

VALENCIA COLLEGE

Radiography Program



Student Handbook

Class of 2027

Radiography Program

Student Handbook

Class of 2027

Approved By:

Mukesh George, Program Director

and

Julie Kloft, Clinical Coordinator

Revised: Jan 2026

Important Contact Information

| | |
|--|--|
| Mukesh George, Program Director MGeorge34@valenciacollege.edu | Mukesh George, Program Director Office: (407) 582-5012 |
| Julie Kloft, Clinical Coordinator JKloft@valenciacollege.edu | Julie Kloft, Clinical Coordinator Office: (407) 582-1868 |
| Vianca Bernard VBernard2@valenciacollege.edu | Vianca Bernard Cell: (787) 557-0484 |
| Victor Bernardi VBernadi@valenciacollege.edu | Victor Bernardi Cell: (407) 922-8760 |
| Susan Gosnell SGosnell@valenciacollege.edu | Susan Gosnell Office: (407) 582-1433 |
| Chelsea O'Dell ChelODell@gmail.com | Chelsea O'Dell Cell: (321) 474-8351 |
| Nikki Robinson Nikki@datasys.net | Nikki Robinson Cell: (321) 663-3556 |
| Hector Soto Hlsn23@yahoo.com | Hector Soto Cell: (407) 460-1512 |
| Clinical Supervisor | Clinical Preceptor |
| Arnold Palmer Hospital: Stacey Tomljenovich Stacey.Tomljenovich@orlandohealth.com | Arnold Palmer Hospital: Stacey/Jennie/Omar (321) 841-1432 |
| Dr. P. Phillips Hospital: Dennis Bolen Dennis.Bolen@orlandohealth.com | Dr. P. Phillips Hospital: Khanh Trinh/Hope (321) 842-7149 |
| Health Central: Scott Coyle Scott.Coyle@orlandohealth.com | Health Central: Aldo Banos-Arauz (407) 296-1169 |
| Horizons West: Jay Rupsingh Jay.Rupsingh@orlandohealth.com | Horizons West: Charita Brim (407) 407-1168 |
| Lake Mary: Erik Sommerfeld Erik.Sommerfeld@orlandohealth.com | Lake Mary: Jennifer Blanton (321) 842-5043 |
| Lake Monroe: Michelle Branch Michelle.Branch@hcahealthcare.com | Lake Monroe: Michelle Branch (407) 324-8740 |
| Nemours: Lisa Delozier Lisa.Delozier@nemours.org | Nemours: Steve Brittingham (407) 567-3881 |
| OH/JOI Hospital: Jason Burtner Jason.Burtner@orlandohealth.com | OH/JOI Hospital: Jason Burtner (321) 841-3036 |
| OH/JOI at Winter Park: Adrian Alston Adrian.Alston@orlandohealth.com | OH/JOI at Winter Park: Adrian Alston (407) 643-1292 |
| OH/JOI Adult Ortho/Level 1: Ilise Chaput Evelyn.DelValle@orlandohealth.com | OH/JOI Adult Ortho Level 1: Ilise Chaput (321) 843-1179 |
| OH/JOI at Spring Lake: Chris Goodwin Christopher.Goodwin@orlandohealth.com | OH/JOI at Spring Lake: Niki Banister (407) 529-4120 |
| Orlando Regional: Liz Villareal Elizabeth.Villareal@orlandohealth.com | Orlando Regional: Liz Villareal (321) 841-8105 |
| Osceola Regional: Jodi Hora Jodi.Hora@hcahealthcare.com | Osceola Regional: Jodi Hora (407) 518-3770 |
| Osceola Free Standing ED: Khanh Trinh Khanh.Trinh@orlandohealth.com | Osceola Free Standing ED: Stacy K (321) 842-1271 |
| Oviedo Medical Center: Sara Weiss Sara.Weiss@hcahealthcare.com | Oviedo Medical Center: Brian Harvey (407) 890-2124 |
| Poinciana Medical Center: Sherry Bennett SherryKay.Bennett@hcahealthcare.com | Poinciana Medical Center: Sherry Bennett (407) 530-2321 |
| South Lake Hospital: Lori Haskins Lori.Haskins@orlandohealth.com | South Lake Hospital: Chelsea O'Dell (352) 394-4071, ext. 8156 |
| St. Cloud Hospital: Keith Hatcher Keith.Hatcher@orlandohealth.com | St. Cloud Hospital: Keith Hatcher (407) 498-3475 |
| V. A. Hospital: Lisa Shirley Lisa.Shirley1@va.gov | V. A. Hospital: Amber Laflamme (407) 797-4710 |

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INTRODUCTION

Welcome to the Valencia College Radiography Program. This handbook will provide you with information about the program and will answer your questions, not only as new students, but throughout the two-year program. **KEEP IT IN AN EASILY ACCESSIBLE PLACE.** All of the faculty endeavor to help you achieve your educational goals. We wish you success.

This handbook provides a set of guidelines to facilitate learning, to maintain our high standards of professionalism and to assure that you, the student, receive all the benefits from this educational opportunity.

The college catalog states, "Valencia College reserves the right to make changes in the regulations and offerings in this bulletin as circumstances require." However, it is our desire to state as many specific expectations and requirements as possible. Students are responsible for acquiring Valencia's college catalog and student handbook.



VALENCIA ADMINISTRATION

| |
|---|
| Dr. Kathleen Plinske VALENCIA COLLEGE PRESIDENT |
| Dr. Debra Hardy DEAN, SCHOOL OF ALLIED HEALTH |
| Mukesh George, Ed.D., R.T.(R)(CT)(MR) PROGRAM DIRECTOR |
| Julie Kloft, M.S.R.S., RT (R) CLINICAL COORDINATOR |
| CLASSROOM/CLINICAL FACULTY Vianca Bernard, BS RT (R) Victor Bernardi, AS RT (R) Susan Gosnell, EdD, RT (R) (CT) (QM) (MR) Chelsea O'Dell, MS RT (R) Nikki Robinson, BS RT (R) (M) Hector Soto, BS RT (R) (CT) |
| Paul Wadina, MD MEDICAL ADVISOR |

HISTORY

The *School of Radiologic Technology* originated at Orange Memorial Hospital in 1954. Dr. Robert Curry, the first radiologist at the hospital, is credited with promoting the program and was the program's first medical advisor. At that time, the program was twelve months in length. In 1956, it became a twenty-four month program. Since 1954, Orlando Regional Medical Center has graduated more radiographers than any other radiography program in Central Florida. The Medical Center Radiology Group (*the radiologists*) continues to be a strong supporter of the program.

In August 1990, the current program was reorganized under the sponsorship of Valencia College with financial support from Orlando Health. This change required restructuring of the curriculum to be presented by semester. This two-year program of academic and clinical instruction in diagnostic radiography culminates in an Associate of Science degree from Valencia College. Until August 1998, the program was physically located at Orlando Regional Medical Center. Orlando Health continues to offer financial support for this program.

VALENCIA COLLEGE RADIOGRAPHY PROGRAM

MISSION

The Valencia Radiography Program is committed to the development of competent, entry-level radiographers.

PROGRAM GOALS

1. Students will be clinically competent.
2. Students will be able to communicate.
3. Students will evaluate the importance of professional growth & development.
4. Students will use critical thinking & problem-solving skills.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, graduates will be able to:

1. Perform entry level skills competently, as described by the scope of practice for Radiography.
2. Perform effective communication within healthcare environment
3. Provide a safe environment in the healthcare setting.
4. Practice professional behaviors in the healthcare setting.
5. Execute safe clinical decision making in medical imaging.

