “Attendance Policy for the Clinical Component” and the “Attendance Policy” for the didactic courses. The “Attendance Policy” for the didactic course is mandated by Galveston College and is published in the Galveston College Catalog and all course syllabi.

Example: If a student is enrolled in a course which allows two absences and both absences have been taken but the student misses a third day, a letter grade will be deducted from their course grade. If the student has an “A” average at the end of the semester, a grade “B” will be assigned because of the absence. If a fourth day is missed, two letter grades will be deducted. So an “A” average will be reduced to a grade of “C”.

It should be noted that a “D” is not acceptable in Radiography courses and would result in dismissal from the program.

Note: A “letter grade” = 10 percentage points

Note: MAA days are only to be taken in complete time blocks. They are not to be divided into increments for the purpose of partial absence on multiple days. Only MAA days with a doctor’s note will be allowed to be made up.

Bereavement Leave (Funeral) Classroom and Practicum

A student may take up to three days each year for the death of an immediate family member. The time missed must be made up.

Immediate family members are:

Spouse

Mother or Father

Mother or Father-in-law

Brother or Sister-in-law

Brother or Sister
Child

Step parents or step child
Grandparent

Proof of bereavement will be required by your instructor.

Tardiness

Clinical days are from 8:00 a.m. to 4:30 p.m. or 5:30p.m or as designated by your assigned clinical agency. The Trajecsyst system will be used to document the clinical experience on a daily basis. Students will use the Trajecsyst system upon arriving/leaving their clinical setting and for leaving/returning for lunch. Students will be considered late if they are not in their designated clinical assignment 15 minutes prior to clinic start time. It should be noted that 2nd year students will be scheduled for evening clinical rotations. During the second semester only one tardy is allowed. Two tardies are allowed in clinical semesters 3-5. If a third tardy is accrued, an absence will be deducted with a 10-point deduction for every offense.

TARDY = late to clinics by one hour.

Students who use their tardy days are required to inform the clinical coordinator and the clinic site before their clinical site begins. Failure to inform all parties will be treated as a “Failure to Notify”. This will result in an automatic 10-point deduction from the clinic grade.

If a student has accrued the maximum number of allowed absences and a third tardy is accrued, a letter grade will be deducted from their final clinical grade.

Example: If a student has accrued the maximum number of allowed absences and third tardy is accrued, a letter grade will be deducted from your final clinical grade. A student is to be considered tardy and they are required to be at the clinical assignment by 9:00 a.m. If the student should be later than 9:00 a.m. the student is then considered absent.

Failure to Notify

Students must call/text/email the clinical coordinator and the clinical site manager/supervisor prior to an absence or tardy prior to clinic start time. Failure to do so will lead to reduction of one letter grade per incident.

Program Director: Daniel Fink 409-944-1444
Clinical Coordinator: Sandi Martinez 409-944-1495

Clinical Site Managers/Supervisors: It is incumbent upon the student to secure the phone numbers of all the clinical sites for the use of notification of an absence or tardy. To aid the student in this endeavor, please see Student Handbook for a listing of clinical site telephone

numbers. Failure to inform the required personnel will result in a 10- point deduction for every offense.

After Hours Telephone Numbers

In the event that a student needs to notify the clinical coordinator of an absence for emergent reasons after normal clinical hours, the following telephone numbers is to be utilized. Leave your name, date, time, and a brief explanation of the situation on Program Director or Clinical Coordinator's voice mail system. This is documentation of the student's absence or tardiness.

Program Director: Daniel Fink 409-944-1444
Clinical Coordinator: Sandi Martinez 409-944-1495

Staying-In Assigned Area

Students must stay in their assigned area at all times during the clinical rotation unless permission to leave is given by both the clinical coordinator and the supervising technologist. If the assigned area is not busy, the student may study. Students will check with the technologist for specific areas to study. Students are permitted in lounges only during lunch times. Students who do not comply with this policy will be considered absent and therefore their grade will drop by one letter per incidence.

Rules and Procedures for the Clinical Component

1. Rules and Procedures:

Students enrolled in the Radiography Program are reminded that they are responsible for observing the following sets of rules at all times while involved in clinical education:

- a. Galveston College Catalog
- b. Policy and Procedures Manuals of all Clinical Affiliates
- c. Radiography Program Student Handbook
- d. Clinical Course Syllabi

2. Clinical Course Objectives

While the overall objective of clinical education is to ensure the student acquires a high degree of competence in radiologic procedures with the least patient discomfort and the lowest radiation dose, specific objectives for each component of the clinical education plan vary from course to course and rotation to rotation. Students will be given clinical objectives prior to each scheduled rotation.

3. Clinical Rotations:

Students are to enter into a clinical assignment secure in the knowledge that these assignments are carefully planned learning experiences, not “you go here for now” situations. The rotational schedule has been devised so that each student can gain valuable knowledge during each rotation. The schedule has been planned by the faculty in consultation with the staff of each clinical affiliate.

Evening Rotation (3:30-11p.m.) Times will vary.

Students are notified that clinical assignments will involve mandatory evening shift rotation(s). Historically, students have gained considerable expertise from this assignment due to the exposure they receive in the trauma center. Further, it is a fact that recent graduates are routinely employed to staff this shift. This experience prior to graduation proves to be a useful preview for the student.

4. Records

Clinical records are maintained in confidential student files. Any student who desires to review his/her records may do so on request. The Radiography Program adheres to the “Family Educational Rights and Privacy Act of 1974” and the Texas Open Records Law “(State Senate Bill 1071 and House Bill 6)”. A copy of the entire official Galveston College Student Records Policy is on file in the Galveston College Library.

5. Accidents

All accidents that occur while on clinical assignment resulting in; patient, hospital personnel, or personal injury and/or damage to equipment must be immediately documented and reported to the department supervisor, clinical instructor and the program director.

6. Identification

Students are required to wear their student I.D. badge at all times.

7. Image Markers

Students will purchase and use their own numbered right and left markers to properly identify the radiographs they produce. Markers can be ordered independently.

Lead ID markers may also be purchased from:

Pb Markers at: www.pb_markers.homestead.com or [SAO markers.com](http://SAO_markers.com)

The RIGHT marker will be red in color and the LEFT marker will be blue in color.

8. Meals

Lunch and dinner schedules will be assigned by clinical personnel to facilitate proper patient care. Students will receive a 30-minute lunch break.

9. Transportation

Students are responsible for their own transportation to and from clinical assignments. They are also responsible for all parking/driving fees.

10. Personal Appearance and Hygiene

Students will always present a neat, professional appearance in the clinical setting. Uniforms will be clean and look professional and have a GC Allied Health Science Patch sewn on the left sleeve. These may be purchased at Galveston College bookstore. Students will wear the required brand and colored scrubs. Students may purchase a matching lab jacket. Socks, shoes and T-shirts must be white. Shoes cannot have colored stripes or colored shoestrings. Make-up/perfume/colognes, if used, must be moderated to present a professional image. All students must have their hair pulled back if it comes in contact with the shoulders. All students must keep their hair cut neat, trimmed, and styled. Beards and mustaches are acceptable if kept clean and neatly trimmed. Fingernails should be well groomed and clean. The length of the nails (1/4" maximum beyond the finger tip) should never interfere with safe and efficient performance of assigned duties. Nail polish should be clear with no chipped polish.

Example: A student's undergarments should not be exposed.

Scrubs will fit the student appropriately.

Students should have good daily hygiene that includes clean teeth, hair, cloths, and body, including the use of deodorant. Scrubs should be clean, pressed, and in good condition.

Tattoos and body markings – must be concealed while in the clinical setting.

ARTIFICIAL NAILS and OVERLAYS

Artificial fingernails are prohibited in all of the program's clinical settings. The hospitals and clinics site patient safety as the rationale for this policy as a myriad of pathogens, microbes, and fungi that live between the artificial nail and the actual nail. In addition, the students are reminded that nails are not to exceed ¼" in length to avoid puncture of rubber gloves. The nail surface should remain smooth. Artificial nails/wraps or acrylic overlays are not permitted per OSHA standards.

