



GALVESTON COLLEGE
RADIOGRAPHY PROGRAM
STUDENT HANDBOOK
FALL 2020-2022

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A 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

Because of the essential requirements of the profession, certain minimal physical abilities are expected. An otherwise qualified individual for admission is someone who, with or without an accommodation can:

- * Visually discern radiographic detail of a film;
- * See and function in a semi-dark setting;
- * Hear low tones;
- * Lift and move immobile patients;
- * Stand for a long periods of time.
- * View computer screens for an extended period of times;
- * Demonstrate manual dexterity to perform all clinical duties;
- * Must be able to communicate and articulate English proficiently with patients and professional staff;
- * Communicate effectively both orally and in written format in English;
- * Transport patients on hospital beds, stretchers and wheelchairs.

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.

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.

Program Administration

The Radiography Program is administered through Galveston College, the official sponsoring institution.

Program Accreditation

The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 2850, Chicago, IL, 60606-3182, nationally accredits the Galveston College Radiography Program. Students may contact the JRCERT directly for concerns or issues with the program. Tel # 312-704-5300 or online: www.jrcert.org

Certification Requirements

Pending successful completion of al program requirements, the graduate is eligible to sit for the Certification Examination administered by the American Registry of Radiologic Technologists (ARRT). ARRT certification or certification eligible is a requirement by most employers in the field of radiologic technology.

For details, please call or write:

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, Minnesota 55120-1155 USA
Phone (651) 687-0048

The Texas Medical Board also requires that individuals who administer radiation for diagnostic therapeutic purposes be licensed with the State. It is recommended that students planning to work in Texas following graduation apply for certification with the Texas Medical Board during the last semester of the program so that they will be eligible for employment immediately after graduation from the program.

Program 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 graduates who are committed to life-long learning.

Goals:

1. Graduate students that will be competent, entry-level radiographers prepared for the healthcare field.
Expected outcome
 - a. Graduates will demonstrate adequate entry level radiography skills
 - b. Students will produce quality diagnostic radiographs
 - c. Students will be able to perform basic patient care skills
 - d. Students will demonstrate radiation protection methods while following the concepts “ALARA” and imaging “gently and wisely”.
 - e. Students will be able to critique finished radiographs for diagnostic quality
2. Students will demonstrate appropriate communication skills.
Expected outcome
 - a. Students demonstrate appropriate communication skills in the clinical setting
 - b. Employers will report that graduates demonstrate appropriate communication skills upon employment
3. Students will demonstrate appropriate critical thinking and problem solving skills.
Expected outcome
 - a. Students will be able to safely operate radiographic equipment
 - b. Students will be able to perform radiographic examinations in an emergency and trauma environment
 - c. Students will be able to administer age appropriate patient care
4. The student (graduate) will understand the importance of professional values and lifelong learning.
Expected outcome
 - a. Students will demonstrate professional behavior
 - b. Students will demonstrate understanding of professional ethics

5. The student (graduate) will be capable of fulfilling the needs of the healthcare community in radiologic sciences.

Expected outcome

- a. Graduates will consider themselves prepared to be entry level radiographers
- b. Job placement within 1 year of graduation
- c. Program retention rate: 65%
- d. ARRT pass rate: 75% pass rate on the first attempt

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

Galveston College considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the College expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of the College.

Galveston College's primary concern is for the student. The faculty and staff strive to provide an environment that is conducive to learning, social growth, and individual responsibility. Some of the issues with which the faculty and staff may help students include:

1. Assistance with a problem at Galveston College with which students do not know how to resolve or proceed.
2. Information about Galveston College student policies and procedures.
3. Information about student appeals and complaint and grievance procedures.

Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct notwithstanding any action taken by civil authorities as a result of the violation.

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. The College will hold each student responsible for compliance with these policies, rules, and regulations. For purposes of this policy, "campus" shall mean

any and all Galveston College parking lots, housing, and locations where courses are held or offered, whether classes are currently in session at such locations or not.

