

**NATIONAL PARK COLLEGE
RADIOLOGIC TECHNOLOGY
STUDENT HANDBOOK
2020-2021**



Learning is our focus; student success is our goal.

The mission of the National Park College Radiologic Technology Program is to provide selected students the clinical and didactic education necessary to create a sound foundation for graduates to qualify as contributing members in the professional career of Radiologic Technology.

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INTRODUCTION AND WELCOME

Welcome to the Associate degree Radiologic Technology Program at National Park College. We are proud of the program and of the achievement of its graduates.

This health care career program is one that takes time and dedication. The faculty and counselors are available to assist you throughout your training. We wish you success and personal growth through your experiences in this program.

This handbook is designed to serve as your guide to general information concerning the program in those areas that directly affect your life as a student in this curriculum. The contents of the handbook represent a statement of the policies and procedures from the faculty to you and are intended to serve as a supplement to the National Park College Catalog and the NPC Student Handbook. You are required to study this book and be completely familiar with all of its parts. This handbook will assist you with answers to the many questions that are likely to arise each year relative to the policies of the program and its clinical affiliates.

Students enrolled at National Park College's Program of Radiologic Technology will be responsible for observing all rules of conduct as stated in the college catalog. Additional rules of behavior are outlined in this manual and will be adhered to at all times. These rules are also in effect at all clinical sites. All clinical sites are considered part of the college while students are present. Failure to comply with the rules and regulations in this handbook may result in dismissal from the program.

The policies and procedures expressed in this handbook reflect those in existence at the time this handbook went to press. The College and Division of Radiologic Technology reserve the right to change policies at any time without prior notice.

If a policy or procedure changes, you will be notified of the updated policy and or procedure in writing and affirmation of understanding will be obtained.

NPC RADIOLOGIC TECHNOLOGY FACULTY

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Dean of Nursing and Health Sciences
Office Phone: 501-760-4289

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PROGRAM MISSION

The mission of the Radiologic Technology Program at National Park College is to provide selected students the clinical and didactic education necessary to create a sound foundation for graduates to qualify as contributing members in the professional career of Radiologic Technology.

PHILOSOPHY AND GOALS

The profession of Radiologic Technology is dedicated to the conservation of life, health and the prevention and treatment of disease. The well-qualified technologist has the knowledge and skill to perform all related technical duties and the opportunity to develop health programs.

The goals of the program are as follows:

1. Students/ graduates are clinically competent.
2. Students possess critical thinking skills.
3. Students are professional.
4. Students communicate effectively.

It is the purpose and aim of this program to provide the students with the finest training possible so they may develop their academic capacity, their technical skill, and their professional image. They should be concerned with a belief in their own worth; they must be flexible, responsible and intelligent. The students must develop an ability to work alone and with others for the common good of the patient. They must learn self-discipline and have an unselfish pride in their work. If, through excellent academic and technical training, the students achieve a sense of meaning and purpose, as well as skill in their profession, the purpose and aims of this program will have been accomplished.

Upon successful completion of classroom studies and clinical experience, the students will be eligible to take the National Registry Examination, American Registry of Radiologic Technologists, leading to certification as a Registered Radiologic Technologist.

In order to assure moral standards, the ARRT states that a professional Radiologic Technologist:

"Be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics". For further information on the ARRT, call (651) 687-0048 or visit www.arrt.org/

TYPE OF PROGRAM

The Radiologic Technology Program is a two-year college based program, which includes clinical experience and didactic instruction in all aspects of the field of medical imaging. Upon successful completion of the program, an Associate of Applied Science in Radiologic Technology will be awarded. This program involves five consecutive semesters of academic studies and coordinated clinical practice at recognized clinical affiliates in order to complete requirements of the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program is accredited by the JRCERT. Information regarding the Standards is located at <http://www.jrcert.org>. The program's Master Plan of Education is on file in the program director's office and is available for review by interested parties upon request.

All Radiologic Technology courses and required pre-requisite courses must be passed with a grade of "C" or better in order to progress in the Radiologic Technology Program. Students who are unsuccessful in any coursework or clinical education on the first attempt may only reapply the following year to the Radiologic Technology Program. The reapplication process does not guarantee acceptance into the program. The student will be required to meet with college faculty and successfully pass comprehensive examinations for each class the student has previously successfully completed. If unsuccessful, the course must be repeated.

DEGREE GRANTED

Upon successful completion of the program, an Associate of Applied Science in Radiologic Technology will be awarded.

LENGTH OF PROGRAM

This program involves five consecutive semesters of academic studies and coordinated clinical practice at recognized clinical affiliates to complete requirements of the Joint Review Committee on Education in Radiologic Technology. (JRCERT)

MASTER PLAN OF EDUCATION

A Master Plan of Education is on file in the Program Director's Office and is available for review upon request.

The schedule, policies and assignments in this program are subject to change. The instructors will always inform the students of any changes in a timely manner.

ACADEMIC HONESTY

Academic integrity is a vital element of any learning community. NPC faculty hold themselves to the highest standards in this regard and expects their students to do the same. Students who compromise the integrity of academic inquiry are subject to disciplinary action on the part of the College. A violation of academic honesty may include (but is not limited to) the following:

1. Cheating on examinations, quizzes or other work;
2. Plagiarism-the use of another's intellectual property (thought, writing, etc.) without proper reference/citation, whether directly quoted or paraphrased;
3. Giving or receiving unauthorized assistance during a test or laboratory testing;
4. Falsification, forgery, or alteration of academic records

Penalties for breaches of academic integrity may include receiving an F for the assignment in question, receiving an F for the course, and/or dismissal from the course. In extreme cases, the administration reserves the right to suspend the student from all studies at the College.

RADIOLOGIC TECHNOLOGY

COGNITIVE/PHYSICAL CAPABILITY REQUIREMENTS

Each new student should be informed about the physical, mental and emotional capacities one must possess in order to perform the duties and tasks of a Radiologic Technologist. If you have questions or wish to discuss these physical capability requirements, contact the Program Director.

AMBULATION, LIFTING, MOVING AND STANDING:

- Propel wheelchairs, stretchers, IV poles, etc. alone or with assistance as available.
- Be ambulatory and able to maintain a center of gravity when met with an opposing force as in lifting, supporting and/or transferring a patient.
- Propel standard mobile imaging units and perform procedural tasks in a patient's room and/or surgical unit.
- Withstand lengthy periods of physical activity to include moving quickly and at times, continuously.

MANUAL DEXTERITY:

- Operate mechanisms such as imaging tables, x-ray tubes and other equipment.
- Manipulate both patient care devices and diagnostic equipment in a safe and time efficient manner.
- Ability to work with arms extended above head and squat to the floor.
- Ability to move and manipulate the patient's body in order to provide patient care and patient support, and to position for imaging and/or treatment.
- Handle and utilize procedural items such as pharmaceuticals, vials, syringes, sterile items, catheters, intravascular materials and dressings.
- Handle and use image receptors, imaging mechanisms, adjunct radiologic items, etc.
- Access and use darkrooms of various standard designs; be able to load, unload and process imaging films.

VISUAL ACTIVITY:

- Performs patient identification, positioning, images field placement/alignment and image analysis.
- Must be able to read written passages.

- Recognize visual cues that indicate patient distress when patient is unable to speak.

COGNITIVE ABILITIES:

- Communicate orally and in writing.
- Think clearly and prioritize assignments effectively to enhance patient safety and comfort.
- Receive both oral and written communication and act appropriately upon receipt.
- Must be able to hear for reception of spoken communication.
- Perceive events realistically, think rationally and function confidently in routine and non-routine situations.
- Able to perform the above described cognitive functions in stressful situations and life threatening emergencies.

JRCERT

If, during your professional education, you feel the NPC Radiologic Technology program does not comply with the JRCERT Standards you have the right to notify the JRCERT. Upon JRCERT notification of a complaint or allegation of non-compliance with JRCERT Standards, the Program Director shall evaluate the merit of the complaint and/or allegation and respond accordingly. The response will include supporting documentation of program compliance and/or methods by which the program has resolved the issue.

The JRCERT address is:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-31823
12-704-5300 mail@jrcert.org

National Park College at Hot Springs and the Division of Radiologic Technology does not discriminate on the basis of race, color, national origin, sex or qualified handicap in any of its policies, practices or procedures. This provision includes but is not limited to admissions, employment, financial aid and other educational services. Inquiries regarding Title IX, ADA, and Section 504 should be directed to the Vice President for Student Affairs, 501-760-4203.

DESIGNATED LINES OF AUTHORITY

Students are required to follow the designated lines of authority when dealing with concerns, problems or conflicts associated with their nursing education.

The designated lines of authority for nursing students are:

1. Student or instructor directly implicated.
2. Program Director.
3. Dean of Nursing & Health Sciences.
4. Vice President of Academic Affairs.
5. President.

RADIOLOGIC TECHNOLOGY CLASSROOM

METHODS OF INSTRUCTION

Various methods of instruction will be utilized in all Radiologic Technology courses. These methods include lecture, Zoom lecture, class discussion, independent study, outside reading assignments, individual projects/ case studies and oral presentations.

Additional instructional materials may be provided to supplement subject areas. Any reading assignment should be completed before class in order to be prepared for class discussion and quizzes.

Testing in all classes will consist of exams over lecture, class discussion, lab and any other material presented or discussed in class. Testing and quiz format will include multiple choice, listing, short answer, true/false, matching, essay, diagrams, fill in the blank, and crossword puzzles. The student is responsible for all content of chapters covered based on syllabus. All testing is completed on computers. Any missed classroom or lab quiz will result in a grade of zero (0). No exceptions.

During RAD1404 Radiographic Procedures I, RAD 1704 Radiographic Procedures II, RAD 1803 Radiographic Procedures III and RAD 2503 Advanced Radiographic Procedures simulated laboratory practicals will be held. During these practicals students will simulate examinations on fellow classmates. All practicals are videotaped for review and discussion by students and faculty. Students will be required to watch and critique their video prior to receiving a grade.

Exams will be given at the completion of each chapter/unit. Exams may be in a variety of formats including multiple choice, matching, short answer and essay. Missed exams must be completed prior to the next class and must be scheduled with instructor. Student must notify instructor that he/she will be absent from an exam. Failure to notify instructor will result in a grade of zero. Failure to complete exam prior to the next class will result in a grade of zero. When the test is made up prior to the next class period, a maximum of 75% of grade made will be awarded. For instance, if you make a 100% on a makeup exam, the score will be recorded as a 75%. A comprehensive final exam will be given in all courses. The final exams will constitute 25% of your overall course grade.

Students must remain seated after testing until the entire group has completed testing. Do not leave the classroom after completion of your test.

GRADING SCALE

A minimum of 75% must be maintained in all courses in order to continue in the program. The grading scale is as follows:

100-92 A
91-83 B
82-75 C
Below 75 D

ATTENDANCE POLICY

Attendance is mandatory. If you are absent, you may miss a quiz or test and your grade will suffer accordingly. Each tardy will be treated as an unexcused absence. A tardy in the classroom or Zoom is defined as arriving past the scheduled starting time for class. The door will be closed and locked after the scheduled start time and the student will be considered absent. Students will not be able to enter the classroom once class has begun, as this is disruptive to everyone. The door will reopen when class is over and students are on break, you may enter at that point. Arrive early to campus for the COVID- 19 screening process at the front entrance.

If attending class via Zoom, you must log in early to assure you have strong internet connection and are ready for class. You must be seated at a desk or table, sitting upright with your light on. You must have your audio/camera turned on during class time. Participation is mandatory.