PROGRAM ACCREDITATION

The Southern Association of Colleges & Schools (SACS) and the Joint Review Committee on Education in Radiologic Technology (JRCERT) accredit the program. The JRCERT reviews the program's educational content and process based on nationally recognized educational **STANDARDS**. (See Appendix and website: <http://www.jrcert.org/>) The United States Department of Education recognizes SACS and the JRCERT as the accrediting agencies for radiography programs. Program accreditation is required so you will be eligible to take the ARRT examination for national certification after graduation.

Policy for allegations of program non-compliance with **JRCERT STANDARDS (provided as an Appendix)**:

"If a student has a complaint regarding allegations of non-compliance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) **STANDARDS**, the student must first have gone through due process at the college before the JRCERT will address the student's complaint."

Contact information: JRCERT
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300

GRADUATION REQUIREMENTS

To be awarded an Associate of Science degree, the student must successfully complete all required courses in the Radiography curriculum and the graduation requirements as listed in the Valencia catalog. In addition, the student must be able to demonstrate clinical competency. Graduation from the program qualifies the student to take the national certification exam. However, graduation does not *guarantee* national certification or state licensure.

NATIONAL REGISTRY EXAMINATION

Graduates are eligible to become nationally certified in *Radiography* by taking the American Registry of Radiologic Technologists (ARRT) examination upon completion of the program. The examination is offered by computer at a local testing center. After completing the application process with the ARRT, they will provide information to you to make an appointment to take the test. The Application Fee is approximately \$200.00. **If you have ever been convicted of ANY felony or misdemeanor, it is highly recommended that you contact the ARRT at (651-687-0048), to gain clearance to take the exam, before completing two years of education only to find that you are ineligible to take the exam.**

FLORIDA STATE LICENSE

The Department of Health, Office of Radiation Control must license all persons who practice *Radiography* in the state of Florida. Prior to graduating, students apply for a General Radiographer Florida state license (the fee for this is approximately \$50.00). Upon successful completion of the ARRT exam, a permanent state license number is created/issued. Graduates who fail the ARRT exam will not be issued a state license and will not be allowed to work as a radiographer until they pass the exam.

PROGRAM POLICIES

The Radiography Program is a full-time program, not to exceed 40 hours/week. Students are in class on days they are not in clinic. Classes and clinical hours are primarily scheduled during the day, 8:00 a.m. to 4:30 p.m. Occasionally the student will be finished earlier or will have to stay later for a class, clinic assignment, or lab.

Students must comply with the Valencia policy regarding cumulative grade point average (2.5) in courses attempted which apply to the Associate of Science degree. After acceptance into the Radiography Program, a minimum grade of “C” must be achieved in all discipline-specific courses and the required core curriculum to meet prerequisite or graduation requirements. If a student receives less than a “C” or withdraws from **any** discipline-specific course, they will not be able to continue in the course sequencing. Discipline-specific courses include all technical courses and clinical rotations specific to the program. If a student falls out of the sequencing due to failure or withdrawal, the student may petition the School of Allied Health Petitions Committee for readmission to the program.

GRADING SCALE (Classroom and Clinical RTE Courses)

| | |
|----------|-------------------|
| A | 93 - 100 |
| B | 85 - 92 |
| C | 76 - 84 |
| D | 70 - 75 |
| F | 69 or less |

MAINTENANCE OF PROFESSIONALISM

Fingerprinting, a background check, and drug testing are performed before students are permitted to begin the program. This is a requirement of our clinical education sites. If a student is arrested after he/she has been accepted into the program, he/she must notify program officials within 24 hours. Any arrest, regardless of guilt or innocence, **must be reported**. Failure to notify the program’s officials will result in program dismissal due to unprofessional/unethical conduct. An arrest may affect the student’s eligibility to attend clinical education and may delay program completion.

PROGRAM PROGRESSION (Including Withdrawal, Re-Entry, and Re-Admission)

I. PROGRESSION

Satisfactory progression is required for students to remain in the Radiography Program. Progression, generally, reflects consistent progress in a student’s academic abilities, evidenced through factors such as the acquisition and retention of essential content with appropriate application in clinical practice; continued self-evaluation of a student’s strengths and weaknesses related to his or her educational goals; and seeking advice and remediation when needed.

To remain in progression, a student must meet all of the following criteria:

- 1) **PROGRAM GRADES:** Academic and/or non-academic completion of each program core course with a grade of ‘C’ or higher, as guided by course syllabi (to include fulfilling Attendance requirements).
- 2) **CLINICAL ELIGIBILITY:** Continued eligibility to participate in the clinical component of all courses, including and subject to any requirements of applicable clinical sites.
- 3) **CONDUCT:** Continued presentation of appropriate conduct, defined as the absence of conduct justifying administrative withdrawal from the program, as described in section B(2) below.

Progression related to all above criteria may be assessed at any time during the semester or academic year.

Progression related to criteria 2 and 3 may be based on conduct and performance in the classroom or clinical site, and may be related to relationships with faculty, peers, staff, health of personnel, and/or others outside the college.

Failure to satisfy all 3 criterions for progression will result in course failure and/or withdrawal from the program.

II. Withdrawal

A student who falls out of progression is subject to two types of withdrawal: voluntary and involuntary/administrative.

A. Voluntary Withdrawal: Students may choose to withdraw themselves from a program course, a required general education course, or from the program. Students who voluntarily withdraw are out of progression may seek Re-Entry or Re-Admission as explained below, only once to the same program. To voluntarily withdraw, the student must:

1. Discuss his/her educational plans with the Program Director, to understand the consequences of withdrawing and the reinstatement policy.
2. Follow Valencia College Withdrawal Procedure (student must officially withdraw from the course(s) in MyVC). Refer to the [Valencia College Withdrawal policy](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/) at: <http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/>
3. Satisfy any requirements for Re-Entry or Re-Admission, as applicable and as described in Section III or IV below.
4. Notify the Program Director if he/she chooses not to return to the program.

NOTE: To seek eligibility of a withdrawal due to extenuating medical reasons, please see the separate **Medical Withdraw Exception Policy**.

B. Involuntary/Administrative Withdrawal or Dismissal: The Program Director reserves the right to withdraw and permanently dismiss a student who fails to meet the criteria for progression at any point during the program. This can include failure to meet any of the three criterion listed above in Section I.

1. **GRADES:** Students who fail to complete two program core courses at any time in the program (to include the same semester) with a grade of 'C' or higher will be permanently administratively withdrawn (dismissed) from the program. Programs that require corequisite registration and withdrawal in the same semester will count all applicable corequisite courses in that semester as one attempt (*Corequisite* refers to a course that is required to be taken at the same time as another course; however, this does not include a *suggested* sequence of courses). For this reason, it is highly recommended that students who are in danger of failing academically and/or non-academically or withdrawing take advantage of the multitude of assistance offered within the program and that they utilize their instructor's assistance when offered and available. Some students who are deemed out of progression and involuntarily/administratively withdrawn based on grades may seek Re-Entry or Re-Admission as explained in section III and IV below.
2. **CLINICAL ELIGIBILITY:** Students may be determined to be out of progression and involuntarily/administratively withdrawn from the program for reasons related to criteria 3, eligibility to participate in the clinical component of all courses. This determination

may be based on the requirements of clinical sites and affiliates or the requirements of the program, or both.