The College considers the Code of Conduct and expectations as being consistent with its purpose as an educational institution. It is not a comprehensive code of conduct, but a prescription of procedures necessary for meeting practical, routine requirements of an academic community. Disciplinary action may result from any violation of civil or criminal law while on college campus, or the commission of any of the following actions:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college (plagiarism and cheating refer to use of unauthorized books, notes, internet sites, Cell phones, computer files, or otherwise securing help on a test, copying tests, assignments, reports or term papers).
2. Advocating or recommending, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law.
3. Forgery, alteration or misuse of college documents, records, funds or identification.
4. Conduct that materially or substantially disrupts the educational process of the college.
5. Physical abuse or harassment of another person, or conduct that threatens or endangers the health and safety of others.
6. Knowingly initiating, communicating, or circulating a false alarm or report which would ordinarily result in action by an agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room or any mode of conveyance.
7. Giving false testimony or other evidence at any campus disciplinary proceeding.
8. Theft or malicious destruction, damage, or misuse of college or private property (including library materials).
9. Failure to comply with the lawful directions of college personnel acting in performance of their duties.
10. Use of vulgar or abusive language that demeans others or interferes with fulfillment of the College's mission and purpose.
11. Demonstrating disrespect to an instructor or other college employees.
12. 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.

13. Campus disruptive activities that interfere with instructional activities or the functions that support instruction.
14. Disorderly, lewd, indecent or obscene conduct or behavior which interfere with the functioning of the academic community during an authorized college class, field trip, seminar, competition or other meeting or sponsored activity on or off college property.
15. Unauthorized entry to or use of college facilities.
16. Possession of or making use of college keys for unauthorized purposes.
17. Unauthorized use of chat rooms or list servers on campus computers.
18. Misuse of fire or safety equipment.
19. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons on college property except as expressly authorized by campus procedures.
20. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages on campus property or student organization supervised functions, except as provided by rules and procedures of Galveston College.
21. Possession, consumption, being perceptibly under the influence or furnishing of any narcotic or dangerous drugs except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
22. Illegal gambling in any form.
23. Unauthorized use of college funds, equipment and supplies (including falsely representing oneself as an agent of the college), incurring debts and entering into contract on behalf of the college.
24. 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.)
25. Engaging in hazing or voluntarily submitting to hazing. (Hazing: To persecute or harass with meaningless, difficult or humiliating tasks.) Student hazing is prohibited according to the Articles 1152-1155 (inclusive) of the Texas Criminal Law Code.

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.

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.

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.

Insurance

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.

Liability insurance for RADR students is mandatory and is purchased automatically through Galveston College at registration.

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,
 - e. 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 Requirement

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%
F = 74.9 – 0%

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 technologists ratio for clinicals.

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.

Transfer of Credit from Other Institutions

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 pre-requisite, 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 admissions criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer coursework.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete disclosure of information form.
5. Agree to competency testing for placement purposes.

TRANSFER CREDIT

Transfer credit may be granted to students who earn college credit from institutions that are accredited by one of the following recognized accrediting agencies:

Middle States Association of Colleges and Schools/Commission on Higher Education
New ENGL and Association of Schools and Colleges
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

Some international credits may be accepted, however; International transcripts must be evaluated by an accrediting agency prior to enrollment. A list of accrediting agencies can be obtained in the Office of Admissions. There is no guarantee, even after a transcript has been evaluated, that the credits will be accepted.

Courses taken at other accredited institutions with a grade below a “C” are not transferable. Remedial courses are not transferable. A placement examination will be required (TSI) to determine placement level.

Pre-advising

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

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 Financial Aid

Galveston College provides financial aid to assist students. The financial aid program includes scholarships, grants, loans, and part-time employment.

Application Deadlines

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.

LIBRARY FACILITIES

David Glenn Hunt Memorial Library

The David Glenn Hunt Memorial Library provides a broad selection of print and electronic materials, organized for effective use by faculty, students, 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 and basic research necessary to the academic programs and assists patrons in their research. The Library is open to the public and holds more than 40,000 volumes, both hard copy and online. It provides a state-of-the-art computer catalog system along with videos, magazines, and a special Computer Lab for use by students doing research or class papers. A Galveston College ID card is needed to check out materials and use the Computer Lab.