DRESS CODE

Students are expected to dress professionally while in the classroom and Zoom setting. Please exhibit modest style of clothing. Modest dress is essential due to role play and bending and stooping in the laboratory. No short shorts, no low cut shirts, or no half shirts are allowed in classroom. No profanity on clothing allowed. No pajamas or robes allowed during Zoom class. You are representing the health care profession and must be professional at all times. Your NPC student ID and dosimeter must be worn at all times.

CELL PHONE POLICY

Cell phones or smart watches will not be visible at any time during class. The devices will always remain on silent. Any disruption of class from a cell phone ringing or vibrating will result in a written warning. Cell phones/smart watches will all be placed in the wall rack during class time. Taking pictures of any tests is prohibited and students will be dismissed for academic cheating. Tests can only be viewed one time after testing while student is still in classroom.

CONCEAL/CARRY POLICY

Radiologic technology students will follow the National Park College policy on conceal/carry while on campus. Students must abide by the conceal/carry policies of each clinical site location.

NATIONAL PARK COLLEGE

DIVISION OF NURSING & HEALTH SCIENCES

ZOOM POLICY

Due to the guidelines for social distancing during the COVID-19 pandemic, ZOOM technology is being used in this course. Students should check the NPC Corona Virus Updates at www.np.edu for any official updates & announcements related to the pandemic. If classes cannot meet on campus, faculty will inform students of the plan for how coursework will continue.

LECTURE CLASS MEETINGS

ALL lecture/theory class meetings will take place in the assigned classroom to maintain social distancing. Students should bring their laptop device to class each day as faculty will use ZOOM technology to teach to students in each classroom. Students in the "ZOOM" room will connect via ZOOM.

GUIDELINES FOR STUDENTS IN THE NURSING & ALLIED HEALTH CAMPUS "ZOOM" ROOMS

Students must be logged into the Zoom classroom five minutes before class is scheduled to begin. At the end of class, faculty will take attendance again. If you are not present at the end of the class meeting, you will be considered absent. If you must leave the classroom early, you need to notify the course coordinator by course messages in D2L. Please do not 'leave the meeting' before class has ended. Attendance will be taken at the beginning of class. You must log into the class using a webcam to be considered 'present'. Faculty must see your face for attendance.

CONNECTING BY ZOOM REMOTELY

If students and faculty must use ZOOM to connect remotely, please note the following: Please try to minimize background noise (ex: television, pets etc.). Your face should be visible in the screen and you should avoid activities that could be distracting to the instructor or other participants.

No smoking, vaping, or drinking alcohol while in the "ZOOM" classroom.

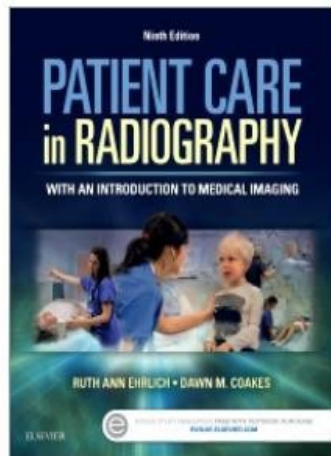
Be mindful that when using the webcam, everyone can see everyone else. Proper attire will be expected.

Make every attempt to secure daycare or sitter arrangements for children, assure pets are fed/walked, and family knows that you are in class.

Classroom etiquette rules apply while in the " ZOOM " classroom (on campus or remotely) All students should have their audio muted during lecture to minimize background noise. Cell phones should be on silent and no texting or web surfing during class.

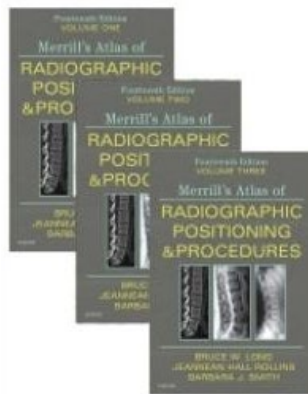
Faculty will provide break times during class. You will not need to log off. You can step away from the computer but please be back and ready at the time given.

TEXTBOOK LIST



Patient Care in Radiography, 9th Edition
Ruth Ann Ehrlich, RT (R) and Dawn M Coakes
ISBN: 9780323353762

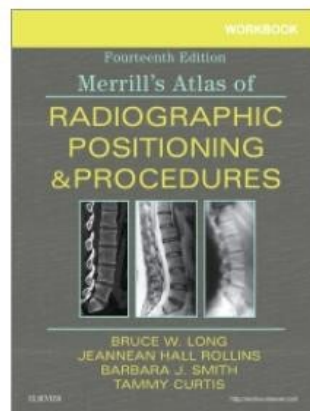
This book will be used in 1st and 4th semester.



3-Volume Set

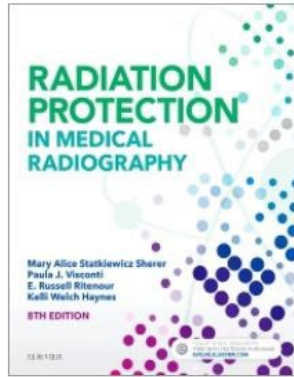
Merrill's Atlas of Radiographic Positioning and Procedures- 3 Volume Set, 14th Edition
Bruce W. Long, MS RT(R)(CV), FASRT,
Jennean Hall Rollins, MRC, BSRT(R)(CV) and
Barbara J. Smith, MS RT(R)(QM), FASRT, FAEIRS
ISBN: 9780323566674

This book will be used in *a//* semesters.



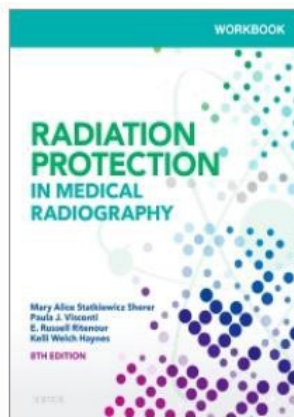
Workbook for Merrill's Atlas of Radiographic Positioning and Procedures, 14th Edition
Bruce W. Long, MS RT(R)(CV), FASRT,
Barbara J. Smith, MS RT(R)(QM), FASRT, FAEIRS
and Tammy Curtis, PhD, RT(R)(CT)(CHES)
ISBN: 9780323597043

This book will be used in *a//* semesters.



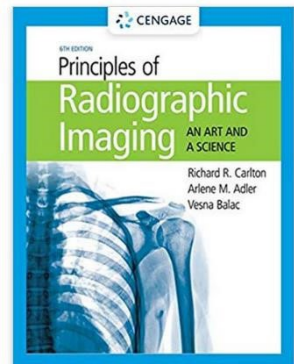
Radiation Protection in Medical
Radiography, 8th Edition
Mary Alice Statkiewicz Sherer Paula Visconti E.
Russell Ritenour Kelli Welch Haynes
ISBN: 9780323446662

This book will be used in the 2nd semester.



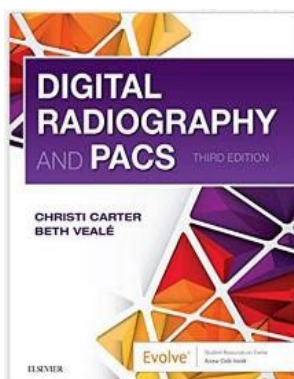
Workbook for Radiation Protection in
Medical Radiography 8th Edition
Mary Alice Statkiewicz Sherer Paula Visconti E.
Russell Ritenour Kelli Haynes
ISBN: 9780323555098

This book will be used in the 2nd semester.



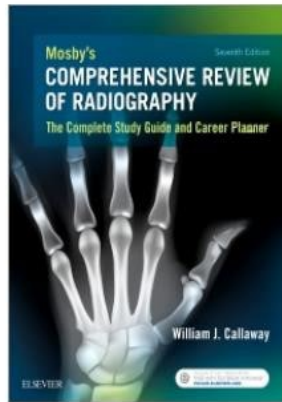
Principles of Radiographic Imaging:
An Art and a Science, 6th Edition
Richard R. Carlton, Arlene M. Adler, Vesna Balac
ISBN: 9781337711067

This book will be used in the 2nd, 4th, and 5th semester.



Digital Radiography and PACS 3rd Edition
Christi Carter Beth Veale
ISBN: 9780323547581

This book will be used in the 5th semester.



Mosby's Comprehensive Review of
Radiography, 7th Edition
William J. Callaway, MA, RT(R)
ISBN: 9780323354233

This book will be used in the 5th semester.

GRADUATION/PINNING REQUIREMENTS

In order to complete the Associate of Applied Science degree in Radiologic Technology, students must complete all coursework with a "C" or better. To be eligible to take the ARRT Registry Exam (American Registry of Radiologic Technologists), all academic requirements for graduation and all clinical criteria must be successfully completed. No student will be recommended to test for the registry examination until these requirements are met.

All first-year students will serve at the graduating class pinning ceremony which is held in May. Students completing the AAS degree in Radiologic Technology must participate in the May commencement ceremony. The program's pinning ceremony will also be held in May. All graduating students are required to attend both the graduation ceremony and the Radiologic Technology program pinning ceremony.

ENERGIZED LAB SAFETY AND USE POLICY

The energized lab provides the Radiologic Technology student with the opportunity to develop skill in imaging anatomical structures and to perform exposure experiments to assess equipment operation and radiographic techniques.

1. Students may operate the energized lab only with an instructor present or immediately available.
2. Students may not radiograph each other. Students may simulate an examination on another student as long as an exposure is not made. Phantoms and positioning devices are available for laboratory simulations when exposures are made.
3. Any individual simulation or project must be reviewed and authorized by a faculty member.
4. The students are required to wear a radiation monitoring device while in the energized lab and a NPC nametag.
5. The students are required to wear a mask and face shield/goggles during lab activities.
6. Any questionable practice must be reported to the program faculty immediately.
7. No children or family members are allowed in the laboratory at any time.
8. Before making a radiation exposure, be sure the door to the x-ray room is closed and the control panel is set correctly.
9. If you notice anything unusual in the operation of the unit or its appearance (i.e., loose wire), please report it to college faculty. The x-ray unit is calibrated to ensure the unit meets federal and state guidelines for ionizing radiation units.
10. Do not eat or drink in the laboratory or at the operating console. All food and drinks must be left on the table immediately upon entering the room.
11. Do not lose sight of the fact that you are working with heavy electrical equipment and injuries can occur (i.e., hitting head on tube stand). Therefore, good conduct is required when operating the unit. Should an injury occur, please report it to the college faculty at that time.