3. **CONDUCT:** Students may be determined to be out of progression and involuntarily/administratively withdrawn from the program for reasons related to Conduct. The Program Director reserves the right, in his/her sole discretion, to determine that a student has not presented appropriate conduct, is out of progression, and should be involuntarily/administratively withdrawn from the program for the following reasons, although the list below is not exclusive:
- Failure to enroll in a required course in the program of study
 - Conduct that violates, or is inconsistent with the standards of conduct listed in, [Valencia's Student Code of Conduct \(6Hx28: 8-03\)](#), to be determined in cooperation with the campus Dean of Students or Student Conduct Officer. Violations may be based on conduct that occurs on campus or at a clinical site.
 - Conduct that violates [Valencia's Academic Honesty Policy \(6Hx28:8-11\)](#).
 - Violations of the course syllabus, including excessive absences.
 - Failure to adhere to the requirements of clinical sites or affiliates, including patient confidentiality laws.
 - Failure to adhere to any program or course policies, procedures, or protocols.
 - Other conduct that, in the Program Director's discretion, is inconsistent with the standards of professionalism and behavior identified in a course syllabus or the program handbook as expected student responsibilities or expectations in program or course.

When a student is involuntarily/administratively withdrawn, the Program Director will attempt to schedule a meeting with the student for counsel and discuss the Re-Entry or Re-Admission eligibility. If the student is administratively withdrawn for permanent dismissal from the program, the student will be notified in meeting with the Program Director and receive a certified letter by mail of program dismissal.

III. **Re-Entry**

Re-Entry is a **one-time** option available to students who (1) have successfully completed at least one semester in the program and (2) who notified the Program Director of his/her intent to seek re-entry into the program after the student has failed to satisfactorily complete ONE program core course attempt (with a grade of D, F or W). Re-entry may only be sought within two consecutive academic terms since the student's exit from his/her last program course.

Due to the limited capacity of the program and sequencing of courses offered, no student is guaranteed re-entry in the program at any time. Re-entry is approved only when space is available, which may take several terms based on the program. If and when space becomes available, the Program Director will determine eligibility for re-entry into the program based on the totality of the circumstances in his/her sole discretion. Other factors that may be considered include, but are not limited to, grade point average; theory grades; clinical performance and evaluation; time factor; participation in remediation with course faculty; program admission entrance test scores; and the basis for the original lack of progression. (See [Pregnancy Policy](#) for exceptions to Re-Entry).

Process for Re-Entry:

To seek re-entry, the student must contact the Program Director and request re-entry in writing via email one **full** semester prior to the requested re-entry date, or earlier if

possible. The email must be sent from the student's MyVC email account and include the following:

- a. Student's name and VID#
- b. Reason(s) for failure or withdrawal
- c. A Success Plan that identifies changes that the student has made to ensure success in the program, if Re-Entry is approved. This may include study habits, time involved in outside activities, study partner, family and friends support, etc.

If Program Director approves a student's re-entry, re-sequencing must occur at the beginning of a course. If the student is unsuccessful in their second attempt in the course, he/she will not be permitted any further attempts for successful completion and will be administratively withdrawn from the program. If a student is not approved for re-entry, the student will be notified and registration into future program courses will be blocked. The Dean of the School of Allied Health may make final decisions on re-entry due to extenuating circumstances.

IV. Re-Admission

Re-Admission is an option available to students who either voluntarily withdrew, or were involuntarily/ administratively withdrawn, during the first semester of the program. This withdraw must be documented as a "W" or "WN" on the student's academic transcript record.

A. Process for Re-Admission: Students who withdrew, or were withdrawn, in the first semester of the program may reapply according to the procedures for all applications to the program. Students seeking re-admission must fill out the appropriate paperwork, pay any application fee, and compete for a seat to being the program again. Admission procedures may be found using the following link: <http://valenciacollege.edu/west/health/advising/>

Students seeking re-admission have no special status and are not considered enrolled in the program at the time of re-application. There is no guarantee of readmission, and the Program Director or admissions committee may readmit students in their sole discretion. If a student is approved for readmission, the policies and procedures of the college catalog, student handbook, and curriculum in place for the semester in which the student is readmitted will be applicable to the student upon return.

MEDICAL EXCEPTION WITHDRAWAL

School of Allied Health students may repeat a required course in their Program only one time, whether the grade is D, F or W. A second D, F, W, or combination of any two results in permanent dismissal from the enrolled Allied Health Program. **If the grade is a W, and the reason for the voluntary withdrawal is a student's serious illness (physical or psychological) or injury, the student may apply for a Medical Exception.** (If pregnant, please refer to the separate [Pregnancy Policy](#)). The policy may not be applied solely to friends or family who have a serious illness (physical or psychological) or injury. Involuntary/Administrative withdrawals issued by the Professor are not permitted for the Medical Exception request, unless the class attendance policy has been violated prior to the final exam period and you have a documented counsel discussion with your Program Director regarding the request.

A Withdrawal Medical Exception Request form must be completed and submitted to the School of Allied Health Administration Office (West Campus only) any time during the term in which the withdrawal has occurred. Your request will be presented to a review panel for consideration which is comprised of non-faculty members. Documentation from appropriate physicians, therapists, hospitals, or healthcare professionals must include a statement that the student is medically

unable to function as a School of Allied Health student at this time and when the student can return (if applicable). This documentation will be requested from your treating Healthcare Provider directly by the Dean's Office, with your permission (see [Medical Clearance for Clinical/Lab Request form](#)). All information provided by the student will remain private with the review panel and will be shared only with school officials and Program Director for legitimate educational reasons, including facilitating the review process, but the student-provided medical documentation will be shredded immediately after the written decision has been provided to the student. The panel may request further documentation from your healthcare provider(s) if a decision requires additional information.

This request can be made at any time during the term, prior to taking the final exam. If the final exam has been taken, the student will not be able to retroactively request a Medical Exception for the term. If approved, the entire term of the course (to include all program core courses taken) from which the student is seeking a medical exception would have to be repeated, and no grades from the first course attempt would roll forward.

Note: If the illness/injury occurs during the final weeks of a term, a grade of Incomplete is still an option and may be a better choice. If the Incomplete is utilized, it cannot become a Withdrawal Medical Exception (W) at any period of time thereafter.

The review panel will meet and make a decision within 10 business days of receipt of the written request and documentation. The student will be informed of the decision by the Dean of the School of Allied Health's Office via MyVC email (with a copy sent to the Program Director). All decisions will be made using pre-determined criteria and applied equitably to each request. This Medical Exception Withdrawal Policy will only be granted one time per student's enrollment in any Health Sciences program and is for medical reasons only. The decision of the panel is final and MAY NOT be appealed.

Return to the same Health Sciences Program must be within one year of the withdrawal per the "[Progression Policy: Re-Entry](#)," with at least one month (30 calendar days) of intent to return to the program via a Request for Re-Entry Email to the Program Director.

For students whose request is granted, the following 2 (two) forms must be completed:

1. **Student Status Form.** *(To be completed by Program Director ONLY)* This is a petition to return to the same Allied Health program in a specific semester, submitted to the School of Allied Health's Advising Office by the Program Director after the Medical Exception approval email is sent from the Dean of the School of Allied Health. Re-Entry may subject a student to remediate and audit a course(s).
2. **Medical Clearance for Clinical/Lab Request Form.** *(To be completed by treating Healthcare Provider)* This form serves as documentation from your treating healthcare provider that you can now fully function as a Health Sciences student with no limitations. If any accommodations are needed, you will be referred to the Office of Students with Disabilities.

It is the student's responsibility to address any financial issues related to the Withdrawal Medical Exception. The decision to approve or deny the request has no bearing on any student financial concerns. However, if contacted by financial aid to verify your circumstances, the Dean of the School of Allied Health will cooperate to the extent that confidentiality of the student's records is maintained.