Hours

Fall-spring

Monday – Thursday	7:30 am - 9:00 pm
Friday	8:00 am - 5:00 pm
Saturday	8:00 am - 12:00 noon

summer (MINI)

Monday – Thursday	7:30 am - 6:00 pm
Friday	closed
Saturday	closed

summer I & II

Monday – Thursday	7:30 am - 9:00 pm
Friday	closed
Saturday	closed

*** Library hours may change during holidays and between semesters.**

Ask a Librarian:



Visit Us at the Circulation Desk



Email: gclibrary@gc.edu



Phone: (409) 944-1240

GC LIBRARY STAFF:

Dr. Alan Uyehara
Director of Library and Learning
Resources
Office: R-121
Phone: (409) 944-1285
Email: auyehara@gc.edu

Gracie Otin
Librarian
Office: R-113C
Phone: (409) 944-1242
Email: gotin@gc.edu

UTMB Campus

The Moody Medical Library of The University of Texas Medical Branch at Galveston can trace its history to 1891, when the institution opened as the Medical Department of the University of Texas. Over the past century, the Library has grown from serving 23 students and 13 faculty members to one of the major academic medical libraries in the United States. Its holdings have expanded from the first gift of 500 books to the current 259,477 volumes.

Today, the library functions as the primary center of biomedical information for the 2,700 students and more than 1,000 faculty associated with the School of Medicine, Graduate School of Biomedical Sciences, School of Allied Health Sciences, School of Nursing, Marine Biomedical Institute, and the Institute for the Medical Humanities. The Moody Foundation of Galveston and the National Library of Medicine provided most of the funding for the construction of the distinctive five-story building. It was designed by the architectural firm of Ford, Powell and Carson of San Antonio, Texas, and dedicated in 1972. The Moody Medical Library is the oldest academic medical library in the State of Texas

Moody Medical Library
914 Market Street
Galveston, TX 77555

Monday to Thursday, 7 AM to Midnight
Friday, 7 AM to 9 PM
Saturday, 9 AM to 8 PM
Sunday, Noon to 11 PM

Phone:
409-772-2372

Pregnancy Policy

The disclosure of a pregnancy is completely voluntary and it is the exclusive right of the student to declare herself as pregnant.

If the student does choose to voluntarily inform the program officials of her pregnancy, she must do so in writing. If the pregnancy is documented, one of the following options may be exercised by the student radiographer.

1. The student may elect to withdraw from the program.
2. The student may elect to continue in the program. The following criteria apply to those students who voluntarily declare their pregnancy in writing and choose to complete the program.
 - a. The student will decide if she will participate in radiographic examinations in which she is not shielded behind the control booth. e.g.: Fluoroscopic examinations, portable radiography in the operating rooms, crash rooms etc.
 - b. The fetal badge is provide through Galveston College.
 - c. Should fluoroscopic and or portable examination be part of the required performance objectives, they may be simulated without using radiation.
3. The student may submit a written statement un-declaring the pregnancy.

Clinical Affiliates

- 1. University of Texas Medical Branch (UTMB)**
301 University Blvd.
Galveston, TX 77555
Susann Spudis – Assistant Director
Jamey Powell – Manager
409.772.7358 OR 409.772.7361

- 2. Texas City UTMB Family Healthcare Center**
9300 Emmett F. Lowry Expressway.
Texas City, TX 77591

Kevin Jones – Sr. Technologist
409-986-9592

- 3. UTMB Orthopedic Clinic at South Shore Harbor**
3023 Marina Bay Drive
Suite 101
League City, Texas 77573

Tracy Garza –Lead Technologist
409-996-5813

- 4. UTMB League City Campus**
2240 Gulf Freeway South, (832) 505-1000.
Saba Hansen – Assistant Director
Jenny Desjardins – Sr. Technologist
832- 505-1420