CLINICAL EDUCATION

AFFILIATE CLINICAL FACULTY AND EDUCATION CENTERS

Michael P. Hickman, M.D.
Medical Advisor
Hot Springs Radiology, Ltd.
3633 Central Ave., #D
Hot Springs, AR 71913
Phone: 501-623-6693

National Park Medical Center

1900 Malvern Ave.
Hot Springs, AR 71901
Paulette Johnson - Director
Debbie Wright, R.T. (R) - onsite Clinical Instructor
Lacy Lenard, R.T. (R) - onsite Clinical Instructor
Desiree Carranza, R.T. (R) - onsite second shift Clinical Instructor
Yvette Martinez, R.T. (R) - onsite second shift Clinical Instructor
Phone: 501-620-2375

CHI St. Vincent Hospital

300 Werner St.
Hot Springs, AR 71913
John West - Director
Keisha Wagenhauser BS, RT (R) - Manager, onsite Clinical Instructor
Jaclyn White R.T. (R) - onsite Clinical Instructor
Emily Davidson R.T. (R) - onsite Clinical Instructor
Phone: 501-622-1090; MIC 501-622-4884

Baptist Health Medical Center - Hot Spring County

1001 Schneider Dr.
Malvern, AR 72104
David Hennessee - Director
Missy Smith R.T. (R) (CT) - onsite Clinical Instructor Phone: 501-332-7373

Baptist Health Medical Center - Arkadelphia

3050 Twin Rivers Drive
Arkadelphia, AR
David Hennessee - Director
Mark Pickens R.T. (R) (CT) - onsite Clinical Instructor

Shellie Cordero, R.T. (R) - onsite Clinical Instructor
Phone: 870-245-1240

Saline Memorial Hospital

1 Medical Park Dr.
Benton, AR 72075
Lisa Hyde - Director
Kelsey Burke, R.T. (R) - onsite Clinical Instructor
Stacy Deimel, R.T. (R) - onsite Clinical Instructor
Phone: 501-776-6182

CHI St. Vincent Orthopedic Clinic

1662 Higdon Ferry Rd., Ste. 300
Hot Springs, AR 71913
Kim Almond, R.T. (R) - onsite Clinical Instructor
Twyla Nation, R.T. (R) - onsite Clinical Instructor
Phone: 501-321-2663

Orthopedic Center of Hot Springs

704 Hollywood Avenue
Hot Springs, AR 71901
Kim Diehl, R.T. (R) - onsite Clinical Instructor
Phone: 507-327-0555

CHI St. Vincent Primary Care Clinic

2825 Albert Pike Rd.
Hot Springs, AR 71913
Rosaland Speers, R.T. (R) - onsite Clinical Instructor Phone: 501-767-9111

Ouachita Procedure Center

115 Wrights St.
Hot Springs, AR 71913
Tracy Puckett, R.T. (R) - onsite Clinical Instructor
Office Phone: 855-275-6374
Tracy's Cell: 501-318-3340

Touchstone Imaging

3633 Central Avenue #100
Hot Springs, AR 71913

Glen Mayer, R.T. (R) - onsite Clinical Instructor
Phone: 501-623-6736

First Care Walk-In Clinic

120 Adcock Rd., Ste. A
Hot Springs, AR 71913
Courtney Stevens, R.T. (R) - onsite Clinical Instructor
Barbara Malone, R.T. (R) - onsite Clinical Instructor
Phone: 507-657-4500

These facilities are recognized as clinical affiliates with the Radiologic Technology Program at National Park College.

CLINICAL EDUCATION SEMESTERS

The purpose of clinical education is to assist the student in transferring knowledge from the didactic portion of the program into the clinical setting and applying that knowledge. To better prepare students for the work force, students will be given responsibilities in the areas of self-direction and self-motivation.

Opportunities for attaining competence in pediatric, geriatric, trauma, surgical and bedside procedures are provided. Simulation is utilized for infrequent or limited volume examinations and will comprise a minor element of clinical education. Opportunities are provided for observation in computed tomography, cardiovascular interventional, magnetic resonance imaging, nuclear medicine, ultrasonography, positron emission tomography, mammography and dual energy x-ray absorptiometry. These modalities are scheduled by college faculty. Students may not observe/participate in these areas unless assigned.

A student is permitted to log any exam he/she observes and/or participates in during clinical education, even if the exam has not been covered in class. The student cannot prove competency on any exam prior to testing in the classroom. Once the student has tested, he/she will then be allowed to perform competency.

Students are not compensated for clinical education experiences at any facility at any time.

FIRST SEMESTER

Clinical education is a continual progression. The first six weeks of clinical (Tuesdays and Thursdays) are spent preparing the student for a valuable clinical experience. Hours and location for these first few weeks will vary. The preparation is accomplished through various strategies including handbook review, instructional videos, hands-on clinical radiographic room manipulation, patient transportation practice, and instruction/demonstration of patient care skills to include, but not limited to vital signs, handwashing and HIPAA. Students will travel to many clinical affiliates for onsite clinical orientations. These orientations are mandatory and cannot be made up.

Students must complete two pre-clinical competencies prior to the start date for actual clinical rotations. A room competency and a mobile competency must be completed with Carla Kelley and Kelly Stringer, program faculty. Clinical begins once the orientation process is completed.

Once in clinical, the students must always carry a small pocket notepad to retain information from the day regarding techniques, supplies and routines. These techniques need to be compiled from each clinical area and will be uploaded as an assignment into D2L at the end of the semester.

Clinical may include any of the following sites: CHI St. Vincent, CHI St. Vincent Outpatient Imaging Center, CHI St. Vincent Orthopedic Clinic, National Park Medical Center, Baptist Medical Center- Hot Spring County, Baptist Medical Center- Arkadelphia, Saline Memorial Hospital, Orthopedic Center of

Hot Springs, Touchstone Imaging, Ouachita Procedures Center and First Care Walk-In Clinic. Additional sites may be added at a later date.

Students will only be allowed to proceed with clinical competencies after the procedure has been covered in the didactic course RAD 1404 Radiographic Procedures I. The procedures will be covered in class, laboratory and then tested on in order to count as a competency. Students who perform competency procedures before the material has been covered in class and laboratory will be subject to disciplinary action.

The procedure is as follows for a competency:

The student must inform the technologist he/she wants to count a procedure as a competency prior to the procedure being done. If the student should negate to inform the technologist, the student will not be allowed to count the procedure as his/her own. Students are encouraged to participate in any exam with the technologist, even when the procedure has not been covered in the classroom setting. Being proactive in your own education is paramount. The student will be unable to perform a competency but will gain a wealth of knowledge by taking part. After completion of required pre competency/performance, the student may elect to prove competent on that procedure once it has been covered in class. During the competency, the student must perform the examination without assistance from any technologist. Any technologist can complete the competency as well as the anatomy portion in Trajecsys.

SECOND SEMESTER

The second semester will be a continuation of RAD1404 Radiographic Procedures I. Students will continue to increase their interaction with patients, families and clinical/hospital staff. All students are encouraged to practice in all radiographic rooms as they rotate through each facility.

THIRD SEMESTER

The third semester will be a continuation of RAD 1704 Radiographic Procedures II.

The first summer session will include time intensive classroom and laboratory hours. The second summer will be spent in the clinical setting.

FOURTH SEMESTER

The students will be enrolled into RAD 2503 Advanced Radiographic Procedures. This semester the student will be permitted to comp on ERCP's, arthrograms and myelograms once they are covered

and tested in class. The students will also participate in a simulation day at the college. These simulation days will be on Fridays and will be assigned at the beginning of the 4th semester. The

student will perform any exam that is listed as a "simulation" in the handbook they have not already proved competent on during their simulation day. (Skull simulations will be performed during the fifth semester). These exams will be performed on the phantom. The techniques on the console will be set

by the student and anatomy critique will be required. If the student is not prepared for the anatomy critique, the student will automatically fail and will have to repeat the procedure the next semester.

Students are expected to be dressed in clinical attire and bring all necessary items, including a hospital grade mask and face shield/goggles. If a student fails to meet these requirements, he/she will be sent home and forfeit his/her simulation day for the semester. Student will be rescheduled during the fifth semester.

The student may also be assigned to a Cath lab rotation and/or special procedures rotation. This rotation is assigned so the student will grow in the knowledge of sterile technique. The student is required to participate and assist the radiologist or cardiologist with procedures.

The student will also be assigned to a mammography/bone densitometry (DEXA) rotation at CHI St. Vincent Women's Center. Students will gain knowledge about this special modality (pre and post examination instructions and questionnaire information).

A Computerized Tomography (CT) and Medical Resonance Imaging (MRI) rotation are included this semester. Students will learn how to respond inquiries about these

modalities (pre and post examination instructions, questionnaire information, and differences in the two area).

The CT rotation is a venipuncture only rotation. The student will have practice in obtaining a BUN, creatinine and GFR on many outpatients while in the CT area.

FIFTH SEMESTER

The progression of clinical will continue into the fifth semester. The students should at this point feel confident with all exams and mastered the majority of exams. The student will be scheduled an additional simulation day to perform any skull images not already proved competent in the clinical setting. The student's clinical schedule will contain areas needed for the completion of the necessary competencies. Techniques need to be refined and students should feel confident in all areas.

Final competencies are required from all categories as the student completes all exams from those categories. The final competencies must be performed without repeats or assistance. These final competencies must be of excellent quality and should showcase what the student is capable of producing. Final competencies must be checked by appointed clinical instructors or clinical faculty. Any examination of poor quality will be subject to re-competency. Any registered technologist can complete the final competency in Trajecsyst but an onsite clinical instructor or college faculty must complete the second portion of the competency in Trajecsyst.

All competencies and final competencies must be completed in order to graduate the program. Students will rotate through Ultrasound (US), Positron Emission Tomography (PET) and Nuclear Medicine (NM). After these rotations, the student will be able to respond to inquiries about each modality (pre and post examination instructions, questionnaire information, type of radiation and appearance of images from each modality).

CLINICAL ROTATIONS

Fall and Spring semesters will consist of one or two week rotations and Summer semesters will have five one week rotations*. Specialty rotations may vary with modality. Students are assigned to clinical sites randomly with the intention that all students will visit all clinical sites at least once during the duration of the program, thus creating an equitable clinical experience for all students. Under no circumstance will students be

allowed to change their clinical sites. Clinical rotations are determined by the clinical faculty.

* The length of each clinical rotation is subject to change from semester to semester.

GENERAL CLINICAL OBJECTIVES

All objectives will be completed according to each clinical facility's practices. For each required radiographic examination, the student will demonstrate an acceptable level of competence when he/she can:

1. Maintain radiographic room cleanliness:
 - Changes linens after each patient. Cleans the room and console with disinfectant wipes.
 - Prepares the room and equipment and obtain necessary supplies for the radiographic examination.
2. For contrast studies:
 - Prepares contrast for patient exams under technologist supervision.
 - Administers contrast media appropriately, under technologist supervision, with concern for patient comfort.
 - Recognizes a contrast media reaction or other patient emergency.
 - Assists physician needs during fluoroscopic examinations.
3. Demonstrate the proper communication skills with patients:
 - Address the patient in the proper manner by use of surname, title or complete name. Check the patient's identification (2 forms) with the requisition.
 - Communicates effectively with the patient.
 - Gives clear explanation for the examination.
 - Obtains pertinent clinical history, including previous exams.
4. Maintain confidentiality of patient's records and request forms.
5. Discuss medical-legal and personal consequences when confidentiality is breached.
6. Assist the patient to the radiographic imaging area.
 - Demonstrate the proper handling of wheelchairs and/or stretchers.
 - Demonstrate the proper body mechanics for lifting.
7. Remove all unnecessary or interfering clothing and/or accessories (e.g. dentures, jewelry, hairpins, etc.)
 - Maintain the modesty of the patient by keeping the patient covered at all times with a sheet or blanket
8. Manipulate the patient for proper projections required for the examination evaluated.
 - Communicate proper instructions to the patient clearly and audibly.
 - Use immobilization techniques properly.