School of Allied Health: Medical Clearance for Clinical/Lab Request

**Required for Students after 3 consecutive Days of Absence due to Medical Reasons
-or-**

Following Major Medical/Surgical Procedure or Withdrawal

(Please Print Student Information below)

Last Name: _____ First: _____

VID#: _____ Date: _____

To the Physician assessing: _____ *(student name)*

Due to the physical expectations of the above student's upcoming clinical rotation and Radiography Program lab assignments, it has been requested by the Valencia College Program Director of the Radiography Program that he/she acquire medical clearance to progress in the program. Please refer to the attached **Performance Standards** for the specific physical expectations of the position that the student will receive training on.

Please carefully review the Physical and Technical Requirements of a Radiographer, and then attach a doctor's note to this sheet with your signature that indicates your clearance for the student to return to the Radiography Program and on which date.

If any restrictions, please indicate what the restrictions should be. Thank you for your assistance.

Healthcare Provider Name: _____

Facility Name: _____

Phone Number: (_____) _____ - _____

Brief Summary of Medical Issue: _____

Student Signature _____ **Date of request** ____/____/____

STUDENT DISPUTE AND RESOLUTION

This policy has been created to address any concern or complaint regarding an academic instructor, course, clinical site and/or non-academic matters (discrimination, harassment and related misconduct).

Valencia College-wide Student Dispute and Resolution Policy

The college has created the following webpage to provide detailed policy, procedures and forms for Student Dispute Resolution <https://valenciacollege.edu/students/disputes/>. Detailed policies may also be found in the Academic Policies and Procedures section of the Valencia College catalog <http://catalog.valenciacollege.edu/academicpoliciesprocedures/>.

This includes:

- *Final Grade Disputes*
- *Non-Final Grade and other Academic Disputes*
- *Student Administrative Complaint Resolution*
- *Civil Rights Discrimination*
- *Sexual Harassment / Sexual Assault (Title IX)*
- *Student Code of Conduct*

Discrimination, Harassment or Related Misconduct Complaint

[Policy 6Hx28:8-10](#) Students are encouraged to express any concern related to discrimination, harassment, or related misconduct directly to their Course Instructor, Clinical Coordinator, Program Director, Dean, or Campus President. Students may also express a concern related to discrimination, harassment, or related misconduct directly to the College's Title IX Coordinator/Equal Opportunity Officer at 407-582-3421 or via email equalopportunity@valenciacollege.edu. Students can refer to the following webpage for additional information and resources: www.valenciacollege.edu/EO.

School of Allied Health Academic Dispute Procedure

The following procedures have been created to assist our students with resolving any disputes or concerns within the division:

Any student who feels he/she has a justifiable academic or non-academic dispute regarding a Radiography program instructor, student, or clinic site shall follow the above reporting procedure within the division:

- I. If the complaint is regarding **didactic/lecture class**:
 - a. During normal office hours or by appointment, communicate openly with the issue with the Instructor and try to resolve the problem as soon as possible.
 - b. After discussion with Instructor - If the issue is still unresolved, contact the Program Director to act as a mediator towards the resolution.
 - c. After mediation with the Program Director – If the issue is still unresolved, make an appointment with the Dean of the School of Allied Health.
- II. If the complaint is regarding **clinical rotation**:
 - a. During normal office hours or by appointment, communicate openly with the Valencia College Clinical Coordinator and try to resolve the problem as soon as possible.
 - b. After discussion with Valencia College Clinical Coordinator - If the issue is still unresolved, contact the Program Director to act as a mediator between all parties (to include reporting and updating the appropriate parties) to find a resolution.
 - c. After mediation with the Program Director – If the issue is still unresolved, make an appointment with the Dean of the School of Allied Health.

In the event that the student is dissatisfied with the academic resolution and decision following their dispute, the student must follow *Valencia College's Policy on [Student Academic Dispute and Administrative Complaint Resolution \(Policy 6Hx28:8-10\)](#)*

School of Allied Health's Student Dispute Chain of Command



NOTE: If a student's dispute is related to an individual in the above chain of command, then it is advised that the student contact the next person in chain of command or express their concern through the Student Dispute Resolution webpage <https://valenciacollege.edu/students/disputes/>

Please submit a [Concern-Issue Report Form](#) to initiate ANY process within the School of Allied Health.

NOTE: Please be aware that initial communication regarding a student's performance or academic-standing should be between Allied Health Faculty/Administrators, and the individual student. Students are expected to communicate their own concerns and not defer to others to communicate on their behalf. Legal, ethical, and professional protocol limits the information that can be shared by the faculty with anyone other than the student (FERPA Policy <http://valenciacollege.edu/ferpa/>). In the event the student should require additional individuals to be present or in any other manner, the student must sign release form specifically for the individual with whom the information is to be shared.

MAKE-UP CLINICAL TIME OR CLINICAL ENHANCEMENT LEARNING POLICY

The Program Director and Clinical Coordinator must know when students are going to be in the clinical areas at all times. Students must complete all required clinical time to meet course and program requirements. If anytime is requested outside of scheduled clinical time, students must follow this policy and submit the program required documentation.

- **Make-Up Clinical Time** is considered ***required*** clinical time for a student to meet course and program requirements, if scheduled clinical time was missed due to an absence. Requested Makeup time must be approved and will be sponsored by Valencia College during breaks when the college is closed, as well as during the academic term.
- **Clinical Enhancement Learning Time** is considered extra ***voluntary*** clinical time while enrolled in the program, at the discretion of the student and is not included in the scheduled program or course clinical requirement. Please consult with your Clinical Coordinator to determine if this voluntary clinical time is recommended. Clinical enhancement learning time must be scheduled and approved by the Clinical Coordinator and Clinical Site Staff. Clinical Enhancement Learning time cannot be used as Make-up Clinical time. Clinical Enhancement will be approved by Valencia College during the academic term only (see Valencia's Academic Calendar), while student is enrolled in the program. If you choose to do clinical enhancement time during scheduled college holidays/breaks, you will be at your own risk and not sponsored by Valencia College. If for any reason a student finds they are unable to be present for the scheduled Clinical Enhancement Learning time, they must give a twenty-four (24) hour notice prior to the scheduled time start. Any abuse of this policy will result in the student losing this privilege to voluntary clinical time.

A [Clinical Enhancement Learning and Make-Up Clinical Time Form](#) must be completed and approved.

**VALENCIA COLLEGE
RADIOGRAPHY PROGRAM
CLINICAL ENHANCEMENT LEARNING/MAKE-UP CLINICAL TIME REQUEST FORM**

Note: This form must be submitted, with authorized clinical site staff signature no later than one week **before** unscheduled clinical time is performed, or it will **not** be approved. Please refer to Enhancement Learning & Make-Up Clinical Policy in the Radiography program handbook.

Please check one:

- _____ Clinical Enhancement Learning Time (voluntary)
- _____ Make-up Clinical Time
- _____ Pre-Arranged Absence (once per scholastic year, requires pre-approval)

Student Name: _____

Name of Clinical Site Requesting Time for: _____

If make-up time, date(s) missed: _____

Date(s) requested: _____

Hours requested: _____

Requested By: _____
(Student Signature) Date

APPROVED BY: _____
(Name of Authorized Clinical Site Staff) Date

APPROVED BY: _____
(Program Clinical Coordinator, Valencia College) Date

cc: student file

ATTENDANCE POLICY AND EXPECTATIONS

This is the general Attendance Policy and Expectations for Valencia College's School of Allied Health. The Radiography Program has the right to create more stringent policies regarding attendance, tardiness, and make-up work for each core course. Please see course syllabus for more specific attendance policy information.