- 5. PRIMARY CARE PAVILION (PCP)(UTMB)**
Primary and Specialty Care Clinics
400 Harborside Drive

Shawndra Bland – Lead Technologist
409-772-6849

- 6. Texas Children’s Hospital (TCH)**
6612 Fannin Street
Houston, TX

Ava Willis – Manager 832-824-5352
Terri Fitzgerald – Main Manager-832-824-5353

7. UTMB Health-Angleton Danbury Medical Center (ANG)

123 Hospital Drive
Angleton, TX 77515
Michael Wedgeworth – Senior Manager
Brandon Lively- Lead Technologist
979-848-9160

8. Mainland Medical Center (MMC)

6801 Emmett F. Lowry
Texas City, TX 77591

Michael Cormier – Director
Kyle Risinger – Lead Technologist
409.938.5128

9. Clear Lake Regional Hospital

500 Medical Center Blvd.,
Webster, TX 77598

Bill Vicinanza - Director
Joey Rodriguez – Evening Supervisor
281-338-3241

10. UTMB Clear Lake Campus

200 Blossom St.
Webster, TX 77598

Rayssa Salinas- Lead Technologist
832-

11. Texas Children's Specialty Care Clear Lake

940 Clear Lake City Blvd Suite 200
Webster, TX 77598

Jamie Wilson – Lead Technologist
281-282-1900

12. West Isle Urgent Care

2027 61st Street
Galveston, TX 77551

Camille Maner- Clinic Manager
409-744-9800

**Galveston College
Radiography Program
Clinical Telephone 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 Shanwdra Bland	409-772-6849
MMC = Mainland Med. Ctr.	
Michael Cormier – Director	
Kyle Risinger – Sr. tech.	409-938-5128
Reception	409-938-5137
TC - UTMB	
Kevin Jones	409-986-9592
Clear Lake Regional	
Bill Vicinenza	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
South Shore Harbor	
Tracy Garza	409-996-5813
UTMB Clear Lake Campus	
Rayssa Salinas	832-
TCH Specialty Care- Clear Lake	
Jamie Wilson	281-282-1900
West Isle Urgent Care	
Camille Maner	409-744-9800
Make sure to get the name of the person you have spoken with.	

CPR Certification

Students are required to complete CPR certification.

Requirements – CPR Certification must be Basic Life Support (BLS) from American Heart Association

- 2 person CPR
- 1 person CPR
- Child and infant CPR
- Adult Choking
- Child and infant choking
- AED usage

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

Supervision of Students in a Clinical Setting

Students must be directly supervised until competency is achieved. Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

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

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

Policy for Repeat Radiographs/Images

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.

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 may 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

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 1/4" 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, bars, etc.
- b. Hair coloring, e.g.: green, purple, blue, 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 UTMB & MMC

- Students are only allowed to practice only with fellow radiography students.
 - Upon arrival, students must report to the appropriate radiology manager or staff R.T.
 - Students must “reserve” a room by signing the notebook located in the office of Sandi Martinez. It is the responsibility of the student(s) to ensure that their name(s) have been written in the radiography lab sign in book.
 - While during these hours, if there is a malfunction with the equipment, it is required that the student inform the shift manager.
 - Students are not permitted to perform radiographic exposures of any sort.
 - Students must wear their radiation dosimeters at all times when in controlled areas.
 - Designated practice hours –
 - after school: 3:30 p.m. – 9:00 p.m. with faculty present.
 - holidays & weekends: 8:00 a.m. – 9:00 p.m.
With pre-approval from Sandi Martinez.
- During the summer semester the college is closed on Fridays, Saturdays and Sundays.
 - If the clinics are not accepting students for clinical during the semester students are not allowed to practice at these locations.

After Hours Practice at Galveston College

Radiography Open-Lab Rules

1. Students must enter/exit the East doors to gain access to the College. (Doors by the gym)
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 sign up for a specific date and time. The **Radiography Lab Sign-up Book** is located in Sandi Martinez’s office (N-211). Students will not be allowed in the lab if they are not scheduled in advance.
4. If you are unable to make it to lab, please 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 in when arriving and sign out when leaving the lab.
8. Students must sign an acknowledgement form stating that they have read and understand the lab rules.