- Provide support to alleviate patient discomfort and/or provide needed modifications for projections desired.
 - Align the central ray properly to the IR and body part.
 - Use the proper SID according to the IR and projection taken.
 - Operate the tube and/or table locks properly without hesitation.
 - Collimate properly to the appropriate exposure area.
 - Use markers accurately.
9. Operate control panel accurately. Make proper exposure, using judgment to alter factors for pathological conditions.
 10. Wear lead aprons, thyroid shields and/or gloves when needed.
 11. Wear appropriate face shield/goggles and hospital grade mask.
 12. Apply appropriate principles of radiation protection.
 13. Perform appropriate IR handling techniques.
 14. Evaluate the resulting image for technique and positioning.
 15. Maintain and use a notebook of procedures and techniques.
 16. Lunch break at all clinical sites is 30 minutes unless specified by specialty clinics.

Do not leave NPMC/CHI St. Vincent for lunch for any reason. You have 30 minutes for lunch at these sites.

FLUOROSCOPY ROTATION OBJECTIVES

Upon completion of the fluoroscopy rotation, the student will demonstrate an acceptable level of competence when he/she can:

1. Correctly mix the appropriate product.
2. Gather and organize the appropriate supplies for easy access during an exam.
3. Attach the footboard and check it for safety when it is needed for the procedure.
4. Place the table in the correct position.
5. Prepare pillow and additional clean linens as appropriate for the procedure.
6. Make sure that all radiation safety devices are in place and aprons and gloves are available for all personnel.
7. Correctly set the control panel for fluoroscopy.
8. Correctly identify the patient according to accepted practice.
9. Give the patient correct undressing instructions.
10. Explain the procedure fully to the patient in such a way that the patient understands.
11. Take a pertinent and complete history.
12. Correctly and carefully insert enema tip for enema exams.
13. Properly introduce the patient to the doctor.
14. Adequately protect the patient's modesty.
15. Correctly assist with barium administration and patient positioning during fluoroscopy
16. Practice radiation safety for patient, self, and others.
17. Provide appropriate supportive patient care during the procedure.
18. Maintain clean equipment at all times in the fluoroscopy suite.

PORTABLE/MOBILE AND SURGERY ROTATION OBJECTIVES

Upon completion of a portable/mobile rotation, the student will demonstrate an acceptable level of competence when he/she can:

1. Locate the mobile equipment and operate it safely and appropriately.
2. Manipulate the locks carefully.
3. Set up the equipment on the correct side of patient.
4. Maintain cleanliness of the mobile equipment before and after use.
5. Communicate effectively with hospital staff before beginning all mobile procedures.
6. Follow appropriate infection control procedures.
7. Clearly explain the procedure to the patient.
8. Show concern for patient care and comfort.
9. Make adjustments in tube/part/IR alignment to compensate for patient position.
10. Select an appropriate technique to compensate for atypical situations, i.e., grid, patient pathology, casts, patient variations.

Upon completion of a surgery rotation, the student will demonstrate an acceptable level of competence when he/she can:

1. Differentiate between sterile and non-sterile areas.
2. Move efficiently while maintaining a sterile field.
3. Manipulate equipment efficiently while maintaining a sterile field.
4. Make correct placement of the IR in sterile conditions.
5. Operate the C-arm effectively.
6. Perform surgical radiographic procedures of all types.

COMPUTERIZED TOMOGRAPHY ROTATION OBJECTIVES

Upon completion of a computerized tomography (CT) rotation, the student will demonstrate an acceptable level of competence when he/she can:

1. Prepare patient for routine exams.
2. Aid in transport of patient.
3. Interact with patient and provide patient care as needed.
4. Maintain patient's modesty, comfort, and confidentiality (HIPAA)
5. Review lab work needed for procedure or assist with collection of specimen.
6. Demonstrate proper loading and unloading of the power injector.
7. Perform venipuncture.
8. Demonstrate knowledge of an allergic reaction and location of emergency cart.
9. Identify basic cross sectional anatomy.
10. Assist the technologists.

INTERVENTIONAL ROTATION OBJECTIVES

Upon completion of an interventional rotation, the student will demonstrate an acceptable level of competence when he/she can:

1. Participate and scrub in procedures with radiologist/cardiologist as allowed.
2. Observe and/or participate in sterile technique set up.
3. Ask questions pertinent to area.
4. Participate in patient preparation.
5. Aid in transport of patient.
6. Assist the technologists.
7. Interact with patient and provide patient care as needed.

MAMMO/BONE DENSITOMETRY ROTATION OBJECTIVES

Upon completion of a mammography/bone densitometry rotation, the student will demonstrate an acceptable level of competence when he/she can:

1. Participate in procedures with technologist as allowed.
2. Observe and/or participate in sterile technique set up.
3. Ask questions pertinent to area.
4. Participate in patient preparation.
5. Aid in transport of patient.
- 6.** Interact with patient and provide patient care as needed.

MAMMOGRAPHY POLICY

The radiography program sponsored by National Park College has revised its policy effective August, 2077,

regarding the placement of students in mammography clinical rotations to observe breast imaging.

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

STUDENT CLINICAL RECORDS

Student records of clinical education experiences are recorded in the Trajecsyst system. Student clinical records must contain the following items:

- Daily examination entries
- Time record
- Performance Evaluations
- Competency Evaluations

Due to HIPAA Regulations, no identifying patient information, other than the first and last letter of the patient's name and the time of exam, is to be collected by student. Late or incomplete records will result in a reduction of the student's grade. The end of semester due date is the day after the last clinical day or as stated by the clinical faculty.

CLINICAL GRADING SCALE

The grading scale of the radiology program is as follows:

100 - 92 A

91- 83 B

82-75 C

Below 75 D

CLINICAL PATIENT DAILY EXAMINATION ENTRIES

Daily examination entries are necessary to provide documentation of clinical participation in all areas. Each day must be entered in Trajecsyst to keep record of procedures performed. Each performed exam and competency that is entered must be documented by supervising technologist. If an exam is repeated, the technologist must show proper supervision was maintained by checking the repeat box in Trajecsyst.

When assigned to special modality areas, all exams must be logged in Trajecsyst as verification that the student was present and participated in the daily activities.

PERFORMANCE EVALUATIONS

Performance evaluations are completed to evaluate the students in the areas of cooperation, motivation, professional conduct, etc. Students are evaluated each rotation by the supervising technologist in the students assigned area. Students are also

evaluated by the faculty of the program. Performance evaluations are completed in Trajecsyst by a registered technologist. It is the responsibility of the student to ensure these evaluations are completed. There are specific evaluations needed for specialized modalities such as CT, interventional procedures, MRI, mammography/bone densitometry. Performance evaluations not completed after 2 weeks will result in a grade of zero for that evaluation.

COMPETENCY EVALUATION PROCEDURE

Many competency procedures require pre-competency numbers in order to obtain mastery of an exam. These pre competency examinations are participation/performance based. No percentage is given to a participation/performance on pre-competency exams. When all required pre-competencies are complete, the student may attempt competency on that exam. Prior to beginning the examination, the student must inform the technologist that he/she wants to be evaluated. The student must perform all of the examination in order to prove competency. One repeat is allowed on the competency. If the student does not inform the supervising technologist, the student may not be evaluated on that examination.

COMPETENCY GRADING CRITERIA

- Requisition evaluation
- Patient assessment and communication
- Room preparation
- Patient management
- Equipment operation
- Technique selection
- Positioning skills
- Radiation safety
- Image processing
- Image quality (no repeated images)

Each item on the competency is worth 10 points; therefore, two items can be failed and still pass the procedure. If the student fails the competency, the technologist will check the FAILED on 1st attempt in Trajecsyst. If the student fails the competency on the second attempt, the technologist will check FAILED on 2nd attempt in Trajecsyst. The student must then inform the clinical coordinator of the 2nd failed attempt. The student

will receive remediation and retesting. The student will be required to attain all pre-competencies again before attempting to prove competency.

SIMULATION EXAMINATIONS

Examinations listed as a simulation cannot be evaluated as a simulation until RAD 2603 Clinical Education V. Procedures listed as a simulation can be performed on an actual patient if the exam is available in the clinical setting after content has been covered in the laboratory and classroom. An evaluation of a simulation will count toward the minimum number of examinations required each semester and student is required to document them in Trajecs. Students will perform all simulations listed on the master sheet (other than head images) in clinical education IV. The head images will be performed during simulation day in clinical education V. The simulations will be scheduled with college faculty in advance. The procedure and anatomy must be completed on the same day in order to be given credit for the exam. The students are required to understand content prior to simulation day. Prior to the student's simulation day, the student must complete simulation sheets and bring them to simulation day. If these sheets are not provided and filled in completely, the student will forfeit his/her simulation day for the semester. Minimal assistance will be provided to the student as this is a student led simulation day. If the student is unable to fully complete the simulations or anatomy portion of the simulation, or fails to bring the necessary sheets, the simulation will be repeated the following semester.

FINAL CATEGORY COMPETENCY

Students are given final competencies on the categories of examinations as grouped on the master list of examinations. Upon completion of a category of examinations, the student may perform final competency for each category. Final category competencies will not begin until RAD 2603 Clinical Education V. On-site clinical instructors and college faculty are the only persons authorized to complete final category competencies in Trajecs. Other technologists may initially complete the record in Trajecs, but an onsite clinical instructor or college faculty must review the actual images and complete the final category competency before it is valid. All final category competencies must be dated after the completion of the entire category. All images must be dated, contain the student's markers, and be one of the examinations within the category. All final category competency evaluations must demonstrate excellent quality work and meet the gold standard for that examination. No repeat examinations are allowed on final competencies. If a final category competency is completed prior to completion of all exams in a category, it will be rejected.

MINIMUM COMPETENCY NUMBERS PER SEMESTER

Each semester a minimum number of clinical competencies are required for satisfactory progress. The minimum number of clinical competencies required varies each semester with the didactic and clinical skill level of the student.

The minimum number of clinical competencies each semester is as follows:

- RAD 1502 Clinical Education I - 2
- RAD 1512 Clinical Education II - 6
- RAD 2002 Clinical Education III - 10
- RAD 2603 Clinical Education IV - 10
- RAD 2703 Clinical Education V- ALL

Any competency completed over the minimum number per semester will carry over to the following semester.

CLINICAL SUPERVISION/REPEAT RADIOGRAPHS POLICY

During the two year period in the Radiologic Technology Program at National Park College, students will participate in laboratory and clinical experiences to:

- Acquire expertise and proficiency in a wide variety of diagnostic radiographic procedures by applying classroom theory to the actual practice of technical skills on specified levels of competence.
- Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health care team.

Students will gain competence through an integrated system of classroom, laboratory and clinical experiences. The structure of this curriculum is designed such that the student will have the opportunity to acquire the necessary cognitive, affective and psychomotor skills to become a qualified Radiologic Technologist. Through accomplishment of the behavioral objectives, the student will move from the passive mode of observation of a registered technologist to the more active mode of clinical performer. The Radiologic Technology student will gradually become independent in the performance of radiographic procedures.

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified Radiologic Technologists.

The parameters of direct supervision are:

1. A qualified Radiologic Technologist reviews the request for examination in relation to the student's achievement,
2. A qualified Radiologic Technologist evaluates the condition of the patient in relation to the student's knowledge,
3. A qualified Radiologic Technologist is present during the conducting of the examination, and,
4. A qualified Radiologic Technologist reviews and approves the radiographs.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified Radiologic Technologist, regardless of the student's level of competency.

After demonstrating competency, students may perform procedures with indirect supervision. "Indirect supervision" is defined as that supervision provided by a qualified

Radiologic Technologist immediately available to assist students regardless of the level of student achievement.

"Immediately Available" is interpreted as the presence of a qualified Radiologic Technologist adjacent to the room or located where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

When a student performs an examination and that examination must be repeated, the student must have a registered technologist assist in the repeat examination and a signature is required on the clinical patient daily examination entry in Trajecsyst to verify supervision.