Every student is expected to demonstrate a form of professionalism, and this starts with attendance. Attendance is **required** at all sessions of classes and clinical education, for which the student is duly registered, unless prevented by documented illness or emergency. Didactic lectures and clinical education are scheduled per program. Prior to enrolling in each core course, students are made aware of the class schedule. It is the student's responsibility to make prior arrangements to fulfill the demands of your courses; so students should make every effort to participate and be eager to learn. Discussion and class participation are essential for learning. It is impossible to make up all that is missed and receive a passing grade by not attending class or logging into an online course for days at a time; therefore, students should strive to be prompt, present, and participative in the course.

- **Attendance and punctuality promote college success and are important employment characteristics that students must demonstrate.**
- **You are required to meet the attendance policy specified in each core course syllabus within your program.**
- **If your absences and punctuality in a class become excessive, as stated in the course syllabus, your professor can contact you to indicate that further absence may result in your withdrawal from the course. See [Progression](#) and [Withdrawal](#) Policy in this Handbook and the Valencia College Policy on Class Attendance [6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#)**

SCHEDULED "PRE-ARRANGED" TIME OFF

In the event that there is an important circumstance (wedding, family reunion, etc.) that conflicts with your school schedule, you may request "pre-arranged" time off. Approval or denial of the request will be decided by the Program Director and is dependent upon the following criteria:

1. Request must be made in writing to the Program Director at least one (1) month in advance.
2. Clinic and classroom performance must be at least a "C" average with all current assignments completed.
3. Students must have previously demonstrated consistent adherence to program policies.
4. Students must have no make-up time pending.
5. Only one request for pre-arranged time off is permitted per scholastic year.

Upon approval of the request, arrangements to make up requested time off must be made and completed in advance of the absence. It may not be possible to approve all requests due to inability to schedule alternative clinic make-up time, or for any of the reasons listed above.

PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records under Chapter 20, United States Code, section 1232g and other implementing regulations. FERPA requires each student be notified annually of the rights accorded them by FERPA. These rights include: (1) The right to inspect and review their education records within 45 days of a request for access. (2) The right to request an amendment to the education record if the student finds the records to be inaccurate, misleading, or in violation

of their privacy rights. (3) The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA provides for a category of student information termed "directory information" which is available to all persons upon request unless the student places a "confidential hold" on his/her records. Student Consent to Release Education Records form: <http://valenciacollege.edu/admissionsrecords/documents/StudentConsenttoReleaseEducationRecords.pdf>

RELEASE OF STUDENT INFORMATION

Throughout the Radiography Program and at the completion of the program, information necessary for clinical affiliation, radiation dosimetry, and licensure will be sent to the appropriate agencies.

RELEASE OF REFERENCE INFORMATION TO EMPLOYER/PROGRAM

Information concerning a student's performance while enrolled in the Radiography program at Valencia College is subject to the Family Educational Rights and Privacy Act (FERPA). Education records, to include reference to a student's performance while enrolled in an educational program may be released **only** with the written permission of the student or as otherwise permitted by law. In order to release reference information to a potential employer or educational program, the [Student Consent to Release Education Records form](#) must be initiated by the student and submitted for up to two (2) parties per form, to whom disclosure of education record may be made. The requested information will be released to prospective employer(s) or admission program(s) directly from the Program Director, Clinical Coordinator, or Instructor the student has provided as reference. This form is required for any student that would like a potential employer or educational program to obtain information about his/her performance, grades, conduct and/or employability. You may choose not to complete this form and opt-out of an employer/program having the ability to speak to a Program Director, Clinical Coordinator, or Instructor in your program.

CLINICAL CONFIDENTIAL INFORMATION

As a student in Valencia College's School of Allied Health, you may have access to confidential information. Confidential information includes client information, employee information, financial information, other information relating to your duty as a student and information proprietary to other companies or persons. You may have access to some or all of this confidential information through the clinical facility assignments, special education projects or other student activities. Confidential information is protected by strict policies of the clinical facilities and by federal and state laws particularly the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*. The intent of these laws and policies is to assure that confidential information, that is, Patient's Protected Health Information or Individually Identifiable Information provided to students orally or contained in patient medical records or maintained on the facility's electronic information system will remain confidential and used only as needed to perform legitimate duties as a student and will confine any discussion to the educational setting. Any information, either written or oral, having any relevance to patient care is strictly confidential to anyone outside of the direct care of the patient.

As a student, you are required to comply with the applicable policies and laws governing confidential information. You further understand that professional codes of ethics stipulate that maintaining confidentiality of patient information is a part of professional responsibility and integrity. *Therefore, students may not take any photographs, recordings, or videos while in the clinical setting, lab, or classroom setting without special approvals from the Program Director, Clinical Coordinator, and/or site supervisor. Posting any such document to social networking or sharing with other individuals is strictly prohibited and may be a violation of Valencia's Academic Honesty policy. HIPAA Laws ensure that all forms of social media will maintain health care appropriate confidentiality.* Any violation of these laws will subject the student to discipline according to the [Student Code of Conduct \(POLICY: 6Hx28:8-03\)](https://valenciacollege.edu/students/disputes/) <https://valenciacollege.edu/students/disputes/> which may include, but is not limited to, dismissal as a student and to legal liability. In addition to this policy, each clinical facility may require you to sign a related statement as you begin your clinical rotation.

ELECTRONIC DEVICES IN CLINICAL FACILITY

While in the clinical agency, students are not allowed personal calls utilizing the agency phone system, with the exception of emergency situations. In the event that an emergent situation warrants communication, it is the student's responsibility to notify the clinical instructor prior to any communication and obtain permission. Personal electronic communication devices must NOT be on your person while in any clinical setting. Electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) can only be used during breaks, outside of the clinical facility. Students must notify faculty when leaving the unit.

ELECTRONIC DEVICES IN FACE-TO-FACE CLASSROOM AND LAB

In a face-to-face classroom or lab, electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) must be placed in the silent mode or turned to the "off" position. Electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) can only be used during breaks and outside of the classroom or lab facility. Students must notify faculty when leaving the classroom or lab.

JOB PLACEMENT

Valencia College offers "**Placement Services**", located in the Student Services Bldg. on West Campus, 407-299-5000, Ext. 1035. Counseling is available concerning employability skills and resumes can be placed on the Internet. Employability skills are included in the curriculum content. The Radiography Program will not guarantee job placement, nor provide a placement service. Opportunities may be discussed with the Program Director.

GIFTS

The School of Allied Health strictly follows the State of Florida's policy enforced by Valencia College: Gifts should not be exchanged between College employees and students. Please see [POLICY: 6Hx28: 3E-05.2 Ethical Conduct and Performance](#).

The purpose of this is to dispel the appearance of or the possibility of any favoritism between faculty and students. The greatest gift students can give to faculty is to be dedicated to their studies and to ultimately be a successful graduate of the program.

DRESS CODE

Clothing is a form of non-verbal communication that influences the self-concept of the wearer and conveys that concept to the observer. Students in the healthcare profession should adopt a style of dress that conveys competence, efficiency, and safety. It is particularly important that students dress in a professional manner when guests are on campus and students are with patients. Rules and guidelines have been set to reduce risk of infection to the patient and to the student.