9. Food is not allowed in the lab rooms. Beverages are allowed.
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. 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.

ATTENDANCE POLICY FOR CLINICAL COMPONENTS

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
Fall 1	RADR 1166	08	1/1
Spring 1	RADR 1267	16	2/2
Summer	RADR 1367	36	2/2
Fall	RADR 2466	32	2/2
Spring	RADR 2467	32	2/2

Application: Maximum Allowable Absence & 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.

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 seven hour blocks. They are not to be divided into increments for the purpose of partial absence on multiple days.

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-in-law
Mother or Father	Brother or Sister-in-law
Brother or Sister	Step parents or step child
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. A Time Log will be used to document the clinical experience on a daily basis. Students will have the technologist sign them in upon arriving to their clinical setting and sign them out upon leaving their clinical setting. Also for lunch times in/out must be signed. Students will be considered late if they are not in their designated clinical assignment 8:00 a.m. on days or 3:30 p.m. on evening rotations. It should be noted that 2nd year students will be scheduled for two evening clinical rotations. Two tardies are allowed in any clinical semester. If a third tardy is accrued, an absence will be deducted. Any student whose time log is missing signage by the R. T. will be written up and receive a 10 point deduction for every offense.

TARDY = late to clinics by one hour.

Students who use their tardy days are required to fill out a tardy form. This form must be filled out completely and signed by their supervising clinical instructor, clinical coordinator and the student. The tardy form must be turned in to the clinical coordinator within seven days from the date of the tardy.

Any tardy form not filled out completely or turned in by the seventh day will lead to a loss of one letter grade (10-points) per incident.

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 the clinical coordinator and the clinical site manager/supervisor prior to an absence or tardy prior to 8:00 a.m. for day rotations and 3:30 p.m. for evening rotations. (times may vary) 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.

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

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.

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 students 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 Prevaluations
- All clinical competencies
- All Student evaluations

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.

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

* **Students are responsible to pay for any lost/misplaced/damaged/additional dosimeter Badges/ Fetal Badges .**

FEE = \$44.00 per replacement.

FEE= \$ 125.00 per fetal badge

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.

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 (*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%
Fifth 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.

Evaluation Criteria for the Positioning Competency Exam

RADR 2401

All correct exams will include:

1. Verbal breathing instructions **which will indicate completion of the examination.**
2. Each individual student will submit a written or typed positioning order.
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 in front of the patient.
 - b. Mark the area of interest on exams, which demonstrate only one side of the body on finished radiographs.
 - c. Identify proper time intervals on the IVP (1-min. & 15-min.)
 - d. All extremities marked on lateral aspect on AP/PA projections.
 - e. Erect lateral C-spine = with weights marker.
 - f. AP Shoulder = external marker.
 - g. Cross table CXR and Abdomen = Decub marker.
5. Appropriate collimation:
 - a. No larger than film size.
 - b. Attach the extension cylinder/collimate 5 x 5 when needed.
 - c. Lead contact shield on all laterals of the vertebral column excluding the lateral C-spine.
 - d. Tight collimation when needed. e.g. 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 – true laterals & obliques with the patient's entire body in the same plane.
 - a. Exams that have multiple positions will all be on the same side.
7. Correct SID
 - 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. Ensure that neither the anatomy nor the ID markers are superimposed on each other
9. Correct collimation size & placement.
10. Appropriate CR location to demonstrate the area of interest.
11. The student has 3.0 hours in which to complete this exam. Time will begin as soon as the first exam has been called out.
12. Any position that is not attempted or complete after the allotted time will be marked as incorrect/missed.
13. May be videoed.

Reference: the evaluation criteria is based on the course material presented in the Basic & Intermediate Radiographic Procedures courses.

This exam will be given in any available X-ray room at MMC, UTMB or Galveston College beginning with group #1 in April__, 201_ and group #2 to follow. This exam will be conducted on Mondays, Tuesdays, and Fridays.