RADIATION PROTECTION POLICY

A student is required to exercise sound radiation protection practices at all times. At no time may a student participate in a procedure utilizing unsafe protection practices. If a student's dosimeter reading is over 300 mR (3 mSv) for any quarter, investigation and documentation will be required.

With the exception of fluoroscopy, a student will not hold patients while exposures are occurring.

A student must always wear a dosimeter on their collar while in the clinical site and in all laboratory classes.

A student will leave the radiographic room while a radiographic exposure is being made unless the student is assisting in fluoroscopy. The student will wear a lead apron and thyroid shield while in fluoroscopy. The dosimeter must be worn outside the lead apron at the collar level.

A student will always remove personal radiation monitors while having diagnostic medical or dental radiographs.

A student will always utilize a maximum distance allowed between themselves and the portable exposure unit.

Radiation protection of the patient is the student's responsibility when he/she is performing the study.

The student must be aware of and enforce the policies and procedures of patient shielding of the individual clinical site in which they are assigned.

The student will continually be mindful to keep exposures "As Low as Reasonably Achievable" (ALARA), during clinical rotations. In addition, the student will make every effort to abide by the Cardinal Principles: Time, Distance and Shielding.

RADIATION DOSIMETRY

USE, WEAR AND STORAGE OF YOUR DOSIMETER

Your radiation monitor is a precision instrument that must be used, worn and stored properly for you to receive maximum benefits its purpose is to measure how much ionizing radiation you are exposed to over a specified period of time (one month). The accuracy of the dosimeter reading depends on you. Each month the dosimeters are collected and sent off for a reading or analysis which tells the amount of radiation exposure. This dosimeter report of exposure is circulated each month. Radiation report is signed monthly by students and kept on file.

Any exposure that exceeds the 300 mR (3 mSv) per quarter is investigated promptly by the Radiation Safety Officer/Clinical Coordinator. The RSO will notify the student or faculty member if he or she exceeds ALARA notification level. Students can be assured that the monthly reports are closely monitored by the RSO. Students are not allowed to perform radiologic examinations without their dosimeters. Students will be sent home immediately for reporting to clinical or laboratory without dosimeter.

RADIATION EXPOSURE CAN BE REDUCED BY:

- Time: Reduce the time you spend at or near a radiation source
- Distance: Increase the distance between yourself and the source of radiation
- Shielding: Use appropriate shielding (lead aprons, thyroid shields, gloves)

METHODS TO ASSURE ACCURACY OF YOUR RADIATION DOSIMETER REPORTS

The radiation dose equivalents shown on your radiation dosimeter reports should reflect your radiation dose received during the month. These numerical values will accurately represent occupational radiation dose received provided several simple precautions are observed:

- Wear your dosimeter when performing duties which involve x-ray exposure or radioactive sealed or unsealed sources.
- Wear only the dosimeter which is assigned to you. Do not wear anyone else's or allow anyone else to wear yours.
- Wear your dosimeter clipped to your collar near the neck. Do not wear your dosimeter under the lead apron.

- If dosimeter is lost or misplaced, report this immediately to the RSO to obtain a replacement prior to working with any radiation source.
- If you work in another facility, wear only the dosimeter provided by that institution.
- Do not wear your dosimeter during your own routine medical or dental x-ray examination. Dosimeters should not be exposed to extreme heat such as in an automobile during the heat, in a clothes dryer, and a tanning salon.
- If dosimeter is lost, you will be counted absent until a replacement dosimeter arrives. Missed days due to a lost dosimeter must be made up during finals week. These absences could result in exceeding the allowable missed days per semester, resulting in termination.
- Dosimeters are collected monthly by program faculty. Each student must initial the radiation dosimetry report upon receipt as proof of acknowledgement of monthly dose.

PROCEDURE FOR EXCESSIVE DOSAGE

If a student receives a radiation dose in excess of 300 mR (3 mSv) in a quarter, the following actions will be taken:

1. The Program Director will meet with the student to identify to the student the excessive dosage received.
2. The Program director will discuss with the student the consequences associated with radiation dose.
3. The Program Director and the student will identify various causes for the excessive dosage.
4. The Program Director and the student will determine the cause of the excessive dosage.
5. Any corrective action needed will be explained to the student and performed.
6. Documentation of the above actions will be placed in the student's file.

CLINICAL ATTENDANCE

Trajecsyst is the only accepted method for documenting clinical time. Students must clock in and out each clinical day with location services enabled. Make sure you are logged in under correct site. Failure to provide proper documentation is a violation of professional responsibility and will be reflected in the clinical grade. If a student forgets to clock in, a time exception will be required to be submitted the same day. If a time exception is not submitted on the day of exception, the time will be made up at the end of the semester.

Students are expected to attend all clinical experiences. Should a student miss for ANY reason other than a death in the immediate family or a summons to court, the missed days have to be made up at the end of the semester, before grades are due. An immediate family member is defined as mother, father, mother-in-law, father-in-law, sister, brother, husband, wife, child or grandparent.

Documentation for these absences is required. The documentation must be in the form of a funeral program, an obituary from the local newspaper will not be accepted.

If a student is going to miss a clinical day, he/she is expected to notify both NPC clinical faculty and the hospital/clinic as soon as possible. Failure to notify all appropriate persons of a clinical absence is a violation of professional responsibility and will lower the clinical grade by one letter and will result in written counseling.

A student will be terminated from the program if he/she misses more than 3 days of clinical education per semester. Extenuating circumstances may be considered and evaluated by the program faculty. Further evaluation will consider the reasons for absences, didactic grades, clinical grades, numbers of previous absences, and the number of competency performances completed. All absences will be documented in Trajecsyst.

Any absence or tardy will be made up during finals. If a student misses a scheduled makeup day, the student will complete an additional makeup day. If missed days are not completed by the day grades are due, the student will receive a grade of INCOMPLETE for clinical education.

TARDY

Students arriving up to 15 minutes tardy will make up that time at the end of the assigned shift that same day. In addition, they will be required to complete a 3 hour

make-up clinical during the final week of the semester. If students are greater than 15 minutes late, they are considered absent and will make up the time as required in the attendance policy above.

Students are assigned to clinical education sites which differ in amount of daily hours. Thirty minutes of the daily assignment is allotted for meal break. In most cases, students are not to leave the clinical education site for lunch. A student is expected to take a lunch break and leave the clinical site at the assigned time. Lunch break time cannot be used to leave the clinical assignment before the set time.

UNIFORM GUIDELINES

All Radiologic Technology students are required to adhere to the program's dress code when in the clinical setting. This code is adopted in order for the student to maintain a professional, clean appearance while in the clinical setting. While you are in uniform (on or off campus) you must conduct yourself in a professional manner at all times. The student will be sent home immediately for any violations of the dress code.

1. Official NPC uniforms are to be worn which will consist of blue scrub top and pants, long- sleeve lab jacket, markers, name badge and radiation dosimeter. Lab coats must be long- sleeve and worn over uniforms for clinical or operating room rotation if applicable to the institution guidelines. Black t-shirts may be worn under the uniform top. Uniforms must be kept clean and wrinkle free. No other jacket will be worn in the clinical setting except for the required lab coat. Students will be sent home from their clinical site for non-compliance and the day must be made up.
2. Shoes must be black, no mesh or any color allowed, including white. Black socks are required.
3. Face shield/goggles and hospital grade masks must be worn at all times during clinical education. Students will be sent home if these are not on at all times.
4. Jewelry is limited to a wedding band and a watch (NO SMART WATCHES). Small stud earrings are allowed. No necklace or bracelets of any type shall be permitted. No ear gauges are allowed.
5. No perfume, cologne or scented lotions shall be worn in the clinical areas.
6. Hair must be kept clean, confined so that it does not interfere with patient care. Hair must be kept off the shoulders and collar. If hair touches shoulders then it must be pulled back into a clip or pony tail holder. Hair accessories will be black in color only. Hair color must be naturally occurring and style should be within accepted societal norms. Beards and mustaches are to be kept well-trimmed and short.

7. Nails are to be kept short and clean. No polish is allowed. Fingernails must not be seen past tips of fingers. No artificial nails or nail tips are be allowed.
8. Students are expected to maintain necessary personal hygiene including daily bathing, shampooing hair, using underarm deodorant, and brushing teeth.
9. The odor of tobacco must not be detectable on clothing or person. Student will be sent home from clinical if a tobacco odor is detected.
10. An official NPC name badge is to be worn on the left side of the chest on the uniform. This name badge should contain your first name only. You must have this name badge with you at all times. Lead markers cannot be placed on the front of the name badge. Student will be sent home from clinical if name badge is not worn.
11. A radiation dosimeter will be issued prior to the beginning of the laboratory and clinical experiences. The dosimeter must be worn at all times in clinical and laboratory areas. Student will be sent home from clinical or laboratory area if dosimeter is not worn.
12. Visible tattoos must be covered while in the clinical areas. A black tattoo sleeve must be purchased. No exceptions. Student will be sent home from clinical if a tattoo is exposed.
13. A small pocket size notebook and pen are required each clinical day.
14. Cell phones are used for clinical purposes only using Trajecsyst. Cell phones are not permitted in patient care areas. If a student is observed using his/her phone for anything other than clocking in/out on Trajecsyst, he/she will be removed from the clinical site and sent to the college for a written reprimand. The missed clinical day will be made up. The first two offenses will lower the clinical grade by a letter. The third offense will result in termination from the program.
15. No student will be allowed to wear false eyelashes into the clinical setting.

MARKERS

Students will use their required initialed right and left markers to properly identify the radiographic images performed. Students who misplace or lose their markers must replace them as soon as possible from www.techno-aide.com. Students who report to clinical or laboratory without markers will be sent home, resulting in a clinical/laboratory absence for the day. Students will be counted absent every day until markers are replaced, and possibly result in exceeding allowed clinical absences.

INSURANCE COVERAGE AND ACCIDENTS

Liability: The College maintains liability insurance for all students while working in the clinical education site. (Strictly provides coverage if negligence to a patient occurs as a result of student carelessness).

Health: Students are required to carry their own health insurance.

Worker's Compensation: Students enrolled in the radiologic technology program are not employees of the clinical education site and are, therefore, not covered by the Worker's Compensation Act.

Accidents: If a student is injured at the clinical site, he/she must notify the on-site clinical instructor and college faculty immediately. Students must fill out a written accident report as soon as possible following any accident or injury. In addition, a hospital accident report form should be completed. Students are responsible for any expenses incurred as a result of injury. Following completion of accident report, the student must leave the clinical site and the day made up at the end of the semester. No exceptions will be granted.

Emergency Treatment: All costs for any treatment received will be the responsibility of the student. Students are prohibited from soliciting free medical advice or service by personnel or clinical sites.

REGULATIONS REGARDING BLOOD BORNE PATHOGENS

All students will comply with all clinical education centers policies, all OSHA regulations, and all NPC policies regarding blood borne pathogens. Failure to comply with these regulations and policies will result in the student being dismissed from the program.

ACCIDENTAL EXPOSURE TO BLOOD OR BODY FLUIDS

Exposure is defined as a percutaneous injury, contact of mucous membranes, or contact of non-intact skin with blood or other body fluids or tissues that may potentially contain blood borne pathogens.