Required Classroom and/or Lab Attire (on campus):

| | |
|----------------------|--|
| Required: | Watch with a second hand, black pen, and radiation monitoring badge. |
| Professional attire: | Approved scrub attire. Student uniforms are the color "wine" for first year and "sapphire/royal blue" for second year. Solid white scrubs may be substituted (pants and shirts). No other substitute or street clothing is acceptable. |
| Fingernails: | Must be short, natural and well-tended. Polish, if worn, must be clear. No artificial nails are permitted. |
| Jewelry: | Limited to wearing wedding bands, simple engagement rings, a watch, and one set of earrings in the earlobe that does not extend below the earlobe. No other visible piercings are allowed. |

Required Clinical Site Uniform:

Students are required to appear professionally dressed and groomed whenever they are in attendance at a clinical site. **THE DESIGNATED UNIFORM, NAME, AND PROGRAM BADGE MUST BE WORN AT ALL TIMES. Uniform should be washed after each wear (this reduces bacteria that may be carried to/from home or the hospital).**

| | |
|------------------|--|
| Required: | Watch with a second hand, black pen, markers, and radiation monitoring badge. |
| Badge: | Hospital issued ID badge: To be worn on the left front of the scrub top. ID's must be clearly visible at all times. |
| Scrub attire: | Approved scrub attire must be worn while at clinical practice. Student uniforms are the color "wine" for first year and "sapphire/royal blue" for second year. Solid white scrubs (pants and shirts) may be substituted. No other substitute or street clothing is acceptable. A solid white or black undershirt that is tucked in is permitted. A solid white or black long-sleeved and/or turtle neck shirt may be worn under the scrub top for warmth. No badges, pins, buttons, or stickers may be worn unless issued and approved by the hospital and/or college. When needed, a solid white cardigan-type sweater or lab coat may be worn. |
| Shoes: | Solid white or black nursing or athletic (leather or vinyl) shoes must be worn. Shoes must have fully enclosed heels and toes. Coordinating solid white or black socks must be worn. |
| Hair: | Should be in conservative style and off the collar. Long hair must be neatly secured. Facial hair must be neatly trimmed and may be no longer than ½ inch from the skin. Color should reflect a natural color. |
| Fingernails: | Must be short, natural, and well-tended. Polish, if worn, must be clear. No artificial (to include gel or shellac) nails are permitted. |
| Jewelry: | Limited to wearing wedding bands, simple engagement rings, a watch, and one set (one in each ear) of earrings in the earlobe that does not extend below the earlobe. No other visible piercings are allowed. |
| Tattoos: | Must be covered at all times. |
| Perfume/Cologne: | None (some patients are allergic to perfume). |

The hospital/affiliate dress code, if more stringent than this, must be followed completely. Dress code is subject to change.

NON-COMPLIANCE WITH THE DRESS CODE WILL RESULT IN DISCIPLINARY ACTION. IF YOU ARE NOT DRESSED APPROPRIATELY, YOU WILL BE SENT HOME AND HAVE TO MAKE UP THE TIME. PROFESSIONALISM POINTS WILL BE DEDUCTED FOR FAILING TO FOLLOW THE DRESS CODE.

STUDENT HEALTH

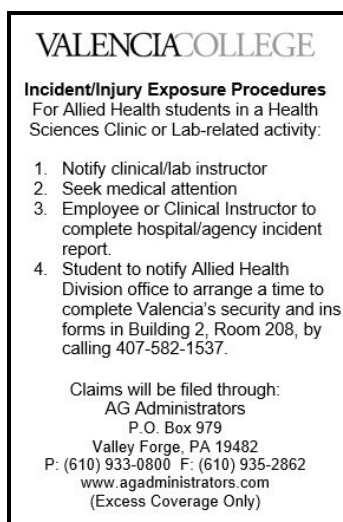
Students are strongly encouraged to maintain health insurance. Students can be treated at the clinic site for injuries occurring there but are responsible for all costs incurred and/or proof of insurance prior to treatment.

IMMUNIZATIONS & CPR

Our clinical affiliates require that all students have current immunizations and CPR certification before they attend clinical education. This means documentation must be maintained in the Verified Credentials "Tracker," and be available to the college for MMR, Varicella, HBV, Tetanus, COVID, PPD, influenza, CPR, and FIT testing throughout the entire program. It is the student's responsibility to see that all **immunizations, CPR, annual PPD, and annual FIT testing are current**. Failure to do so will prevent you from attending clinic. If a student is dismissed from clinic for lack of compliance, all missed time must be made up and the student loses all of his/her professionalism points for the semester. For the purpose of Valencia student clinical rotation, **only American Heart Association BLS CPR** certification is acceptable

LIABILITY AND ACCIDENT INSURANCE

Students are assessed fees at the beginning of each year for liability and accident insurance. The following explains procedures to follow concerning accidents, injuries and exposure to communicable diseases. More specific concerns, other than those addressed herein, will be referred to the clinical sites' infection control policies and the Valencia Communicable Diseases procedures for safe and effective management. Students are issued a wallet-sized card (see below) explaining the procedure to follow if they incur an incident, injury, or exposure. Students are required to have this card with them at all times in the clinical or lab area.



Procedure for Reporting Clinical Incident, Injury, and/or Exposure

If injured at the clinical site or lab, students must complete the following steps:

1. Notify your clinical instructor or lead teacher immediately, before the end of the clinical shift or lab time.
2. Seek medical attention at the clinical location if necessary or through your personal physician if you prefer. The medical provider will need all insurance information. This includes personal insurance and the college provided insurance.
 - Medical providers will file through personal (primary) insurance first, then through the college's insurance carrier (secondary).
 - Medical providers will file through the college's insurance carrier for students WITHOUT personal (primary) insurance.

Valencia College Sponsored Insurance Information:

The coverage of Incident/Injury/Exposure insurance sponsored by Valencia College is through the Florida College System Risk Management Consortium for students in the Health Science programs, but is limited to program clinical/lab related incidents only. The insurance does not cover sickness, disease, or injuries occurring on campus outside of clinical/lab activities. It is not group insurance with the college nor is it a worker's compensation policy. This coverage is secondary to a student's personal insurance – if a student does not have personal insurance, it will become their primary insurance for program clinical/lab related incidents only.

3. Contact the Administrative Assistant to the Dean of the School of Allied Health at 407-582-1537 immediately following incident to arrange a time to complete Valencia's Incident and insurance forms. They will assist the student with the following:
 - Completion of the School of Allied Health Incident/Report.
 - Completion of the appropriate insurance claim form - AG Administrators Sports Insurance Specialist must have a claim form on file to pay medical expenses.

The unit, clinic supervisor, or lead teacher must complete the clinical site/agency's Incident/Injury/Exposure Form.

Procedure for Reporting Medication Errors and Other Incidents Involving School of Allied Health STUDENTS and CLINICAL PATIENTS

If a medication error or other incident involves a patient, the student will care for the patient immediately, and subsequently notify the clinical faculty when the patient's safety is determined.

After immediate attention is given to the patient following a medication error or other incident, the student will notify the clinical faculty in person or via cell phone immediately. If the clinical faculty is not at the site, as in the case of Practicum, do not leave a message on a Valencia College (VC) office phone, as this message may not be answered in a timely manner. If a faculty member has not responded to cell phone call in a timely manner, please try to reach the clinical faculty again, or contact another faculty member. Leaving a message on cell phone or office phone does not constitute contact.

If an incident or error causes the student to be injured, or expose the student to a bloodborne pathogen, the student should seek immediate medical attention at the clinical location, if necessary following the above "Procedure for Reporting Student Clinical Incident/Injury/Exposures" contained within this handbook.

Other Responsibilities of the Clinical Faculty:

The clinical faculty will notify the Clinical Coordinator and/or Program Director as soon as possible after the medication error or other incident, but no later than the end of the shift in which the medication error or other incident occurred. The Program Director will notify the Dean of the School of Allied Health, as soon as possible after the medication error or other incident. The Dean of the School of Allied Health will notify the Campus President and the VC Risk Manager.

The student and clinical faculty member should immediately complete the clinical facility's Incident/Accident/Error Form, which should then be given to unit/clinic supervisor.