NOTE: The intention and spirit of this policy is for all students to project a professional appearance which inspires confidence in the patient, physicians, and staff. The following is a list of guidelines for that professional appearance. This list is in no way all inclusive. Unique situations will be evaluated on a case by case basis by the program director.

Guidelines for Professional Appearance in the Clinical Setting:

Permitted attire/accessories in addition to those listed above:

- a. Rings, (two per hand)
- b. Small post non-dangling earrings, (two per ear lobe)
- c. Watches, (one per wrist)
- d. Necklaces, (two/neck)
- e. Writing instruments, (worn around the neck in addition to the two permissible necklaces), or in the pocket.

Prohibited Attire/Accessories:

- a. Body piercings = eyebrow, lip, tongue, cheek, nose, bars, etc.
- b. Hair coloring, e.g.: green, purple, blue, no unnatural colors, etc.
- c. Nail coloring, e.g.: neon colors murals, etc.
- d. Make-up, e.g.: neon colors, black, stark white, etc.

You will be a guest and will be expected to comply with the policies of the facility at which you will be doing your practicums.

Failure to Adhere to the Dress Code

In the first semester students who do not adhere to the dress code will be given a verbal warning for the first incidence. All semesters after the first will carry the following penalty per incidence.

Incident #1 – a written warning.

Incident #2 – one letter grade deduction

Incident #3 – one letter grade deduction

Incident #4 – dismissal from the program

Any student receiving an Incident #4 will be dismissed from the program regardless of the semester.

11. Cell phones and Electronic Devices

Students will turn off audible signals before entering the clinical settings. In addition, students will not use cell phones unless they are on lunch break.

Cell phones and electronic devices are subject to the following rules:

- In the classroom, they should be stored in a book bag, purse, etc. and not on the desktop. Devices should be turned to silent for off. May be used during classroom breaks.
- In the clinical setting, devices should be stored in a book bag, purse, etc. and not on the person/student. Devices should be turned to silent or off. They may be used during lunch breaks in the clinic
- Students anticipating or expecting important phone calls during class or clinic should inform the instructor or supervising R. T. and obtain permission to accept the call or contact the caller.

12. After Hours Practice at Galveston College

- a. Designated practice hours –
 1. after school: 3:30 p.m. – 9:00 p.m. with faculty present.
 2. weekends: 8:00 a.m. – 12:00 p.m.
- During the summer semester the college is closed on Fridays, Saturdays and Sundays.

Radiography Open-Lab Rules

1. Students must enter/exit the 1st floor of the Health Science Building to gain access to the College.
2. Only Galveston College Radiography students will be allowed in the lab. Friends, relatives, and/or children will not be allowed in the lab. Please wear the Galveston College student ID badge at all times.
3. Students must reserve for a specific date and time. The ***QR code is located on every lab door.*** Students will not be allowed in the lab if they are not scheduled in advance.
4. If you are unable to make it to the lab, please cancel the appointment and notify Sandi Martinez (office # 409-944-1495) as soon as possible to allow other students to sign up.
5. A maximum of 4 students will be allowed in each lab at a time, with a maximum of 2-hour slots.
6. Students must be on time, remain in the lab, and complete the lab during the time allowed.
7. Students must sign an acknowledgement form stating that they have read and understand the lab rules.
8. Food is not allowed in the lab rooms. Beverages are allowed with a closed container.
10. Students using the lab must make sure that the lab is clean before leaving. This means that films, sponges, etc. must be put away properly.
11. Students that do not follow the rules will be asked to leave and not be allowed to sign up for Saturday lab.
12. Any equipment, films, bones, positioning aids, found missing or destroyed may lead to elimination of lab privileges.
13. Students cannot be in any energized labs unsupervised. They may only use energized labs when faculty is present.
14. Students are not allowed to open Circuit boxes and turn equipment on or off. Students must ask the faculty to turn on and power off the equipment in live labs.
15. Students are not permitted to perform radiographic exposures of any sort.

13. Conduct

It is extremely important that students conduct themselves in a manner conducive to the educational goals of the program. Students must present an eagerness to learn to maximize educational opportunities available to them. To further this effort, students are advised to follow these guidelines of conduct:

- a. Report to the clinical facility 15 minutes early, in an alert condition, properly dressed and groomed.
- b. Assist with room preparation for each radiographic examination in your assigned area. Stock the x-ray rooms/dressing rooms with appropriate supplies.
- c. Participate in all radiographic procedures performed in your assigned area. In order to reliably identify the patient and match the patient to the service or treatment, two (2)

- patient identifiers must be used whenever providing a service and when performing a treatment or procedure.
- d. Eat and drink only in areas designated for that purpose in the clinical facilities. All clinic sites are smoke-free; According to published policy, failure to adhere to the no smoking policy is punishable up to and including dismissal. "Smoke breaks" during normal clinical hours are prohibited.
 - e. Adhere to the standards of conduct outlined in Galveston College Catalog entitled "Students Rights & Responsibilities."
 - f. If there is a period of time without patients present in your assigned area, provided the room has been prepared for the next scheduled patient, you may then use the time to study while remaining in the area you are assigned to.
 - g. Student use of the internet will not be allowed while they are in the clinical setting.

In the spirit of good conduct, follow common sense and treat others with the respect.

Infractions included but are not limited to:

- Inappropriate language
- Gum chewing
- Arguing
- Gossiping
- Verbal aggression
- Harassment
- Napping or appearing non-alert
- or other disruptive behaviors

General disciplinary action dependent upon the level of infraction will start with a verbal warning and then after reoccurrence:

Incident #1 – a written warning.

Incident #2 – one letter grade deduction

Incident #3 – one letter grade deduction

Incident #4 – dismissal from the program

Any student receiving a # 4 will be dismissed from the program.

NOTE: Right of the Clinical Affiliate – The clinical affiliates have the right to discontinue any student's clinical education at their facility. **Students dismissed from a clinical facility may be dismissed from the GC Radiography Program**

14. Email Policy

It is mandatory that students respond to emails as directed by the program.

- **First infraction** will result in a documented verbal reprimand
- **Second infraction** will result in a written reprimand.
- **Third infraction** will result in a deduction of 10 points from the final course grade.

Comprehensive Clinical Objectives

In order for the radiography student to be successful in the clinical education component of the program, they must demonstrate competency in performing those radiologic procedures that are common in all radiographic settings. The following objectives will apply to all basic, intermediate, and advanced radiographic procedures that radiology students are expected to master.

I. Evaluation of Examination Requisition and Readiness of Facilities.

Objective: Given an examination requisition, perform the following requirements:

- a. Identify the procedure/view(s) to be done.
- b. Identify the patient by name and age. (wristband ID)
- c. Identify the patient's mode of transport.
- d. Prepare the radiographic room with the appropriate equipment or other items necessary for the examination.

II. Patient Care and Management.

Objective: Given the name of the examination procedure to be done, conduct the following patient instructions/procedures:

- a. Direct the patient to a dressing room and provide a gown as needed/indicated.
- b. Instruct patient to remove appropriate clothing, jewelry, or other objects as made necessary by the examination.
- c. Instruct patient to suspend respiration in phase indicated.
- d. Use immobilization devices where/when indicated.
- e. Exhibit consideration, compassion, and empathy towards the patient during exam/procedure.
- f. Provides for reasonable patient comfort (i.e., pillow, blanket, etc.) during stay in Radiology Department.
- g. Recognize and react to unusual patient conditions.
- h. Demonstrates empathy and compassion.

III. Positioning Procedure/selection of Exposure Factors

Objective: Given the necessary amount of time for familiarization with particular x-ray units and established departmental examination routines, perform the following positioning procedures and technical adjustments.

- a. Position the patient according to departmental routine or established criteria.
- b. Center the part to the film/IR and table top/bucky when indicated.
- c. Center the central ray to the anatomical part at the appropriate landmark.

- d. Measure the part if required at the clinical institution.
- e. Select the exposure factors before positioning the patient.

Objective: Given the necessary and appropriate equipment, perform the following technicalities.

- a. Use appropriate side marker.
- b. Identify patient film/image with flashcard/demographics, or other ID system.

IV. Collimation and Patient Shielding/Protection

Objective: Given the necessary shielding, masking or other protective lead device, perform the following procedures.