In the event of accidental exposure of students or faculty, the following steps are to be instituted:

1. Wound Care/First Aid:
 - Clean wound with soap and water,
 - Flush mucous membranes with water or normal saline solution,
 - Other wound care as indicated;
2. The exposure will be documented on the incident form that is used by the agency in which the exposure occurred;
3. The completed incident report form will be submitted to the appropriate agency representative (e.g. infection control nurse);
4. The person who is exposed to blood or body fluids will be referred for medical care and/or appropriate testing; however, the decision to obtain medical care or testing will rest solely with the person experiencing the exposure. The health care options available for students or faculty include, but are not limited to: the emergency or outpatient department of the agency in which the exposure occurred (at personal expense); the county health department; or the private physician of the individual's choice.

The person experiencing the exposure will be asked to sign a statement verifying that they have been told and understand the options.

5. It is vital that students understand that they are responsible financially for any expenses incurred in the course of treatment or testing. Neither National Park College nor the clinical agency will assume any liability (financial or otherwise) regarding the exposure incident.
6. If the exposed individual chooses to seek medical care and/or testing, the health care provider conducting the testing will provide all pre and post testing counseling.

COMMUNICABLE DISEASES GUIDELINES

The Division of Radiologic Technology supports the philosophy that:

The health care professional provides services with respect for the dignity and uniqueness of man, unrestricted by consideration of the nature of the health problems.

In accordance with the above statement, the faculty believes professionals have a responsibility to provide care to all patients and that refusal to care for patients with a communicable disease is contrary to healthcare ethics. In accordance with this philosophy, the Radiologic Technology faculty:

1. is committed to providing current education regarding the modes of transmission of all communicable diseases, and information concerning protective precautions against transmission of these diseases;
2. will support the concept that students care for patients with a communicable disease only after having been educated on the transmission factors and the techniques of care as suggested by the Centers for Disease Control (CDC) and Prevention;
3. supports the practice that faculty and students who are immunocompromised, whose skin is not intact, or who are pregnant may not be assigned to infectious patients;
4. demonstrates concern for the protection of immunocompromised patients by adhering to the practice of faculty and students with transmissible infections not being assigned to immunocompromised patients; and
5. requires that all students and faculty implement standard precautions when coming into contact with body fluids of patients.

Accidental exposure to infectious diseases including COVID-19 is always possible when working in any healthcare setting. However, students should not knowingly come in contact with any patient who has tested positive for COVID-19 or is suspected of having the virus. NPC students will adhere to any institutional specific policies related to COVID-19 during clinical rotations.

- Covid-19 specific learning module must be completed, with 100% score, in order to begin clinical rotations.

STUDENT REFUSAL TO CARE

In the unlikely event that a student should refuse to care for a patient who has a communicable disease, the faculty will:

1. Counsel with the student to identify the reasons for the refusal;
2. give factual information regarding communicable disease; and
3. discuss legal and ethical responsibilities of health care professionals in providing care.

If the issue is not resolved by the above steps, the faculty may counsel with the student as to the appropriateness of a career in health care. Cases of student refusal will be handled on an individual basis considering both the course objectives and individual circumstances. However, the student should realize that he or she is being educated to enter a health care profession; therefore, each student is held to the same ethical and legal standards of care under which a professional would be held. The act of permitting a student's refusal to care for a patient with a communicable disease could be interpreted as a discriminatory act against a disabled person (Rehabilitation Act of 1973).

These policies will be reviewed regularly and upon the release of new findings or recommendations from the CDC or the Public Health Service, revisions will be made to assure the policies remain appropriate and current.

References:

- Center for Disease Control Coronavirus (Covid-19)
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Arkansas Department of Health <https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>

PREGNANT STUDENT POLICY

A pregnant student is required to meet all course/program outcomes including attendance. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, to ensure that there are no medical concerns/limitations. The radiology student has the option to declare or not declare that she is pregnant.

If the student declares that she is pregnant, she shall voluntarily submit a statement that she is pregnant. It is recommended that she obtain a letter from her physician stating that the student can participate in the particular clinical training. The program faculty shall meet with the pregnant student and advise her on radiation safety.

The recommendations in National Council in Radiation Protection and Measurements (NCRP) No. 91 and 107 will be complied with "a total dose equivalent limit (excluding medical exposure) of 500 mR (5mSv) for the embryo-fetus. Once the pregnancy has become known, exposures of the embryo-fetus shall be no greater than 50 mR (5 mSv) in any month (excluding medical exposure)."

A second dosimeter will be issued to the student to be worn at the waist level at all times while in the clinical or laboratory area. This dosimeter is to be worn between the student's anterior abdomen and any lead protective wear (lead apron) while performing fluoroscopic examinations, bedside or surgical procedures. A wraparound apron and/or extra lead apron are recommended.

If the student elects to continue in the Radiologic Technology Program during pregnancy, she will be required to sign a form releasing NPC and the program of any responsibility should problems arise during the pregnancy.

OPTIONS:

Following the voluntary written disclosure to the program director, the student will select one of the following:

- a. Withdraw from the program
- b. Continue full-time status with limited rotations excluding surgery, portable and fluoroscopic procedures until she is past the first trimester of pregnancy.
- c. Continue full-time status with no modifications.

- Submit in writing the student's choice of the above options within 48 hours following the presentation of the written disclosure of pregnancy. If withdrawal from the program is selected, no other action is required.

If option (b) or (c) is chosen, the student will:

1. Counsel with the program director regarding the nature of potential radiation injury associated with in-utero exposure, the regulatory limits established by the NCRP, and the required preventive measures to be taken throughout the gestation period.
2. Wear two (2) personnel monitoring dosimeters. One dosimeter is placed on the collar and one is placed on the abdomen for fetal monitoring.
3. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
4. Report to the clinical coordinator or program director if she feels that she is working in an unsafe area or under conditions she feels are detrimental to herself or the fetus.
5. Be withdrawn from all clinical courses for the remainder of her pregnancy, if she exceeds the maximum permissible dose.
6. Be informed that all attendance, absence, and make-up policies will be equally enforced.
7. See attendance policy for specific details.

The pregnant student may withdraw the declaration of pregnancy at any time. The declaration must be done in writing.

TECHNIQUE CHART ASSIGNMENT

A technique chart will be graded as an assignment at the end of each semester.

Every exam covered in Radiographic Procedures and in clinical must have detailed techniques. Each semester must include a technique chart of technical factors learned or mastered. Each clinical site should have a separate technique chart. The technique chart for each facility should grow from previous semesters. Make note if image was performed CR/DR

Grading rubric will be located in D2L assignment.

CLINICAL DISCIPLINARY POLICY AND GROUNDS FOR PROBATION AND DISMISSAL

Students in the radiologic technology program are required to display the professional attitude necessary to promote a positive image of radiologic technology to patients, fellow students, technologists, physicians, the college, and the general public. However, if he/she fails to abide by the policies and procedures of this handbook, he/she has failed to promote a positive image of their profession, and thus may become subject to probation and/or dismissal.

REMOVAL FROM A CLINICAL EDUCATION CENTER:

A student may be removed from a clinical education center at the request of the on-site clinical instructor. The request must be in writing and must contain the following items:

1. Objective reason(s) for the request.
2. Documentation of efforts to correct the situation.
3. The results of these efforts, and
4. Any other information supporting the request.

The following reason(s) may be considered as grounds for removal from a clinical education center:

1. The student has received three incident reports while at that clinical education center.
2. The student has demonstrated blatant abuse of hospital policies and procedures.
3. Alcohol and drug abuse while at the clinical site.
4. Irreconcilable personality difference.
5. Chronic poor performance which may be characterized by an excessive repeat rate, failure to progress, poor listening and communication skills, and/or consistent failure to follow directions and departmental routines, excessive absences.
6. Any other circumstances which demonstrate poor student

PROBATION GUIDELINES

A student may be placed on probation if an infraction of any of the various policies occurs. An "Unsatisfactory Performance Contract" (probation form) will be completed by the student, the faculty and the clinical instructor (if applicable). Probation will

extend to the length of time designated on the contract and/or the satisfaction of the conditions of the contract agreed upon by the parties above.

The following infractions will cause the student to be placed on probation:

1. The student receives less than a "C" in a mid-term course grade in the radiologic technology curriculum. Probation will continue during that semester during which time the student must earn a "C" or better.
2. A student is removed from one clinical affiliate due to unsatisfactory performance at the request of the clinical instructor (request must be made in writing). Probation will extend until completion of the radiologic technology program in this instance.
3. A student is performing below standards in one or more areas of his/her training, both academically and clinically, which includes but is not limited to the student's clinical rotation evaluations and annual student evaluations. Probation will be applied and extended at the discretion of the clinical coordinator and/or program director.
4. Chronic poor performance in either the clinical or didactic aspects of a student's education which may include: excessive absenteeism, poor communication skills, lack of respect toward program faculty, college faculty and staff, clinical staff, patients, and fellow classmates, or other circumstances which inhibit successful completion of the program.

DISMISSAL GUIDELINES

A student may be removed from the program based on various infractions of policies outlined in the Radiographic Technology Program Student Handbook. The authority to dismiss a student from the program rests solely with the Program Director.

The following infractions are grounds for removal from the program:

1. Academic Dishonesty: This includes cheating, plagiarism, or any other attempt to use someone else's work as one's own. Any student guilty of this may also be subject to expulsion from the college.
2. Two consecutively failing clinical rotation evaluations.
3. Failure to follow the supervision policy on direct and indirect supervision.
4. Failure to follow the repeat policy requiring direct supervision for all repeat images regardless of the student's competency level.
5. A student is removed from a second clinical affiliate at the written request of the clinical instructor due to unsatisfactory performance.

6. The failure to respect patient confidentiality (HIPAA).
7. Documented patient endangerment.
8. Failure to satisfactorily complete the conditions outlined in an unsatisfactory performance contract.
9. Violation of any Radiologic Technology Program policy while on probation.
10. Failure to earn a grade of "C" or better in a radiologic technology curriculum course.
11. Drug and/or alcohol abuse.
12. Profanity in the classroom or clinical setting.
13. Any infraction resulting in expulsion from the college

ADDITIONAL INFORMATION

STUDENT GRIEVANCE PROCEDURE

If a student feels he/she has been unfairly treated or evaluated, he/she has the right to have the matter investigated further through informal and formal grievance procedures. Grievance procedures should not be requested frivolously and should be followed in the correct sequence outlined below.

INFORMAL GRIEVANCE:

Informal grievance procedures should usually be the first method employed to rectify any problems a student has specific to the program.

The following general guidelines should be used by students and program personnel when dealing with procedural problems:

1. If possible, address the problem at its source first. For example, if a misunderstanding arises between a student and a staff technologist, or a student and another student, steps should be taken by one of the involved parties to rectify the situation independently without any further intervention.
2. If no success is met employing Step #1 above, the student should take the problem to his/her clinical instructor or faculty member, outlining the situation as objectively as possible. The clinical instructor or faculty member will document and/or rectify the situation at his/her discretion.
3. If a student is still not satisfied with the results, he/she may request input from the clinical coordinator. The clinical coordinator will attempt to gather information from all involved parties. He/she may also choose to document the situation at his/her discretion, depending on the seriousness or sensitiveness of the occurrence.
4. If all of the above channels have been exhausted, the student can request a hearing with the program director. At this level, all such hearings will be documented and kept in the student's personal file at the college. In general, the program director's decision is final. If the student still is not satisfied, formal grievance procedures must be employed.
5. If a student is unhappy with an academic grade he/she has received, he/she should discuss this with the appropriate instructor first, entering into the informal grievance process at the appropriate step

FORMAL GRIEVANCES:

Formal grievance procedures are to be utilized when informal procedures have been exhausted or are inappropriate. The student filing a formal grievance must follow these procedures sequentially.