The student and clinical faculty member should then complete the School of Allied Health's [Clinical Incident/Accident/Error Information Form](#) and FAX the completed form to the attention of the VC Risk Manager at 407.582.1863 as noted on the bottom of the form.

The student, clinical faculty, Clinical Coordinator (if applicable) and/or Program Director will meet with the Dean of the School of Allied Health and the VC Risk Manager to review the Incident/Accident/Error Information Form within 48 hours of incident. The course work or remediation will be required by the student, to remain enrolled in the School of Allied Health Program.

**VALENCIA COLLEGE
SCHOOL OF ALLIED HEALTH
Clinical Incident/Accident/Error Information Form**

This form is to be completed in its entirety for any incident involving a patient and Valencia student/faculty in the delivery of patient care. All information on this form is considered confidential, as provided by law, and is the property of Valencia College and under the custody of the office of Risk Management.

Date: _____ Time of event: _____

Location: _____

(Be specific with the facility address and identify the room/space where event occurred)

Student Name: _____

VID# _____

Address: _____

Phone: _____ Cell: _____

Faculty Name: _____ Course: _____

Phone - Office _____ Cell: _____ Other: _____

Clinical Staff Present (name): _____

Patient Name: _____

Event Summary: _____

Please scan, PDF, and attach this form to an email from your MyVC account to: Valencia College Risk Management, Steve Mammino at smammino@valenciacollege.edu, the Program Clinical Coordinator (jkloft@valenciacollege.edu) and Program Director (mgeorge34@valenciacollege.edu). Notify your Program Director and Clinical Coordinator immediately regarding this incident once the patient is stabilized.

PREGNANCY POLICY

In an Allied Health program with lab and clinical exposure to blood borne pathogens, medical radiation, unstable environments, and/or the inherent threats of performing in a clinical site beyond academic control – a developing fetus may be exposed to potential harm or death. Students must understand their choice to continue their program of study and accreditation requirements below to minimize or remove the inherent risks in healthcare to both the student and her unborn child; therefore, it is the sole responsibility and option of a student who is, or suspects, they are pregnant to notify their Clinical Coordinator and/or Program Director. The College has a commitment to provide resources to a student who discloses that she is pregnant, so she can make an informed decision about her academic pursuits related to her pregnancy. Valencia College also has a commitment to provide a fair and equitable opportunity for a revised academic program plan in accordance with College Policy, as well as state and federal laws and federal guidance. See Valencia College Title IX & Equal Opportunity Policy <http://valenciacollege.edu/hr/title-ix/policy.cfm>

In the event a student becomes pregnant in the Radiography program, it is highly suggested the student speak with her Clinical Coordinator and/or Program Director. It is solely the student's responsibility and choice to speak with the faculty concerning her pregnancy and students should be advised that there are considerable possible health concerns for the fetus, especially during the critical first trimester of pregnancy. Due to exposure to procedural radiation, students who want to proceed in performing their clinical competencies regularly, while pregnant, should receive adequate radiation safety education due to exposure to procedural radiation, as well as separate dosimetry badges for the fetus (A federal regulatory requirement). Speaking with a Clinical Coordinator and/or Program Director about the pregnancy and disclosing a due date is solely an attempt to guide and assist the student in her program accommodation needs and concerns, as well as meet federal and state regulatory requirements. Students are advised that the College will work with and assist pregnant students in identifying reasonable alternatives and support to foster continued participation in programs of study. On some occasions, students may choose to withdraw from a course or otherwise be delayed in their progress towards meeting program objectives. In such cases, students will work with the College to identify reasonable alternatives to allow the student to continue when possible. It is the student's choice to remain in or discontinue the program should she become pregnant. If you have any questions or concerns regarding this policy, please contact: **Ryan Kane, Title IX Coordinator/Equal Opportunity Officer**; 1768 Park Center Drive, Orlando, FL 32835; Phone: 407-582-3421; Email: Rkane8@valenciacollege.edu.

Students are advised that pregnancy may interfere with meeting the objectives of the Radiography program which may, in turn, delay completion of the program. In accordance with the student's right to privacy, disclosure of pregnancy is **completely voluntary**. It is the right of the student to disclose or not disclose the pregnancy and/or to withdraw disclosure of the pregnancy at any time **by written notification**. If the student elects to disclose the pregnancy she will receive counseling according to Nuclear Regulatory Commission Regulatory Guide 8.13, regarding radiation protection and program continuance. She must then choose one of the following options:

1. **Continue in the program**: The student must submit a letter of clearance from her physician. The physician should base this decision on the PHYSICAL AND TECHNICAL ABILITIES REQUIRED OF A COMPETENT RADIOGRAPHER. Upon clearance from her physician, she will receive radiation protection counseling, a monitoring badge for the fetus, and must sign a release form. Absences due to pregnancy will be made up in accordance to rules governing excused absence.
2. **Continue in the program with the exception of clinical education courses**: A student who withdraws from the clinical education courses will be provided the opportunity to complete

the courses on a space available basis. She will be required to resume the clinical education courses during the semester immediately following medical approval by her personal physician to return to normal activities, not to exceed one year post-partum. Withdrawal from clinical education courses requires the student confer with the Program Director to develop a revised program of study.

3. Withdraw from the program: Readmission will be based on the student's performance records at the time of withdrawal and available clinical space at the time of re-entry.
4. Continue in the program: The student may continue in the program without modification to the current curriculum.

The student has the option to withdraw her declaration of pregnancy. For more information, refer to the U.S. Nuclear Regulatory Commission [Regulatory Guide](#) located in the appendices.

SUBSTANCE ABUSE POLICY

The [Drug Free Campuses Policy \(6Hx28: 10-08.1\)](#) is contained in full in Valencia College's Student Handbook. Any student found to have committed unlawful use, possession or distribution of illicit drugs and alcohol on college property or as a part of any college activities, is subject to disciplinary sanctions. Please review the [Drug Free Schools & Communities Act](#) for additional information. While at clinical sites, all students must abide by the clinical facility's substance abuse policy and any random examinations.

LAB & CLINICAL SAFETY

MRI Safety at Clinical Sites: All students must complete **program-provided MRI safety training and screening during the first summer semester prior to beginning clinical rotations** to maintain MRI safety and clinical compliance. Students are responsible for promptly informing Radiography Program Director or Clinical coordinator of any changes to their medical history throughout the program.

Radiation Monitoring in the Lab and Clinical Sites: Students must wear a radiation monitoring badge near their neck. The badge must be worn at all times during clinical rotations and in the x-ray lab. Students are required to ensure that their dosimeter badges are up to date. Failure to return the badge by the posted deadline will result in a loss of 5 professionalism points.

All students have the right to be informed of their badge readings and must sign the radiation report. Radiation badges are **not** to be worn when a student is receiving radiation for personal medical or dental examinations. **Students should not x-ray each other or have x-ray procedures performed on themselves without a doctor's prescription.**

According to the Nuclear Regulatory Commission, the maximum permissible dose for a student in a two-year radiography program is 100 millirads/year or a total of 200 millirads. Any time a student receives a badge reading of 40 millirads per report or more, the student must write an explanation of how/why this occurred and will receive counseling to prevent future exposure.

VALENCIA STUDENT CORE COMPETENCIES

The Valencia core competencies, **Think**, **Value**, **Communicate**, and **Act** are designed for student success and are outlined in the College Catalog. All aspects of this course of study will involve the use of these competencies for proper success in the radiography program and in your chosen occupational field.

STUDENTS WITH DISABILITIES

Students with disabilities who qualify for academic accommodation must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first 2 weeks of class. The Office for Students with Disabilities determines accommodation based on appropriate documentation of disabilities (West, SSB 102, ext. 1523).