- a. Employ gonadal shielding in all cases in which it does not interfere with the area of interest.
- b. Remain behind a protective barrier during all radiographic procedures.
- c. Wear protective lead attire as indicated by type of examination done either portable or in the department.

Objective: Given the necessary beam limitation equipment or devices, perform the following procedures.

- a. Limit the primary beam to an area no larger than the smallest practical cassette/IR size necessary for a particular examination.
- b. Collimate the beam according to departmental policy for any given examination.
- c. Employ extension cylinders when appropriate.

V. Patient Care and Ethics

Objective: Given the necessary information, perform the following courtesies.

- a. Conduct themselves in a professional manner.
- b. Never leave patients unattended.
- c. Provide necessary assistance and basic care for the patient.

VI. Radiographic Image Evaluation

Objective: Given a good quality radiograph/image identify the anatomy best demonstrated by that particular procedure.

Objective: Given any radiograph/image, describe or identify the following characteristics.

- a. Radiographic detail
- b. Radiographic contrast
- c. Radiographic density
- d. Radiographic distortion

Plan for Clinical Competency

A great amount of weight is placed on students demonstrating continuing clinical competency through the course of the practicum rotations. Therefore, to ensure the student is given every possible opportunity to attain clinical competency, the following plan will be utilized:

- I. Objective: The following system has been developed to insure that graduates of this radiography program acquire the technical skills, professionalism, and work habits necessary for successful employment as an entry-level radiographer.
- II. Analysis: A student enrolled in the radiographic program will progress through rising levels of clinical competence. This system is designed to document the student's progress in an objective manner. Consideration is given to specific clinical skills in performing radiographic examinations, and also to the student's acquisition of those interpersonal skills that are required of a health care professional.

III. Method: A. Evaluation of professional traits

The student is evaluated by the supervising technologist upon completion of each clinical rotation. Objective forms are used to record students progress during the time in this area.

B. Clinical Competency Exams via Trajecsys (legal forms) Use **Blue or Black ink.**

- 1. Students first learn and are tested on material presented in Positioning classes.
- 2. Clinical personnel are informed about students' competencies. Students then begin to perform procedures on patients under the DIRECT supervision of an R.T.
- 3. A minimum of one pre-evaluation is required for each examination. It is to be completed by the R.T. Under no circumstance, will second year students supervise or evaluate first year students. No numerical grade is assigned to these pre-evaluations. However, the pre evaluations are assessed jointly by the R.T. and the student in an effort for the student to attain competency on the specific examination.
 - a. All clinical competency forms will include:
 - 1. The student's name
 - 2. The student's identification marker
 - 3. The patient's age and gender

4. The date and time the exam
 5. The resource in which the exam was completed
- b. The supervising R.T. will complete and sign the required clinical competency examination form on the actual date the exam was completed.
4. After the student has demonstrated satisfactory skills to the R.T. via one (or more) pre-evaluation(s), the student will contact a faculty member or clinical instructor and report that they are prepared for a graded evaluation.
- a. Students that are prepared to complete their final clinical competency forms are expected to:
1. Receive the patient from the front desk/reception area.
 2. Dress the patient appropriately.
 3. Verify 2 patient identifiers – or facility protocol
 4. Explanation of procedure to patient
 5. Prepare room before and after exam.
 6. Correct computer demographic setup – if allowed by facility
 7. Complete required protocol (images/radiographs.)
 8. Complete requisition paperwork – if allowed by facility
 9. Assist in patient departure.
 10. Clean before and after each patient
- b. Students must have in hand the one (or more) pre-evaluation(s) upon the final evaluation.
5. Upon completion, all original pre-evaluation and final competency forms will be submitted to the clinical coordinator.
- a. Should there be any falsifications in any of the evaluation forms the student will be subject to the student code of conduct.

Required Proficiency Levels for Clinical Competency Evaluations

First Semester:	80%
Second Semester:	80%
Third Semester:	85%
Fourth Semester:	85%

NOTE: Clinical Competency- In the event that a student fails to reach the required proficiency level on a given examination for Clinical Competency the first attempt, the student will be allowed to repeat the evaluation before the completion of the semester. Both grades will then be averaged to derive the student's score for the evaluation.

NOTE: Clinical Competency- If a student fails to demonstrate proficiency on the second attempt for a specific Clinical Competency Evaluation; he/she will receive a failing score for the course. Failure of any course in the curriculum leads to dismissal from the program.

Clinical Competency System

In order to insure that each student retains clinical competency in all radiographic procedures previously instructed, this system of competency checks has been initiated. The following outlines the chronology of competency check portion of the overall quality assurance radiography.

First Year

Practicum I

Clinical Competency Evaluations = minimum of 4

First Year

Practicum II

Clinical Competency Evaluations = minimum of 17

Second Year

Practicum III

Clinical Competency Evaluations = minimum of 17

Minimum of One Spot Check Evaluation for Clinical Competency

Second Year

Practicum IV

Clinical Competency Evaluations= minimum of 17

Minimum of One Spot Check Evaluation for Clinical Competency

Positioning Competency Exam

Student is expected to demonstrate clinical skills required to progress to second year.

Student is expected to demonstrate clinical skills required for an entry level radiographer.

Student is expected to demonstrate retained competency on any previously performed clinical competency exam.

Galveston College Radiography Students must demonstrate competence in all 37 mandatory procedures and all 18/34 elective procedures.

Required Clinical Competencies

Imaging Procedures					
Chest and Thorax					
Chest Routine	M				
Chest AP (Wheelchair or Stretcher)	M				
Ribs	M		S		
Chest Lateral Decubitus		E	S		
Sternum		E	S		
Upper Airway (Soft-Tissue Neck)		E	S		
Sternoclavicular joints		E	S		
Upper Extremity					
Thumb or Finger	M		S		
Hand	M				
Wrist	M				
Forearm	M				
Elbow	M				
Humerus	M		S		
Shoulder	M				
Clavicle	M		S		
Scapula		E	S		
AC Joints		E	S		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axillary)*	M				
Trauma: Upper Extremity (Non-shoulder)*	M				
Lower Extremity					
Toes		E	S		
Foot	M				
Ankle	M				
Knee	M				
Tibia-Fibula	M		S		
Femur	M		S		
Patella		E	S		
Calcaneus (Os Calcis)		E	S		
Trauma: Lower Extremity*	M				
*Trauma requires modifications in positioning due to injury with monitoring of the patient's condition					

Head – Candidates must select at least one elective					
procedure from this section.					
Skull		E	S		
Facial Bones		E	S		
Mandible		E	S		
Temporomandibular Joints		E	S		
Nasal Bones		E	S		
Orbits		E	S		
Paranasal Sinuses		E	S		
Spine and Pelvis					
Cervical Spine	M				
Thoracic Spine	M		S		
Lumbar Spine	M				
Spine and Pelvis Continued				GRADE	DATE
Cross-Table (horizontal beam) Lateral Spine (Patient Recumbent)	M		S		
Pelvis	M				
Hip	M				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	M		S		
Sacrum and/or Coccyx		E	S		
Scoliosis Series		E	S		
Sacroiliac Joints		E	S		
Abdomen					
Abdomen Supine	M				
Abdomen Upright	M		S		
Abdomen Decubitus		E	S		
Intravenous Urography		E			
Fluoroscopy Studies – Candidates must select two procedures					
from this section and perform per site protocol					
Upper GI Series (Single or Double Contrast)		E			
Contrast Enema (Single or Double Contrast)		E			
Small Bowel Series		E			
Esophagus (Not swallowing dysfunction study)		E			
Cystography/Cystourethrography		E			
ERCP		E			

Myelography		E			
Arthrography		E			
Hysterosalpingography		E			
Mobile C-Arm Studies					
C-Arm Procedure (requiring manipulation to obtain more than one proj.)	M		S		
Surgical C-Arm Procedure (Requiring manipulation around a sterile field)	M		S		
Mobile Radiographic Studies					
Chest	M				
Abdomen	M				
Upper or Lower Extremity	M				
Pediatrics (age 6 or younger)					
Chest Routine	M		S		
Upper or Lower Extremity		E	S		
Abdomen		E	S		
Mobile Study		E	S		
Geriatric patient (at least 65 years old and physically or cognitively impaired as a result of aging.)					
Chest Routine	M				
Upper or Lower Extremity	M				
Hip or Spine		E	S		
Subtotal					
Total mandatory exams required	36				
Total elective exams required		18			
Total number of simulations allowed			10		

Positioning Competency Exam

Students enrolled in the Galveston College Radiography Program will be required to complete and pass this exam to graduate from the program. The exam will be taken in the RADR 2466. The minimum score is an 85%. Failure to achieve this grade will lead in an automatic dismissal from the Galveston College Radiography Program. Below are the criteria for each exam.