The general guidelines are provided below:

To begin formal grievance proceedings in the radiologic technology program, the student must submit a request for a formal hearing (in writing) to the program director within three working days following the final action taken through informal proceedings. This letter should contain the following items:

1. The specific incident involving the student.
2. The date(s) on which the incident occurred.
3. Name(s) of person(s) involved.
4. Measures taken by the student to rectify the particular incident being grieved, and;
5. Any other information which may be pertinent to the situation.

The program director will review the formal request to determine its merit and to ensure that all other avenues have been exhausted by the student. An answer and/or decision will be issued to the student in writing within seven working days after receiving the written request. Copies of all correspondence will be maintained in the student's program personal file.

If the student chooses to pursue the matter further, he/she is required to follow the formal grievance proceedings listed below. Each step should be initiated with a written request for a formal hearing within three working days of the previous action taken to each individual in the chain of command.

1. Program Director
2. Dean of Nursing and Health Sciences Division Chair
3. Vice President of Student Services
4. Vice President of Instruction
5. President

EXIT PROCEDURE FOR ANY REASON

When a student decides to leave the Radiologic Technology Program for any reason, the student will have an exit interview with the program faculty. This exit interview will include the reason for leaving, whether personal, health related, academic, etc., and the projected date of return, if applicable.

Students who interrupt the progression in the Radiologic Technology Program must reapply for admission to the Program. A student who fails to progress during the any semester of the program must reapply for acceptance as a new student. The student may be readmitted only once during a three year period.

Readmission requires:

1. A 2.5 cumulative GPA in all course work.
2. No longer than 3 years may elapse from initial admission term to date of graduation. Students will only be readmitted one time. Once a student is accepted for readmission, the student will schedule readmission comprehensive exams on classes that were successfully completed while in the program. A score of 75% is required in order prove competent in any class(es). If a score of 75% is not obtained, the student will be required to retake the class(es). All completed clinical competencies will be repeated.
3. Ability to meet and comply with standards and policies in the current college catalog and student/ clinical handbook.
4. Any student dismissed for academic reasons from the Radiologic Technology program must meet with Radiologic Technology faculty for possible consideration for readmission. Students dismissed for disciplinary reasons will not be considered for readmission.
5. All Radiologic Technology courses and required prerequisite courses must be passed with a grade of "C" or better in order to progress in the Radiologic Technology Program. Students who are unsuccessful in any coursework or clinical education on the first attempt may only reapply the following year to the Radiologic Technology Program

POLICIES

ACADEMIC HONESTY POLICY

Academic integrity is a vital element of any learning. NPC faculty hold themselves to the highest standards in this regard and expects their students to do the same. Students who compromise the integrity of academic inquiry are subject to disciplinary action on the part of the College. A violation of academic honesty may include (but is not limited to) the following:

1. Cheating on written examinations, quizzes or other written work;
2. Plagiarism-the use of another's intellectual property (thought, writing, etc.) without proper reference/citation, whether directly quoted or paraphrased;
3. Giving or receiving unauthorized assistance during a test; or laboratory testing;
4. Falsification, forgery, or alteration of academic records; and
5. Obtaining or attempting to obtain copies of a non-circulating examination

Penalties for breaches of academic integrity may include receiving an F for the assignment in question, receiving an F for the course, and/or dismissal from the course. In extreme cases, the administration reserves the right to suspend the student from all studies at the College.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

NPC, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Amendments of 1972 Higher Education Act, the American With Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, national origin, sex or qualified handicap in any of its policies, practices or procedures. This provision includes but is not limited to admissions, employment, financial aid and other educational services.

It is the policy of National Park College to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement-such as time-limited exams, inaccessible web content, or the use of non-captioned videos-please notify the instructor as soon as possible, preferably during the first or second week of class. Then, it is the student's responsibility to contact the campus Disability Specialist, Robyn Hendrix, to verify disability and to request one or more accommodations.

Students should contact the Disability Specialist by telephone at 501-760-4227 (v/tty) or via email at rhendrix2@np.edu.

For more information, visit the Disability Services website at: <https://np.edu/student-services/disability-services/default.aspx>

THE HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996

The focus of the Radiologic Technology Program concerning HIPAA is security and privacy of patient information. Following are the rules that each partnership or business associates will institute.

HIPAA Privacy Rule

- HIPAA provides national standards to protect individuals' medical records and other personal health information.
- HIPAA gives patients more control over their health information.
- HIPAA establishes appropriate safeguards.
- HIPAA holds the violators accountable with civil and criminal penalties that can be imposed if they violate patients' privacy rights.

Privacy regulations were written to protect every patient's health information in any form:

- Written
- Oral
- Electronic

Security regulations were written to ensure integrity and protect health information from:

- Alteration
- Destruction
- Loss
- Disclosure to unauthorized persons

PHI-Protected Health Information applies to individually identifiable health information transmitted or maintained that relates to:

- Past, present, or future health conditions
- Health care provided
- Payment for health care

PHI is any health information by which an individual patient could be identified. There are currently 18 elements of PHI and they are:

- Names
- All Geographic's
- All dates
- Telephone #5
- Fax numbers
- Email addresses
- Social Security #5
- Medical Record #5
- Health Plan #s
- Account #5
- Certificate/License #5
- Vehicle Ids & Serial #5
- Device Identifiers
- URLs
- Internet Protocol Address #5
- Biometric Identifiers
- Photographic Images
- Any other unique# or code

Use is sharing of PHI within the hospital.

Disclosure is the release of PHI outside the hospital.

Authorization is required for the use and disclosure of health information for reasons other than treatment, payment, and health care operations, or when required by law.

Privacy Practices: The hospital must provide patients with a notice that describes privacy practices and includes:

- How they use and disclose PHI
- Patient's rights
- Their responsibilities under HIPAA

Minimum Necessary: HIPAA requires hospital to use or disclose the least amount of information necessary to accomplish their job functions. Hospital may designate job classifications for electronic patient folder access.

Need to Know Rule: Before looking at a patient's PHI ask yourself this question, "Do I need to know this to do my job?" Even doctors and nurses don't have the right to look at

every patient's medical record. If you need to see patient information to perform your job, you are allowed to do so.

Enforcement: Civil Monetary Penalties - \$100.00 per violation with \$25,000 annual cap on violations of any one single requirement and enforced by the Office of Civil Rights.

Criminal Penalties - \$50,000 to \$250,000 in fines and up to 10 years in prison enforced by the Department of Justice.

"Confidentiality is everyone's job, not everyone's business."

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

EDUCATIONAL RECORDS

FERPA gives students the following rights regarding educational records:

1. The right to access educational records kept by the school;
2. The right to demand educational records be disclosed only with student consent;
3. The right to amend educational records;
4. The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as:

Records that directly relate to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution.

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

1. Written documents; (including student advising folders)
2. Computer media;
3. Microfilm and microfiche;
4. Video or audio tapes or CDs;
5. Film;
6. Photographs.

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

NATIONAL PARK COLLEGE BOARD POLICY

SEXUAL HARASSMENT POLICY

NPC POLICY 7.500

POLICY NAME: Sexual Discrimination, Sexual Harassment, and Sexual Misconduct

Original Adoption: January 1, 1991

Revised: March 25, 1992; October 25, 1995; September 24, 2014, October 25, 2017

Next Scheduled Review: September 2018

Responsible Cabinet Member: Vice President for Student Affairs

Department/Office: Student Affairs

BACKGROUND/HISTORY

This policy provides for procedures that ensure National Park College's compliance with federal Title IX guidelines.

SCOPE

Members of the College community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

AUTHORITY

Title IX protects the College community from sexual harassment in a school's education programs and activities. This means that Title IX protects the College community in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

POLICY STATEMENT

No person at National Park College will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity.

RESPONSIBILITIES

This policy and associated procedures will be maintained and reviewed by the campus' Title IX Coordinator and his/her deputy

HEALTH SCIENCES DIVISION RESPONSIBLE USE SOCIAL MEDIA POLICY

National Park College Health Science Division view personal online journals, websites, and web logs positively, and respect the right of students and staff to use them as a medium of self-expression.

However, as a responsible health science educational program, the division has ethical, legal and regulatory obligations to protect confidential and proprietary information of students, faculty, staff, and the patients and healthcare agencies that are vital to the clinical educational experiences. In doing so, the Division must ensure that its faculty, staff, and students exercise good judgment and the highest degree professionalism and confidentiality concerning data and information included in online journals and web logs and related online communications ("blogs"). The term, "social media" or "social network" refers to any media, including but not limited to, print, electronic, audio or video, whose purpose is to share, discuss or exchange personal information, pictures, video, and ideas.

Students, faculty and staff must be cognizant of the impression they create about NPC, faculty, peers, clinical agencies and patients when they create and/or participate in social media and must ensure that their communication is not causing harm to the College, its faculty and staff, other students or to any hospital (or other health care provider) its staff, patients, members or visitors. Moreover, all social media users must be aware of the legal implications with blogging and/or posting on the blogs of others. When an individual decides to go public with her or her opinions on a social media site, she/he is legally responsible for her/his commentary. Individual bloggers can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous. For these reasons, all social media users should exercise extreme caution before including information or data about third parties (anyone other than you). All individuals' blog or post comments at his or her own risk and should understand that outside parties can pursue legal action for defamatory or libelous postings.

Consequently, the guidelines below outline the standards that must be adhered to in connection with Social media and Social Networks. Where no policy or guidelines exist, individuals and groups should use their professional judgment and take the most prudent action possible to comply with the policies of National Park College, the Health Science Division, clinical agency policies, Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA) and any other applicable laws. Consult with your Division Chairs, faculty, or clinical agencies if

you are uncertain. Think before you post. Individuals, if they so choose, are encouraged to participate freely in social media while following the guidelines below:

- Students, faculty and staff are strictly prohibited from disclosing any "Confidential Information" including, but not limited to: protected student information, protected patient health information (PHI), information negatively impacting the reputation and well-being of the College, the Health Science Division, faculty, staff, students and the complete privacy of clinical patients and clinical partners on any Social media or Social Network. That an individual is not physically present at the NPC campus or a clinical site or is not using NPC's technology while posting a blog does not excuse any breach of confidentiality.
- Before anyone publishes, uploads, or disseminates any information, including print, video, audio, and photography, related to the educational experience at NPC, the individual should carefully consider whether the disclosure of such information is prohibited by this policy or any other NPC policy or copyright.
- All individuals should carefully consider whether communications on a social media site could be interpreted in such a way as to damage the College's, faculty's, staff's, other students', or any of our clinical partners' or patients' reputations. At no time and under no circumstances should any individual or group state or imply that he, she, or they are speaking on behalf of NPC unless given express authorization to do so by the College's president or designee.
- The identities of the College and our clinical partners are trademarked. No one is authorized to use them without proper consent. Unauthorized use may be considered a violation of this policy and could result in disciplinary action, up to and including termination or separation from the College.
- Content placed on the Internet or transmitted via other media including email may not be potentially or actually defamatory, abusing, threatening, harassing, invasive of privacy, or injurious to the College, its faculty, staff, students or any of its clinical partners or patients.
- No postings including video or pictures, of clinical patients, physicians, families, faculty, staff or other students may be made without their express written consent.
- Social Media or Social Network activities should not interfere with work commitments and should not be accessed while being paid by, or using the equipment and property of the College unless such blog posting/social networking are related to the performance of their routine job responsibilities.
- Individuals who choose to blog anonymously are also responsible for complying with this policy. Whether they choose to identify themselves or not, individuals are cautioned that they should have no expectation of privacy while posting or

blogging on the Internet. Your postings/blogs can be reviewed by anyone, including NPC and its clinical partners. NPC reserves the right to monitor comments about the College, its faculty, staff, and students. NPC reserves the right to use content management tools to monitor, review, or block content on internal postings/blogs that violate the College's posting/blogging rules and regulations.