Upon testing the student will bring their dosimeter badge and clinic facility ID badge.

The averaged grade for Positioning Competency Exam during Practicum I must be at least 80 %. Failure to achieve an average grade of 80% will result in a grade of "F" for RADR 2401 Intermediate Radiographic Procedures and dismissal from the program.

Evaluation Criteria for Positioning Competency

Exam # 2 – Practicum V

All correct exams will include:

1. Technical factors 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 in front of the patient.
 - b. Mark the area of interest on exams, which demonstrate only one side of the body on finished radiographs.
 - c. Identify proper time intervals on the IVP (1-min. & 15-min.)
 - d. All extremities marked on lateral aspect on AP/PA projections.
 - e. Erect lateral C-spine = with weights marker.
 - f. AP Shoulder = external marker.
 - g. Cross table CXR and Abdomen = Decub marker.
5. Appropriate collimation:
 - a. No larger than film size.
 - b. Attach the extension cylinder/collimate 5 x 5 when needed.
 - c. Lead contact shield on all laterals of the vertebral column excluding the lateral C-spine.
 - d. Tight collimation when needed. e.g. 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 – true laterals & obliques with the patient's entire body in the same plane.
 - a. Exams that have multiple positions will all be on the same side.
7. Correct SID
 - 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. Ensure that neither the anatomy nor the ID markers are not superimposed.
9. Correct collimation size & placement.
10. Appropriate CR location to demonstrate the area of interest.
11. The student has 75 minutes in which to complete this exam. Time will begin as soon as the student selects their order.
12. Any position that is not attempted or complete after the allotted time will be marked as incorrect/missed.
13. May be videoed.

Reference: the evaluation criteria is based on the course material presented in the Basic & Intermediate Radiographic Procedures courses.

This exam will be given in any available X-ray room at MMC, UTMB or Galveston College beginning with group #1 in February __, 20__ and group #2 to follow. This exam will be conducted on Mondays, Tuesdays, and Thursdays. Upon testing the student will bring their dosimeter badge and clinic facility ID badge.

The averaged grade for Positioning Competency Exam during Practicum III must be at least 85 %. Failure to achieve an average grade of 85% will result in a grade of "F" for Practicum V RADR 2467 and dismissal from the Program.

Continuing 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 Fall

Practicum I

Clinical Competency Evaluations = minimum of 3

First Year Spring

Practicum II

Clinical Competency Evaluations = minimum of 7

Positioning Competency Exam #1

First Year, Summer

Practicum III

Clinical Competency Evaluations = minimum of 15

Minimum of One spot Check Evaluation for Clinical Competency

Second Year, Fall Semester

Practicum IV

Clinical Competency Evaluations = minimum of 15

Minimum of One spot Check Evaluation for Clinical Competency

Second Year, Spring Semester

Practicum V

Clinical Competency Evaluations= minimum of 15

Minimum of One Spot Check Evaluation for Clinical Competency

Positioning Competency Exam #2

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.

	Mand.	Elect.	PreEval	Date Comp.	Pt./ Sim.
Chest and Thorax					
1. Chest Routine	X				
2. Chest AP (Wheelchair or Stretcher)	X				
3. Ribs	X				
4. Chest Lateral Decubitus		X			
5. Sternum		X			
6. Upper Airway (Soft-Tissue Neck)		X			
Upper Extremity					
7. Thumb or Finger	X				
8. Hand	X				
9. Wrist	X				
10. Forearm	X				
11. Elbow	X				
12. Humerus	X				
13. Shoulder	X				
14. Trauma: Shoulder (Scapular Y, Transthoracic or Axial)*	X				
15. Clavicle	X				
16. Scapula		X			
17. AC Joints		X			
18. Trauma: Upper Extremity (Nonshoulder)*	X				
Lower Extremity					
19. Toes		X			
20. Foot	X				
21. Ankle	X				
22. Knee	X				
23. Tibia-Fibula	X				
24. Femur	X				
25. Trauma: Lower Extremity*	X				
26. Patella		X			
27. Calcaneus (Os Calcis)		X			
Head – Candidates must select at least one least one elective procedure from this section.					
28. Skull		X			
29. Paranasal Sinuses		X			
30. Facial Bones		X			
31. Orbits		X			
32. Zygomatic Arches		X			
33. Nasal Bones		X			
34. Mandible		X			
35. Temporomandibular Joints		X			