Evaluation Criteria for the Positioning Competency Exam RADR 2466 Practicum IV

All correct exams will include:

1. Verbal technique and breathing instructions with exposure button **which will indicate completion of the examination.**
2. Each individual student will submit a written or typed positioning order along with manual techniques for each projection.
3. Use a grid and/or shield when needed.
4. Correct marker placement out of the anatomical area of interest, but in the radiographic field.
 - a. Mark all laterals marked on the anterior aspect of the patient.
 - b. Mark in the light field.
 - c. Identify proper time intervals on the IVP. (1-min. & 15-min.)
 - d. On all extremities mark the lateral aspect for AP/PA projections.
 - e. Erect lateral C-spine = use the with weights marker.
 - f. AP Shoulder = use the external marker.
 - g. Cross table CXR and Abdomen = Use the decubitus marker.
5. Appropriate collimation:
 - a. No larger than film/IR size.
 - b. Collimate 5 x 5 when needed.
 - c. Lead contact shield on all laterals of the vertebral column excluding the erect lateral C-spine.
 - d. Tight collimation when needed, but not limited to the following:
 1. A & A – do not expose the eyes
 2. all spine work, including sacrum and coccyx
 3. extremities

6. Well positioned patients: the patient's entire body must be in the same plane for true laterals and oblique positions.
 - a. Exams that have multiple positions will all be on the same side.
 - b. Extremities: Upper extremity should be flexed 90 degrees (hand – elbow); lower extremity should be dorsiflexed (foot – knee).
 7. Correct FFD Wall = 40" or 72", Table = 40", TT will read @ 44".
 - a. lateral C-spine and Chest radiographs @ 72".
 - b. above diaphragm ribs & humerus @ 40".
 - c. tib-fib @ 48"- 60"
 - d. head work, table bucky work will read @ 40" and extremities TT will read @ 44".
 - e. portable (Cross table hip and axillary) 40-48".
 8. Correct film/collimation size & placement.
 9. Appropriate CR location to demonstrate the area of interest.
 10. The student has one hours (60 minutes) in which to complete this exam. Time will start when the student begins writing down their order.
 11. Any position that is not attempted or complete after the allotted time will be marked as an incorrect/missed/failed attempt.
 12. Students may/will be videoed.
- * Reference: the evaluation criteria is based on the course material presented in the Basic & Intermediate Radiographic Procedures courses.
- * The averaged grade for Positioning Competency Exam during Practicum IV must be at least 85 %. Failure to achieve an average grade of 85% will result in a grade of "F" for RADR 2466 - Practicum IV and the student will be dismissed from the Galveston College Radiography Program.

Terminal Competencies

I. Imaging Process and Equipment

Upon completion of the educational experience, the graduate will be competent and proficient in the following aspects of the Imaging Process and Equipment:

- a. The graduate will demonstrate skills necessary to select the appropriate imaging system for any given anatomical area.
- b. The graduate will demonstrate ability to work with and adapt to any type of diagnostic x-ray machine.
- c. The graduate will demonstrate ability to select and implement appropriate exposure factors for any given anatomical region.
- d. The graduate will demonstrate ability to utilize radiographic equipment well within its operational capabilities.
- e. The graduate will demonstrate competency in using mobile radiographic equipment including C-arm fluoroscopic units.
- f. The graduate will demonstrate competency in utilizing exposure factors and imaging equipment/system to provide the best image quality possible.
- g. The graduate will demonstrate ability to adjust the quality factors of radiographic contrast, density, and recorded detail in order to improve the image.
- h. The graduate will demonstrate competency in performing procedures with analog and digital equipment.
- i. The graduate will demonstrate competence in processing radiographic films/images utilizing chemical or digital processors.
- j. The graduate will demonstrate ability to describe the radiation interactions responsible for the image formation process.

II. Radiation Protection

Upon completion of the educational experience, the graduate will be competent and proficient in the following aspects of radiation protection:

- a. The graduate will demonstrate skills in providing basic radiation protection to him/herself and the patient.
- b. The graduate will demonstrate skills in manipulating radiographic exposure factors in order to provide the best quality image utilizing minimal exposure requirements.
- c. The graduate will demonstrate an understanding of the A.L.A.R.A., imaging gently and wisely concepts.
- d. The graduate will demonstrate skills in limiting the field of radiation to minimal requirements.
- e. The graduate will demonstrate an understanding of the mechanism of injury for ionizing radiation.

- f. The graduate will demonstrate an understanding of the basic radiation interactions responsible for ionization of matter.
- g. The graduate will demonstrate competency in the use of protective attire and placement of lead shielding for patients.

III. Patient Care and Management

Upon completion of the educational experience, the graduate will demonstrate an ability to exercise the following quality of care practices:

- a. The graduate will demonstrate skills in providing quality patient care.
- b. The graduate will demonstrate compassion and understanding for any patient under his/her care.
- c. The graduate will do everything possible to ensure that the dignity of the patient is preserved.
- d. The graduate will communicate with the patient.
- e. The graduate will not express medical options to the patient.
- f. The graduate will demonstrate ability to educate the patient in all radiographic examinations.

IV. Radiographic Procedures

Upon completion of the educational experience, the graduate will demonstrate competency in performing basic radiographic procedures for the following anatomical regions:

- 1. Skeletal System
 - a. Upper extremities
 - b. Shoulder
 - c. Lower extremities
 - d. Pelvic girdle
 - e. Vertebral column
 - f. Bony thorax
 - g. Cranium
- 2. Respiratory System
- 3. Abdominal Viscera

Upon completion of the educational experience the graduate will demonstrate competency in performing basic radiographic procedures for

- a. Trauma patients
- b. Patients in the surgical suite

Upon completion of the educational experience, the graduate will demonstrate competency in performing basic radiographic procedures using mobile radiographic equipment.

Trajecsys

Trajecsys is an online clinical management and tracking system for students of health-related programs. This program is mandatory for the students to purchase in order to participate in the practicum classes. It must be purchased either through the book store or directly at www.trajecsys.com. The student must purchase it prior to the start of their first clinical rotation. It is the student's responsibility to become familiar with how to work this program. The following will be documented in this system.

- All clock in and out for the day
You are allowed only 5 missed clock in our outs per semester. If a student exceeds this number a letter grade will be deducted from the overall clinical grade.
- All clinical procedures
- All Pre-Evaluations
- All clinical competencies
- All Student evaluations

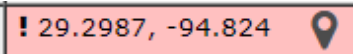
**** Asking someone to clock you in or out on Trajecsys will lead to immediate dismissal from the Radiography Program. Also clocking someone in or out in Trajecsys will lead to immediate dismissal from the Radiography Program*****

Clinical Time Sheet in Trajecsys

You are required to document your time-in, time-out, and total hours spent in your clinical rotation. You are to use Trajecsys to clock in and out every day. If you are absent, you must clock in as absent as well as alerting the clinic and faculty of this absence. Grading is based on the accuracy of your Trajecsys log. At the end of the semester if your exceptions exceed 10%, points will be deducted from your total course grade. Time exceptions for absences will not count towards exception percentage. Exception percentage will be evaluated at the end each semester independently. All forgotten punches must be entered as a time exception.