- Social media is not an appropriate platform for addressing employment and management concerns or academic or clinical concerns and issues. Any such issues are to be addressed directly with the appropriate faculty member, staff member or administrator. Chains of communication are published in student handbooks.

Discipline up to and including course failure may result from any communication that violates this policy.

This policy shall not be interpreted to restrict or interfere with any co-workers' federal or state labor law rights, any applicable rights under the First Amendment to the United States Constitution or equivalent state law rights, or any whistleblower protections under federal or state law.

SUBSTANCE ABUSE POLICY

The Division of Health Sciences recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The Division is committed to protecting the safety, health and welfare of its faculty, staff, and students and people who come into contact with its faculty, staff and students during scheduled learning experiences. The Division strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any student who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation.

Furthermore, any student who is aware that another student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a faculty member.

The intent of the Substance Policy is not just to identify those students chemically impaired, but also attempts to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a Radiologic Technologist. Emphasis is on deterrence, education and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity and confidentiality.

Further information regarding policies is found in the National Park College Catalog, College Student Handbook, and www.np.edu.

As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy.

TESTING PROCEDURES

WHEN THE TESTING MAY OCCUR:

The Division/Department requires the student to submit to drug testing under any or all of the following circumstances:

- On entry to the program: Students with positive drug screens will be denied admission as policy states all students must have clear background checks and drug screens.

- Scheduled testing at unannounced designated times throughout the program
- Random testing as required by the clinical agencies or the Division
- For cause
- As part of a substance abuse recovery program

COST

The approximate cost of each drug screen is \$25 to \$50, depending on the type of test requested. The individual will pay for testing as required by a recovery program.

FACILITY

The Division/Department will identify a SAM HSA2 -approved laboratory to perform testing utilizing the agency's policies. The School may use a Medical Review Officer (tv1RO) who will review and interpret test results and assure (by actual telephone interview with each donor whose test is lab positive) that no test result is reported as positive unless there is evidence of unauthorized use of substances involved.

SAMPLE COLLECTION

Unobserved specimen collection techniques will adhere to the guidelines in accordance with US Department of Transportation 49 CFR Part 40 following chain of custody protocol.

SUBSTANCES

Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, (DStv1-V). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. The Division/Department shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

POSITIVE RESULTS

Test results will be considered positive if substance levels excluding caffeine and nicotine meet or exceed the established threshold values for both immunoassay screening and gc/ms confirmation studies, and the Medical Review Officer Verification

interviews verifies unauthorized use of the substance. Positive tests are run twice to verify substances. Split samples are saved at the original lab and may be sent to another SATv1HAS approved lab for additional testing at the student's expense.

CONFIDENTIALITY

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. Drug test results will be received from the lab by the Department Head or Dean of Nursing & Health Sciences or designee, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic database.

TREATMENT, REFERRAL & REAPPLICATION

The outcome of a positive drug screen may include any of the following: a warning, a learning agreement for behavioral change, referral for evaluation by a certified or licensed alcohol or drug counselor, or immediate dismissal from the program. A positive drug screen of any of the following substances: amphetamines or similarly acting sympathomimetics, cannabis, cocaine, hallucinogens, inhalants, or phencyclidine (PCP) or similarly acting arylcyclohexylamines will result in immediate dismissal from the program. The Faculty will refer persons identified as having a substance abuse problem for therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source. (See Attachment C following this policy).

A student will not be denied learning opportunities based on a history of substance abuse. The re application process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at AA or NA for a 6 month period of time or a recognized substance abuse treatment program of choice. Evidence of participation must be sent to the school of nursing. Acceptable evidence shall consist of a written record of at least the date of each meeting, the name of each group attended, purpose of the meeting, and the signature of signed initials of the chairperson of each group attended. Acceptable evidence for a treatment program of the student's choice will be a verifiable completion certificate.
- Demonstrate at least 6 months of abstinence immediately prior to application. Testing will be required at the student's expense.
- Demonstrate letters of reference from all employers within the last year.
- Once readmitted, the student must sign an agreement to participate in monitoring by random drug screening consistent with the policy of the institution

and the clinical agency where assigned client care. The student will pay for testing.

- Once readmitted, the student must abstain at all times from the use of controlled or abuse potential substances, including alcohol, except as prescribed by a licensed practitioner from whom medical attention is sought. Student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse potential substances of student's dependency on controlled or abuse potential substances, and student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioners shall submit the report directly to the Dean of Nursing & Health Sciences or designee within ten (10) days of the date of the prescription.
- The student may appeal the decision of the administrative team to the NPC College Student Discipline Committee.

INCIDENT OF REOCCURRENCE

Once, a student has been re-admitted to the program, a positive test for substance abuse will result in dismissal from the program, and ineligibility to return. Furthermore, the student will be ineligible to receive a letter of good standing from the program.

DRUG TESTING FOR CAUSE

Any student, who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The faculty member decision to drug test will be drawn from those facts in light of the experience of the observers and may be based on:

- observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug
- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance
- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional
- conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction.

Testing will be conducted using the following policy/procedure:

1. The faculty member will have another faculty member or professional staff to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical agency policies, if appropriate.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program.
5. If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-V), the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first dayback to class or clinical (whichever comes first).
6. If any laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-V), the decision may be any one of the following: warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the program.
7. Confidentiality will be maintained.

SUBSTANCE ABUSE POLICY REFERRAL LIST

QUAPAW HOUSE	501-767-4456
QUAPAW HOUSE OUTPATIENT	501-767-0051
BRIDGEWAY (NORTH LITTLE ROCK)	800-245-0011
PINNACLE POINTE HOSPITAL (LITTLE ROCK)	800-880-3322
	501-223-3322
RIVENDELL BEHAVIORAL HEALTH SERVICES	501-316-1255
	800-264-5640
OUACHITA CHEMICAL DEPENDENCY UNIT	870-836-1289
(CAMDEN, AR)	800-232-1289

Counseling Services are now available on the NPC campus. Please see the campus nurse for a referral.

MEDICAL MARIJUANA POLICY

Nursing and Allied Health Students (Radiologic Technology, Respiratory Care Technology, EMT, Paramedic, Medical Laboratory Technology, and Health Information Technology) will follow the State Regulatory Board and/or the federal regulations regarding the use of medical marijuana.

Admission Drug Testing of Nursing/ Allied Health students that test positive for marijuana will not be eligible for admission or will be terminated from the program if "admission", "for cause" or "random" drug screening is positive for THC/marijuana. This includes students with written certification for use of medical marijuana. According to Act 593 (Medical Marijuana), there are "Safety Sensitive Positions" and Nursing and Allied Health students are included in the "Safety Sensitive Positions".

See Act 593 <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act593.pdf> for more information.

NATIONAL PARK COLLEGE

NURSING AND HEALTH SCIENCE DIVISION

SERVICE ANIMALS POLICY

Approved by: VPAA, Attorney General

Effective: 11/26/2019

POLICY STATEMENT SERVICE ANIMALS IN HEALTH CARE SETTINGS

The American with Disabilities Act ("ADA") regulations define a service animal as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability .

PURPOSE

To provide guidance to the faculty and staff for animals sanctioned to be within the division of Nursing &

Health Sciences

- To minimize the infection and injury risk to patients, handlers, animals, and faculty/staff

DEFINITIONS

Service Animals= any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability

POLICY

Students with service animals may attend class in the Frederick Dierks Center for Nursing and Health Science classrooms and will follow required guidelines for service animal as defined below.

1. Only dogs are recognized as service animals under titles II and III of the ADA. In addition, the College is required to make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

2. Only animals specifically trained as service animals shall be allowed in the classroom. Dogs whose sole purpose is to provide comfort or emotional support do not constitute a service animal.
3. Service animals shall not be allowed into the Frederick Dierks Center for Nursing & Health Sciences if they pose a direct threat or if their admission otherwise constitutes a fundamental alteration to the nature of the service, program, or activity of National Park College.
4. Service animals shall be walked before entering the building in a manner to prevent contamination of the facility environment with excreta.
5. Service animals are allowed to accompany a person with disability in all areas of campus facility where public access is normally allowed, including the cafeteria (even if state or local health codes prohibit animals on the premises).
6. Service animals shall be excluded from the on-campus simulation and skills laboratories, where the animal's presence may compromise the simulated sterile environment of a clinical setting and other activities in this area.
7. Service animals shall not be fed within the building.
8. Petting or playing with the service animal by faculty/ staff or peers shall be prohibited.
9. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
10. Staff may not:
 - a. ask about the nature of or extent of a person's disability; or
 - b. require proof of the service animal's credentials.
11. When it is not readily apparent that an animal is trained to do work or perform tasks for an individual with a disability, a staff member is permitted to ask one or both of the following two questions:
 - a. Is the service animal required because of a disability?
 - b. What work or task has the dog been trained to perform?
12. The College may ask a person with a disability to remove his/her service animal from the premises if:
 - a. The service animal is out of control and the handler does not take effective action to control it.
 - b. The service animal is not housebroken or if the condition of the animal is such that poses a direct threat or fundamentally alters the nature of NPC's services, programs or activities.

- c. If a service animal is excluded for either of these two reasons, the College will give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.
- 13. Staff are not required to provide care or food for a service animal.
- 14. If the student must be separated from the service animal while in the facility:
 - a. Faculty/Staff will ascertain from the student what arrangements have been made for supervision of care of the animal during this period of separation.
 - b. Appropriate arrangements will be made to address the student's needs in the absence of the service animal.
- 15. Service animals which become loud, aggressive or agitated shall be removed from the classroom/building immediately by the owner.
- 16. Housekeeping will follow routine protocols after animal leaves the premises.
- 17. If an animal defecates, urinates, or vomits within the facility, proper IC protocols will be followed. These include hand hygiene before and after, PPE, cleaning/ disinfecting, and proper disposal.

OFF-SITE:

Students enrolled in all NPC health care programs have varying clinical rotations and may have spontaneous changes to the locations of these rotations during the course of the clinical day and thus throughout the programs that he/ she is enrolled. These conditions mean there is no way to determine the location/type of patient that a student will be "caring for" or "coming into contact with" in advance. Clinical agencies have their own existing service animals' policies in regards to patients, guests, and staff. NPC Nursing and Allied Health Program students and faculty are contractually obligated to follow these agency-specific policies while in a clinical setting. Any student who requires a service animal and who is required to participate in offsite clinical rotations must receive prior approval by the clinical agency. If a service animal is excluded from off-site clinical, the College will give the individual with a disability the opportunity to participate in the program without having the service animal on the premises.

REFERENCES:

2016 Rules and Regulations for Hospitals and Related Institutions in Arkansas

www.ada.gov; (Americans with Disabilities Act). ADA Revision for Title II and III, December 7, 2012

www.usdoj.gov (US Department of Justice).

<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm> (CDC Guidelines for Environmental Infection Control in Health-Care Facilities)