Spine and Pelvis

36. Cervical Spine	X
37. Cross-Table (Horizontal Beam) Lateral Spine*	X
38. Thoracic Spine	X

Spine and Pelvis Continued

	Mand	Elect.	PreEva I	Date Comp.	Pt./ Sim.
39. Lumbar Spine	X				
40. Pelvis	X				
41. Hip	X				
42. Cross Table Lateral Hip	X				
43. Sacrum and/or Coccyx		X			
44. Scoliosis Series		X			
45. Sacroiliac Joints		X			

Abdomen

46. Abdomen Supine (KUB)	X				
47. Abdomen Upright	X				
48. Abdomen Decubitus		X			
49. Intravenous Urography		X			

Fluoroscopy Studies – Candidates must select either Upper GI or Barium Enema plus one other elective procedure from this section

50. Upper GI Series (Single or Double Contrast)		X			
51. Barium Enema (Single or Double Contrast)		X			
52. Small Bowel Series		X			
53. Esophagus		X			
54. Cystography/Cystourethrography		X			
55. ERCP		X			
56. Myelography		X			
57. Arthrography		X			
58. Hysterosalpingography		X			

Surgical Studies

59. C-Arm Procedure (requiring manipulation to obtain more than one projection)	X				
60. Surgical C-Arm Procedure (requiring manipulation around a sterile field)	X				

Mobile Studies

61. Chest	X				
62. Abdomen	X				
63. Orthopedic	X				

Pediatrics (age 6 or younger)

64. Chest Routine	X	
65. Upper Extremity		X
66. Lower Extremity		X
67. Abdomen		X
68. Mobile Study		X

Geriatric Patient (Physically or Cognatively Impaired as a result of Aging)

69. Chest Routine	X	
70. Upper Extremity	X	
71. Lower Extremity	X	

* Trauma is considered a serious injury or shock to the body that requires mods in positioning and monitoring of the pt's cond.

37 18/3
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American Society of Radiologic Technologists Code of Ethics

Preamble

This Code of Ethics is to serve as a guide by whom Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the allied professions and health care consumers. Therefore, in the practice of the profession, we the members of the American Society of Radiologic Technologists accept the following principles:

Principle I

The radiologic technologist conducts themselves in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

Principle II

The radiologic technologist acts to advance the principal objective of the profession to provide service to humanity with full respect for the dignity of mankind.

Principle III

The radiologic technologist delivers care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

Principle IV

The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.

Principle V

The radiologic technologist assesses situations; exercises patient care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Principle VI

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.

Principle VII

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 health care team.

Principle VIII

The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality Radiologic technology care.

Principle IX

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.

Principle X

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.

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 will 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.

GALVESTON COLLEGE
Allied Health Programs
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.

RE-ADMISSION

A student with a positive drug screen will be dropped/dismissed from all Health Science Programs. The student must re-apply and be accepted to the program after a period of twelve months. The student must have a negative drug screen, at the expense of the student though the Galveston College company/agency who conducts the drug screening process. When a student with a previously positive drug screen is accepted back into the program he/she will be subject to unannounced random drug screening at his/her expense.

My signature certifies that I have read, understand, and agree to abide by the Galveston College Allied Health Program's "Guidelines for Drug Screening."

Student Name (print)

Student Signature

Date

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**)

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GALVESTON COLLEGE

RADIOGRAPHY PROGRAM

Acknowledgement of the 2020-2022 Radiography Program Student Handbook

I _____ have read and I agree to abide
(PRINT)
by all requirements and policies in the 2020 – 2022 Radiography Program Student
Handbook.

Student Signature: _____

Date: _____

DWF 8/17/20