An exception towards your percentage will be added for the following:

- GPS flags outside of accepted range

- Red box 

- Red triangle 

- Orange triangle 

An exception towards your percentage will be added for the following:

- GPS flags outside of the accepted range
 - Red box (each offense)
 - Red triangle (2 offenses)
 - Orange triangle (3 offenses)
- Exception percentage:
 - 0-10% - no points deducted
 - 11-15% - 25 points off grade
 - 16-20% - 50 points off grade
 - 21+% - 100 points off grade

My Clinical Exchange

Our HCA clinical affiliates require the use of this system which allows our students access to their hospitals. **Students are required to complete and upload documents within 1 week of the notification of their rotation. Failure to do so will result in -5 points from their final grade.** Failure to complete the process will also lead to the radiography student being unable to complete their practicum experience which could lead to dismissal from the program or delayed completion of the program.

MyClinicalExchange is an innovative platform specifically geared for centralizing clinical placement by leveraging web-based cloud technologies. This platform can be adopted by individual Hospitals, Educational Institutions, Consortiums, Workforce Development, and other organizations healthcare students' Clinical Placement. The open – platform concept allows Hospitals and Universities to work with any of their affiliated partners, their students and their Preceptors in an organized and streamlined fashion.

Clinical Supervision

Clinical Preceptor

Each clinical facility has one or more clinical preceptors. In addition to their responsibilities for the day-to-day operation of the department, these individuals are responsible for the supervision of your clinical education. This includes scheduling students through appropriate departmental work centers and assuring that they are assigned to qualified technologists; reviewing performance evaluations and rotation appraisals to determine the level of supervision necessary for each student and when he or she can work independently in a given situation; performing

competency and professional development evaluations on each student per semester; scheduling & conducting weekly film critiques; and being available to assist, advise, and counsel students. Clinical preceptors enforce supervision and repeat of unsatisfactory image(s) policies. Also, they monitor each student's clinical exam record or repeat log sheet weekly.

Clinical Coordinator

One Galveston College faculty member is given responsibility for assisting in the organization, supervision, and coordination of the clinical education courses in each of the affiliated hospitals. This responsibility includes assisting in establishing procedures and guidelines for the clinical education component of the curriculum, serving as a liaison between the academic and clinical faculty and maintaining communications between the affiliates and the Galveston College. The Clinical Coordinator is also responsible for assisting the clinical preceptors as needed, and integrating and relating the curriculum objectives for the classroom and clinical portions of the program to make the educational experiences as relevant and as well coordinated as possible. The Clinical Coordinator also participates in the clinical education experience by observing students in the affiliates and by being available to advise and counsel students. Additionally, the Clinical Coordinator visually evaluates diagnostic images submitted for completed competencies for final approval. Supervision policies are enforced and monitored through periodic clinical site visits by the Clinical Coordinator.

CLASSROOM COURSE POLICIES

Plagiarism

Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of plagiarism. For more information, refer to “Students Rights and Responsibilities section (F) Student Code of Conduct”. Any student violation of scholastic integrity for plagiarism or cheating falls properly within the realm of student/faculty relations and is subject to faculty recommendation to the College administration for loss of credit for a particular assignment, examination, or unit of work; failure in a course; or dismissal from the College.

Attendance

Absences should be kept to an absolute minimum. Students will be held accountable for all assignments missed due to absence. All arrangements relating to absences will be made with the faculty member who is responsible for the class that was missed. Each instructor establishes his/her own attendance/tardiness policies. It is the student’s responsibility to be familiar with the attendance policy of each course as is stated in the course syllabus.

Vacation

The Radiologic Technology Program makes no provision for any vacation time to students in the program, other than semester breaks and the vacation periods scheduled on the university calendar. See clinical calendar for designated holidays, breaks, and vacation periods. A student may not shorten the length of their clinical rotation by accumulating compensatory time.

Cell Phones

Cell phones should not be used in class or in the clinical setting unless asked to by the instructor. They should be placed in silent or vibrating mode or turned off. Additionally, retrieving text messages, surfing the internet, or answering messages (verbal or text), should not occur during class time, lab time, or during the clinical experience. Failure to follow this policy will result in a deduction of grade or disciplinary action in accordance with the disciplinary policy at the discretion of the course instructor/clinical coordinator. If students need to communicate to someone outside of the class and it is urgent or may be an emergency situation, please inform the instructor/clinical coordinator so that accommodations to this policy may be made.

Appropriate Use of Social Networking

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Radiography Program or Galveston College.

It is also important to ensure patient information is not made publicly available. The Galveston College Radiography Program has adopted the following guidelines to assist students in carefully using these sites.

A. Personal Privacy

- Set students' profiles on social networking sites so that only those individuals whom students have provided access may see one's personal information.
- Evaluate photos of students that are posted to these sites and "untagging" photos that depict the student in what may be construed as compromising situations.
- Be aware of the security and privacy options available to them at any sites where students' post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with "Friends Only" access.

B. Protection of Patient Information

- Comments made on social networking sites should be considered the same as if they were made in a public place in the clinical setting.
- HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
- Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients the student is caring for may be able to determine to whom the student is referring based on the context.
- No posting of patient records including images from any modality. Doing so is a serious violation of HIPAA, subject to criminal action and dismissal from the program.

C. Professionalism

- Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray the student or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.

- Statements made under students' profile are attributable to the student and are treated as if the student verbally made that statement in a public place.
- Use discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture and clinical assignments is prohibited.
- Keep in mind that photographs and statements made are potentially viewable by future employers.
- Students may be subject to disciplinary actions within Galveston College for comments that are either unprofessional or violate patient privacy.
- Remember that each student is representing Galveston College and the Radiography Program when logging on to a site and make a comment or post a photograph.

Student Email Communication Policy

All formal communication from The Galveston College Radiography Program, including important announcements, deadlines, and academic updates, will be sent exclusively to the student's assigned Whitecaps email address. It is the student's responsibility to regularly check their email to stay informed.

A student's failure to check their Whitecaps email in a timely manner will not be considered a valid excuse for missed information, deadlines, or responsibilities. The program or institution is not responsible for any consequences resulting from a student's failure to monitor their email.

If a student communicates with an instructor via text, the instructor may, at any time, request that the student resend their question or the topic being discussed through their Whitecaps email. The conversation will then proceed formally through email to ensure proper documentation and professionalism.

Major Program Infractions Policy

The Galveston College Radiography Program upholds the highest standards of professionalism, ethics, and safety. Any student who commits a **major program infraction** will face immediate consequences, including removal from clinic, class, or lab until a full investigation is completed.

Definition of Major Infractions

Major infractions include, but are not limited to:

- Violation of patient safety or confidentiality (HIPAA violations)

- Being under the influence of drugs, alcohol, or illicit substances while in class, lab, or clinic
- Engaging in dishonest, unethical, or unprofessional behavior
- Acts of aggression, harassment, or threats toward faculty, staff, students, or patients
- Tampering with or misuse of medical equipment
- Falsifying records, clinical hours, or competency evaluations
- Failure to comply with institutional policies regarding safety, conduct, or professionalism

Immediate Removal & Investigation

Students accused of a major infraction will be **immediately removed** from their clinical site, classroom, or lab setting and will not be permitted to return until an investigation is completed. During the investigation, the student may be required to meet with program officials and institutional administration.

Certain infractions, such as suspected substance use, may require **additional steps**, including mandatory drug and/or alcohol testing. Refusal to comply with testing procedures will result in **automatic dismissal** from the program.

Consequences

- If the investigation confirms that a major infraction occurred, the student will be **permanently removed from the Radiography Program** and may also face **expulsion from Galveston College**.
- If the investigation does not substantiate the claims, the student may be reinstated with or without conditions.

This policy is in place to maintain the integrity of the program, protect patient safety, and ensure a professional learning environment.

AI Use Policy

Artificial Intelligence (AI) tools such as ChatGPT may be used to support your learning; however, they must not replace your own critical thinking and effort. If you choose to use AI, it should only serve as a guide—you are expected to rephrase, personalize, and fully understand any content before submitting it as your own.

We will enforce the following if AI-generated content is submitted without proper rewording or demonstrated comprehension:

1st offense: Verbal warning

2nd offense: Written warning

3rd offense: Academic probation

This policy is in place to help you build the knowledge and skills necessary for success in this program and your future career.

Course Evaluations

Evaluation of courses and instructors by the students will be carried out in accordance with university policy. Individual instructors may develop their own, more specific, evaluation forms and utilize these in addition to the college's form. All students are requested to complete course evaluations for each course in which he/she is enrolled. Course evaluations will be conducted once a semester. Students are invited to utilize constructive criticism in completing the evaluations so that faculty can identify strengths and weaknesses in the course and plan accordingly for the future. Faculty do not review the actual evaluation by a student, but receive a generic summary or an average of the ratings. Faculty do review all of the written comments.

Withdrawal Procedures

A student who formally withdraws from a course prior to the last day to withdraw as listed in the university calendar will receive a "W" on his/her official transcript. A student who fails to complete a course or who withdraws after the last day to withdraw will receive an "F" on his/her official transcript. Withdrawal from the Radiography Program course will result in dismissal from the program.

RADIOGRAPHY PROGRAM FORMS

Radiography



Degree Plans

The Radiography program is designed to be completed in two years. At the end of the program, successful students will earn an Associate of Applied Science degree and will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) board exam to become a licensed medical radiographer.

It is highly recommended that students complete all general education or academic courses prior to enrolling in the program.

Degree plan must show evidence of Math 1314 or one of the following: Math 1316, 2312, 2413, 2414, 2415, 2318, 2320, 2321 OR 2305.

Semester One:

Course Number	Course Name	Credits
RADR 1411	Basic Radiographic Procedures	4
RADR 1302	Radiographic Image Evaluation I	3
RADR 2209	Radiographic Imaging Equipment	2
RADR 1309	Introduction to Radiography and Patient Care	3
Total Semester Hours		12

Semester Three (Summer I & II):

Course Number	Course Name	Credits
RADR 1267	Practicum II	2
RADR 2313	Radiation Biology and Safety	3
RADR 2340	Cross Sectional Anatomy	3
	Language, Philosophy & Culture or Creative Arts	3
Total Semester Hours		11

Accreditation

The Galveston College Radiography program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 N Wacker Dr., Suite 2850, Chicago, IL 60606
312-704-5300 | mail@jrcert.org | www.jrcert.org

American Registry of Radiologic Technologists
1255 Northland Dr., St. Paul, MN 55120



To learn more:

gc.edu/radiography | 409-944-1444 | dfink@gc.edu

Galveston College, 4015 Avenue Q, Galveston, Texas 77550

It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, sex, disability, genetic information or veteran status.

Required prerequisite courses:

Must be completed or in process prior to applying to the program

Course Number	Course Name	Credits
BIOL 2401	Anatomy and Physiology I	4
MATH 1314	College Algebra	3
ENG 1301	Composition I	3
Total Semester Hours		10

Semester Two:

Course Number	Course Name	Credits
RADR 1166	Practicum I	1
RADR 1313	Principles of Radiographic Imaging	3
RADR 2401	Intermediate Radiographic Procedures	4
RADR 1250	Radiographic Image Evaluation II	2
Total Semester Hours		10

Semester Four:

Course Number	Course Name	Credits
RADR 2305	Principles of Radiographic Imaging II	3
RADR 2217	Radiographic Pathology	2
RADR 1366	Practicum III	3
PSYC 2301	General Psychology	3
Total Semester Hours		11

Semester Five:

Course Number	Course Name	Credits
RADR 2466	Practicum IV	4
RADR 2333	Advanced Medical Imaging	3
RADR 2335	Radiologic Technology Seminar	3
Total Semester Hours		10

Total Semester Hours in Program: 64



Semester & Year _____

Student _____

RADR _____

Date _____

Positioning Competency Exam
PCE

SKULL	PASS	FAIL
1. PA (frontal)		
Cald. (General)		
2. Lat		
3. Townes		
FACIAL BONES		
4. PA		
5. Lat		
SINUSES		
6. Cald		
7. Waters		
8. Lat		
ORBITS		
9. Rhese		
10. Mod. Waters		
or 30 Caldwell		
MANDIBLE		
11. PA (body/rami)		
12. Lat		
NASAL BONES		
13. Lat		
STERNUM		
14. RAO		
15. Lat		

	PASS	FAIL
C-SPINE		
16. AP		
17. Lat		
18. Oblq		
19. A & A		
20. Swimmers		
SHOULDER		
21. AP Ext.		
22. True AP		
23. Axillary		
SCAPULA		
24. AP		
25. Lat		
CLAVICLE		
26. AP Axial		
27. AP Axial		
AC JOINTS		
28. With Wts.		
29. Without Wts.		
RIBS		
<i>Above diaphragm</i>		
30. AP or PA		
31. Oblq		
<i>Below diaphragm</i>		
32. AP		
HUMERUS		
33. AP		
34. Lat		

	PASS	FAIL
CHEST		
35. PA		
36. Lat		
37. Decubitus		
ABDOMEN		
38. Supine		
39. Erect		
T-SPINE		
40. AP		
41. Lat		
L-SPINE		
42. AP		
43. Oblq		
44. Lat		
45. Spot		
SACRUM		
46. AP		
47. Lat		
COCCYX		
48. AP		
IVP		
49. Nephrogram (1-min)		
50. Bladder (15-min)		
PELVIS		
51. AP		

BARIUM ENEMA	PASS	FAIL
<i>Single</i>		
52. Oblq		
53. Lat. Rectum		
<i>Double</i>		
54. Sigmoid		
55. Decub		
FEMUR		
56. AP Prox.		
57. Dist.		
58. Lat. Prox.		
59. Dist.		

HIP		
60. Danelius Miller		
KNEE		
61. AP		
62. Lat		
63. Sunrise		
64. Camp Coventry		
TIB-FIB		
65. AP		
66. Lat		
ANKLE		
67. AP		
68. Oblq		
69. Lat		
FOOT		
70. AP		
71. Oblq		
72. Lat		

OS CALCIS		
73. Lat		
74. Planto-dorsal		
HAND		
75. PA		
76. Oblq		
77. Lat		
WRIST		
78. PA		
79. Oblq		
80. Lat		
FOREARM		
81. AP		
82. Lat		
	PASS	FAIL
ELBOW		
83. AP		
84. Lat		

Maximum Time Allotment = 3 hours (180 minutes)

Start Exam: _____ Finish Exam: _____ Time left: _____

Exam Performed in Room: GC Rad Lab # _____

Patient for the Exam: _____

Faculty #1 Grade: _____

Faculty #2 Grade: _____

AVERAGE: _____

Faculty Comments: _____

Student Comments: _____

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____

**Galveston College Radiography Program
Clinical Education Competency**

M E

Student Name _____ **Number:** _____ **Date:** _____ **Time of exam** _____
Pre-eval: __ **Final:** __ **Spot check:** __ **Exam Location** _____ **Semester:** _____ **1st year / 2nd year:** _____
Adult/Pedi **Pt. age** _____ **/D.O.B.** _____ **Patients Gender** **M / F** **# of Repeats** _____ **Grade:** _____

#5 = Excellent: Student functions independently.

#4 = Above Average: Student requires minimal guidance.

#3 = Average: Acceptable, small degree of improvement strongly recommended.

#2 = Below Average: Needs improvement.

#1 = Poor: Unacceptable

TYPE/ NAME OF EXAM = _____

Exam Order Verified YES / NO _____

Position/Projections:	A.	B.	C.	D.	E.
Technique for each image:	@	@	@	@	@

1. Patient Care:

Professional introduction	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Explanation of exam	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Patient gowned & identifiers checked	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Exam room clean/prepped	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Patient Assessment checked	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

2. Radiation Protection:

Self-shielding	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Female: L/M/C / Patient shielding	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

3. Equipment Use and Technique:

Proper projection/positions	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Pre-set technique	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Operation of equipment	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

4. Patient Positioning:

Marker placement	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Patient centering correct	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Appropriate anatomy demonst.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Proper S.I.D. & Collimation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Clear patient instruction	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

5. Image Critique:

Correct pt. info/demographics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Contrast/Density/Over/under Expo.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
HIS/RIS/PACS	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

6. Anatomical I.D:

Primary structures	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Secondary structures	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
REPEATS					
Overall Total					

Instructor: _____

Print CI name

CI signature

By signing the technologist affirms that this student is competent in this imaging exam.

Student: _____ **Date:** _____

****Repeat -10 points per repeat**

****Minimum passing score for first year students is 80 points and for second year students is 85 points**

Chest:

Heart
Apices
Ribs 1-10
Costophrenic Angles
Diaphragm/Hemidiaphragm
Carina

Ribs:

True Ribs 1-7
False Ribs 8-10
Floating Ribs 11-12
Costotransverse Jts.
Costovertebral Jts.
Vertebrae

Abdomen:

Iliac Crest
L1-L5
Kidney Shadow
Symphysis Pubis
Psoas Muscle
Sacrum
ASIS
Bladder

Finger:

Distal Phalanx
Head of Metacarpal
DIP/PIP/MIP
Middle Phalanx

Hand/Wrist:

Radius/Styloid Process
Ulna/Head
Phalanges/all of finger info
Proximal/Distal Row of Carpals
Metacarpals and Articulations

Forearm:

Radius/Head/Neck/Shaft
Ulna/Head/Shaft
Olecranon Process
Radial Tuberosity
Semilunar notch

Elbow:

Humerus/Medial Epi & Condyle
Lateral Epi & Condyle
Trochlea
Capitulum
Olecranon Process
Radial Head/Neck

Humerus:

Glenoid Fossa
Bicipital Groove
Shaft/Great and Lesser Tuberosity
Head, Surgical and Anatomical Neck

Shoulder:

Glenoid Fossa
Head of Humerus
Clavicle
Coracoid Process
Surgical Neck
Acromion
Greater Tuberosity

Clavicle:

SC Joint
AC Joint
Sternal/Acromial Extremity
Body

Ankle:

Post/Med/Lat Malleolus
Talus/Tibia/Fibula

Foot:

Metatarsals
Talus
Calcaneus
Navicular
Cuboid
Sesamoids
Cuneiforms
Calcaneus
Sustentaculum Tali
Talocalcaneal Joint

Tib/Fib:

Tib Shaft/Spines/Tuberosity
Fib Shaft/Head
Med/Lat Condyles
Med/Lat Malleolus

Knee:

Patella Base/Apex
Tib Spines/Plateaus
Intercondylar Fossa
Patellofemoral Jt.
Retropatellar Space

Femur:

Head/Shaft/Neck
Greater/Lesser Trochanter
Med/Lat Condyle
Acetabulum

Hip/Pelvis:

Acetabulum
Greater/Lesser Trochanter
Iliac Crest/Wing/ASIS
Symphysis Pubis
Femoral Head/Neck
Ischial Tuberosity
Obturator Foramen
Sacrum/Coccyx
Pubic/Ischial Bone

C/T/L Spine:

C1-C7/Atlas/Axis/Promin
Body
Spinous Process
Apophyseal Joint
Intervertebral Foramina
Sup/Inf Articular Process
Trans/Spinous Process
Pedicle
L5-S1
Scotty Dog

Facial/Skull:

All that make up Skull
All that make up Facial/14
Orbits/Floor/Roof

Mandible Angle

Sellae Turcica
Petrous Ridge
Sinuses/Highmore
Foramen Mag
Crista Galli
Ant/Post Clinoid Process
Dorsum Sellae
Sutures/Vertex

Mandible:

Body/Notch/ Ramus
Mentum
Coronoid Process
Angle/Gonion

Sinus:

All
Orbits
Petrous Ridge
Highmore
Rotundum foramina

Upper GI:

Esophagus
Stomach/Body/Fundus
Great/Less Curve
Duodenum/Bulb
Rugae/Pylorus
Cardiac Orifice

B.E:

Colon/Asc/Trans/Desc
Splenic/Hepatic Flexure
Cecum/Rectum/Sigmoid

Small Bowel:

Iliac Crest/ASIS
Duodenum/Ileum/Jejunum
Terminal Ileum/Cecum
Symphysis Pubis

Cystography:

Bladder Apex/Base
Symphysis Pubis
Trigone
Urethra/Ureters

IVP:

Iliac Crest/ASIS
Kidney/Calyces Maj/Min
UVJ/UMP
Bladder/Ureters
Renal Pelvis

Cholangiography:

Iliac Crest
Common Bile Duct
Common Hepatic Rt/Lt
Cystic Duct
Psoas Muscle

Arthrography:

See Anatomy of interest

First Year Professional Evaluation

Student Name: _____ Date: _____

Clinical rotation site: _____ Grade: _____

Instructions: Please select which best describes your student's performance.

1. ACCEPTANCE OF CRITIQUE

<input type="checkbox"/> Always accepts critique in an adult and professional manner.	<input type="checkbox"/> Usually accepts critique very well. Willing to learn.	<input type="checkbox"/> Takes critique too personally or becomes defensive when critiqued.	<input type="checkbox"/> Takes critique personally and becomes argumentative when critiqued
---	--	---	---

2. ORGANIZATION

<input type="checkbox"/> Always organized. Has room prepared for every exam.	<input type="checkbox"/> Usually organized. Has room mostly prepared.	<input type="checkbox"/> Occasionally organized. Has to be reminded frequently to prepare the room	<input type="checkbox"/> Never prepared. Does not seem to care about organization.
--	---	--	--

3. RADIATION PROTECTION PRACTICES

<input type="checkbox"/> Always exceeds radiation protection Practices with every patient.	<input type="checkbox"/> Usually follows Radiation protection practices.	<input type="checkbox"/> Must be reminded to shield patients.	<input type="checkbox"/> Never follows radiation protection practices.
--	--	---	--

4. PUNCTUALITY AND ATTENDANCE

<input type="checkbox"/> Always punctual. Arrives early. Never late or absent.	<input type="checkbox"/> Usually arrives right on time but never 15 minutes early.	<input type="checkbox"/> Occasionally late and absent.	<input type="checkbox"/> Never on time.
--	--	--	---

5. PROFESSIONAL AND ETHICAL BEHAVIOR

<input type="checkbox"/> Always respectful to all patients and staff. Excellent appearance.	<input type="checkbox"/> Usually respectful to patients and staff. Neat appearance	<input type="checkbox"/> Needs improvements. Needs to be reminded	<input type="checkbox"/> Lacks professional attitude and appearance.
---	--	---	--

6. TECHNICAL ABILITIES AND POSITIONING SKILLS

<input type="checkbox"/> Exceeds technical abilities and pos. skills.	<input type="checkbox"/> Technical abilities and positioning skill are where they should be at this time.	<input type="checkbox"/> Needs improvement.	<input type="checkbox"/> Lacks technical abilities and positioning skills.

7. INITIATIVE

<input type="checkbox"/> Always takes the initiative to do every exam.	<input type="checkbox"/> Usually takes the initiative.	<input type="checkbox"/> Needs improvement.	<input type="checkbox"/> Lacks initiative. Always sitting down.
--	--	---	---

8. PROGRESSION

<input type="checkbox"/> Adapts to all clinical routines quickly and easily.	<input type="checkbox"/> Adapts to some clinical routines.	<input type="checkbox"/> Needs improvement.	<input type="checkbox"/> Does not adapt to the clinical routine.
--	--	---	--

9. PATIENT ASSESSMENT

<input type="checkbox"/> Always assesses every patient. Consistently obtains patient history.	<input type="checkbox"/> Usually assesses patients. Occasionally has to be reminded to obtain the patient's history.	<input type="checkbox"/> Needs improvement. Needs to always be reminded daily to obtain patient's history.	<input type="checkbox"/> Does not assess patients.
---	--	--	--

10. ACCURACY WITH EXPOSURE FACTORS

<input type="checkbox"/> Always accurately selects the correct exposure factors.	<input type="checkbox"/> Usually selects the correct exposure factors.	<input type="checkbox"/> Needs improvement and help in selecting the correct exposure factors.	<input type="checkbox"/> Lacks the understanding of selecting the correct exposure factors.
--	--	--	---

11. KNOWLEDGE AND USE OF EQUIPMENT

<input type="checkbox"/> Always properly manipulates and uses all imaging equipment for all exams.	<input type="checkbox"/> Usually manipulates and uses all imaging equipment for all exams.	<input type="checkbox"/> Needs improvement to manipulate and use all imaging equipment.	<input type="checkbox"/> Lacks understanding in manipulating and use of imaging equipment.
--	--	---	--

12. QUALITY OF PATIENT CARE

<input type="checkbox"/> Always provides quality care of every patient by utilizing the AIDET process.	<input type="checkbox"/> Usually uses the AIDET process with patients.	<input type="checkbox"/> Needs improvement. Has to be reminded to use AIDET process	<input type="checkbox"/> Fails to use the AIDET process in the clinical setting.
--	--	---	--

Student's best asset: _____

Student needs improvement in: _____

Student comments: _____

Clinical Instructor: _____ Date: _____

Student: _____ Date: _____

PAYMENT OF TUITION AND FEES

Tuition and fees are due and payable in full at the time of registration, unless prior arrangements have been made through one of the available installment plans (Education Code 54.007 (a), (B), and (d)). A student is not registered for any course until the full amount is paid or an installment contract is executed.

TUITION AND FEES TABLE

SCHEDULE OF TUITION				FEES				TOTALS		
Semester Hours	Resident of Texas	Non-Resident of Texas	Out of District fee	Building Use Fee	Student Services Fee	Registration Fee	General Services Fee	In District Total	Out of District Total	Non-Resident Total
1	\$336	\$882	\$144	\$168	\$10	\$33	\$55	\$602	\$746	\$1,292
2	\$336	\$882	\$144	\$168	\$10	\$33	\$55	\$602	\$746	\$1,292
3	\$336	\$882	\$144	\$168	\$10	\$33	\$55	\$602	\$746	\$1,292
4	\$336	\$882	\$144	\$168	\$10	\$33	\$55	\$602	\$746	\$1,292
5	\$336	\$882	\$144	\$168	\$10	\$33	\$55	\$602	\$746	\$1,292
6	\$336	\$882	\$144	\$168	\$10	\$33	\$55	\$602	\$746	\$1,292
7	\$392	\$1,029	\$168	\$196	\$10	\$33	\$55	\$686	\$854	\$1,491
8	\$448	\$1,176	\$192	\$224	\$10	\$33	\$55	\$770	\$962	\$1,690
9	\$504	\$1,323	\$216	\$252	\$15	\$33	\$55	\$859	\$1,075	\$1,894
10	\$560	\$1,470	\$240	\$280	\$15	\$33	\$55	\$943	\$1,183	\$2,093
11	\$616	\$1,617	\$264	\$308	\$15	\$33	\$55	\$1,027	\$1,291	\$2,292
12	\$672	\$1,764	\$288	\$336	\$15	\$33	\$55	\$1,111	\$1,399	\$2,491
13	\$728	\$1,911	\$312	\$364	\$15	\$33	\$55	\$1,195	\$1,507	\$2,690
14	\$784	\$2,058	\$336	\$392	\$15	\$33	\$55	\$1,279	\$1,615	\$2,889
15	\$840	\$2,205	\$360	\$420	\$15	\$33	\$55	\$1,363	\$1,723	\$3,088
16	\$896	\$2,352	\$384	\$448	\$15	\$33	\$55	\$1,447	\$1,831	\$3,287
17	\$952	\$2,499	\$408	\$476	\$15	\$33	\$55	\$1,531	\$1,939	\$3,486
18	\$1,008	\$2,646	\$432	\$504	\$15	\$33	\$55	\$1,615	\$2,047	\$3,685
19	\$1,064	\$2,793	\$456	\$532	\$15	\$33	\$55	\$1,699	\$2,155	\$3,884
20	\$1,120	\$2,940	\$480	\$560	\$15	\$33	\$55	\$1,783	\$2,263	\$4,083

This includes Non-Resident of Texas, out-of-state, and international students

- Minimum tuition for Resident of Texas - \$336
- Minimum tuition for Non-Resident of Texas - \$882
- Tuition per credit hour for Resident of Texas - \$56
- Tuition per credit hour for Non-Resident of Texas - \$147

For laboratory and course fees please see the Course Fee Schedule on page 251.

REGISTRATION FOR RESIDENT OF TEXAS:

Tuition	\$56 per hour (\$336 minimum)
Building Use Fee	\$28 per hour (\$168 minimum)
Student Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$88
Out-of-District Fees	\$24 per hour (\$144 minimum)

REGISTRATION FOR NON-RESIDENT OF TEXAS:

Tuition	\$147 per hour (\$882 minimum)
Building Use Fee	\$28 per hour (\$168 minimum)
Student Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$88
Out-of-District Fees	\$24 per hour (\$144 minimum)

*General fees include registration and general services fees. The fee is charged to all students, on or off campus. The fee also covers the cost of providing transcript copies.

NON-REFUNDABLE FEES:

Registration Fee	\$33
Schedule Change	\$10
Late Registration Fee	\$25
Returned Check Fee	\$35
Stop Payment Fee	\$25
Stop Payment Fee to Reissue a Refund	
Check Mailed to the Incorrect Address	\$25
Installment Plan Administration Fee	\$30
Installment Plan Late Fee	\$25
Duplicate Diploma	\$10
TSIA2 Fee	\$29
Test Administration Fee for Non-GC test	\$25
CLEP® Test Administration Fee	\$15

NOTE: Tuition, fees, and refund policy listed in this catalog are accurate at the time of publication. Galveston College reserves the right to change its tuition and fees and refund policy wholly or in part during the year covered in this catalog.

DISTANCE EDUCATION/HYBRID COURSE FEES

Galveston College charges a \$35 fee for all internet/hybrid courses.

FLEX-ENTRY COURSE FEES

The cost of courses taken in the flex-entry term is the same as for regular semester courses.

INCLUSIVE ACCESS FEE

Galveston College has launched a program designed to lower cost and increase access to required digital course materials for participating classes before the first day of class. This program makes getting digital textbooks easier on students, which will ultimately improve their success at Galveston College. Inclusive Access is estimated to reduce the cost of traditional textbook purchases by an average of 10 to 50% and provide them by the first day of class.

The cost of the required digital course materials will be charged at the time of course registration. If the student does not wish to participate in Inclusive Access for any or all courses, they have up to the census day to opt out of Inclusive Access. If the student opts out, the online content will be turned off and the course fee amount will be removed from the account. The student will still be responsible for getting access to the materials which will usually cost more than the Inclusive Access Fee. Instructions to opt out will be sent via email to the students Whitecaps email or contact the Texas Book Company directly at 409-944-1259.

THIRD REPEAT/DEVELOPMENTAL LEVEL COURSE SURCHARGE

A third repeat course or development studies coursework enrollment that exceeds 27 credit hours will be assessed at an additional \$60 per credit hour surcharge.

NON-TEXAS RESIDENTS ENROLLED IN ONLINE ONLY COURSES

Non-Residents of Texas who are not located within the state of Texas, enrolled in distance education will be assessed at \$100 per credit hour surcharge

LABORATORY / SUPPLY FEES

Laboratory supply fees, which help defray the cost of materials used in lab classes, vary. Certain courses and/or programs have other course fees and/or program-specific fees.

STUDENT SERVICES FEE

Funds accumulated by the College through student services fees are used to support or partially underwrite student extracurricular functions, such as equipment and supplies for student activities, school-sponsored activities, membership in state and regional associations, travel for delegates to state and regional meetings, partial funding for approved clubs and organizations, student government activities and cultural activities (films, speakers, etc.).

Below is a list of fees the student will be responsible for. This list is not inclusive

- Transportation/tolls
- Parking
- Scrubs
- Lead ID markers

Fees built in to tuition.

- Wellness fees \$100/semester
- Dosimeters\$58/year
- Rad Tech Boot Camp \$214 one-time fee 1st semester
- Rad Review \$228 one-time fee 3rd semester
- Kettering \$ 218 one-time fee last semester

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ACKNOWLEDGEMENT OF THE STUDENT HANDBOOK

GALVESTON COLLEGE

RADIOGRAPHY PROGRAM

Acknowledgement of the 2025-2027 Radiography Program Student Handbook

I _____ have read and I agree to abide
(PRINT)
by all requirements and policies in the 2025– 2027 Radiography Program Student Handbook.

Student Signature: _____

Date: _____



4015 Avenue Q, Galveston, TX 77550

Phone: (409) 944-4242

<https://www.gc.edu/>