PHYSICAL AND TECHNICAL ABILITIES REQUIRED OF A COMPETENT RADIOGRAPHER Performance Standards for Admission and Progression

| Issue | Standard | Examples of Required Activities (NOT all inclusive) |
|-------------------|--|---|
| Critical Thinking | Critical thinking ability sufficient for safe clinical judgment. | <ul style="list-style-type: none"> * Identify cause-effect relationships in clinical situations. * Evaluate radiographs to ascertain that they contain proper identification and are of diagnostic value. * Select exposure factors and accessory devices for all radiographic procedures with consideration of patient size, age, and extent of disease. * Assess patient's condition and needs from a distance of at least 20 feet. * Initiate proper emergency care protocols, including CPR, based on assessment data. |
| Interpersonal | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. | <ul style="list-style-type: none"> * Establish rapport with patients, families, and colleagues. * Display compassion, empathy and concern for others * Demonstrate a high degree of patience. * Work with other healthcare providers in stressful situations |
| Communication | Communication abilities sufficient for interaction with others in verbal and written form. | <ul style="list-style-type: none"> * Communicate in English to the patient in order to: converse, instruct the patient, relieve anxiety, gain their cooperation during procedures, understand the patient when communicating symptoms of a medical emergency. * Read the patient's medical chart and/or physician's orders. * Legibly write patient history. * Documents own actions and patient responses as indicated. |
| Mobility | Physical abilities sufficient to move from room to room and maneuver in small spaces. | <ul style="list-style-type: none"> * Assist all patients, according to individual needs and abilities, in moving, turning, transferring from transportation devices to the x-ray table, etc. * Be able to push, pull, and lift 40 pounds. * Push a stretcher, wheelchair or other transportation device without injury to self, patient, or others. * Push a portable x-ray machine from one location to another, including turning corners, getting on and off of an elevator, and manipulating it in a patient's room. |
| Motor Skills | Gross and fine motor abilities sufficient to provide safe and effective care. | <ul style="list-style-type: none"> * Manually move the x-ray tube and position the tube at various angles at heights up to 7 feet. * Accurately draw up sterile contrast media and other solutions without contaminating the syringe and/or needle, etc. * Place cassettes in Bucky trays and spot film devices and properly manipulate all locks. * Physically be able to administer emergency care including performing CPR. * Be able to stand for periods as long as 2 hours wearing lead aprons and to walk a distance of 2 miles during a normal work day. * Input data into computer |
| Hearing | Auditory abilities sufficient to monitor and assess patient needs, and to provide a safe environment. | <ul style="list-style-type: none"> * Hear a patient talk in a normal tone from a distance of 20 feet. * Hear monitor alarm, emergency signals, and cries for help. |
| Visual | Visual abilities sufficient for observation and assessment necessary in the operation of equipment and care of patients. | <ul style="list-style-type: none"> * Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet. * Can see numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by a radiographer. |
| Tactile | Tactile ability sufficient for patient assessment and operation of equipment. | <ul style="list-style-type: none"> * Perform palpation, tactile assessment, and manipulation of body parts to insure proper body placement and alignment. * Manipulate dials, buttons, and switches. |

Radiography Curriculum

| | | |
|----------------------|--|-----------------|
| Prerequisite: | | |
| Course | Title | Credits |
| +*BSC 2093C | Human Anatomy & Physiology I | 4 |
| +*BSC2094C | Human Anatomy & Physiology II | 4 |
| +*MAC1105 | College Algebra | 3 |
| + HSC1531 | Medical Terminology | <u>3</u> |
| | Total Prerequisite Credits | 14 |
| <u>Year 1</u> | | |
| SUMMER TERM | | |
| Course | Title | Credits |
| +*RTE1000 | Introduction to Radiography | 4 |
| + *RTE1111C | Patient Care in Radiography | <u>3</u> |
| | Total Credits | 7 |
| FALL TERM | | |
| Course | Title | Credits |
| +*RTE1418 | Principles of Radiography I | 3 |
| +*RTE1503C | Radiographic Procedures I | 4 |
| +*RTE1804L | Radiographic Clinical Education I | 2 |
| +*ENC1101 | Freshman Composition I | <u>3</u> |
| | Total Credits | 12 |
| SPRING TERM | | |
| Course | Title | Credits |
| +*RTE1458 | Principles of Radiography II | 3 |
| +*RTE1513C | Radiographic Procedures II | 4 |
| +*RTE1814L | Radiographic Clinical Education II | <u>2</u> |
| | Total Credits | 9 |
| <u>Year 2</u> | | |
| SUMMER TERM | | |
| Course | Title | Credits |
| +*RTE2762 | Sectional Anatomy | 3 |
| +*RTE1523C | Radiographic Procedures III | 4 |
| +*RTE1824L | Radiographic Clinical Education III | 3 |
| + PSY2012 | General Psychology | <u>3</u> |
| | Total Credits | 13 |
| FALL TERM | | |
| Course | Title | Credits |
| +*RTE2563 | Principles of Radiography III | 3 |
| +*RTE2385 | Radiation Biology & Protection | 2 |
| +*RTE2834L | Radiographic Clinical Education IV | 3 |
| + CGS1060 | Introduction to Computers | <u>3</u> |
| | Total Credits | 11 |
| SPRING TERM | | |
| Course | Title | Credits |
| +*RTE2782 | Radiographic Pathology | 3 |
| +*RTE2061 | Radiologic Seminar | 3 |
| +*RTE2844L | Radiographic Clinical Education V | 3 |
| + Humanities | (See A.A. Gen Ed Requirement) | <u>3</u> |
| | Total Credits | 12 |
| | Total Degree Credits | 77 |

Radiography Curriculum Hours

| Year 1, Summer Session 1 | | CREDITS | LEC | LAB | CLINIC | HYBRID |
|---------------------------------|-----------------------------|----------------|------------|------------|---------------|---------------|
| RTE1000C | Introduction to Radiography | 4 | 3 | 3 | 0 | NO |
| RTE1111C | Patient Care in Radiography | 3 | 2 | 3 | 0 | YES |
| TOTAL | | 7 | 5 | 6 | 0 | |

| Year 1, Fall Session 2 | | CREDITS | LEC | LAB | CLINIC |
|-------------------------------|-----------------------------------|----------------|------------|------------|---------------|
| RTE1418 | Principles of Radiography I | 3 | 3 | 0 | 0 |
| RTE1503C | Radiographic Procedures I | 4 | 3 | 3 | 0 |
| RTE1804L | Radiographic Clinical Education I | 2 | 0 | 0 | 16 |
| ENC1101 | Freshman Composition I | 3 | 3 | 0 | 0 |
| TOTAL | | 12 | 9 | 3 | 16 |

| Year 1, Spring Session 3 | | CREDITS | LEC | LAB | CLINIC |
|---------------------------------|------------------------------------|----------------|------------|------------|---------------|
| RTE1458 | Principles of Radiography II | 3 | 3 | 0 | 0 |
| RTE1513C | Radiographic Procedures II | 4 | 3 | 3 | 0 |
| RTE1814L | Radiographic Clinical Education II | 2 | 0 | 0 | 16 |
| TOTAL | | 9 | 6 | 3 | 16 |

| Year 2, Summer Session 4 | | CREDITS | LEC | LAB | CLINIC | ONLINE |
|---------------------------------|-------------------------------------|----------------|------------|------------|---------------|---------------|
| RTE2762 | Sectional Anatomy | 3 | 0 | 0 | 0 | YES |
| RTE1523C | Radiographic Procedures III | 3 | 2 | 3 | 0 | |
| RTE1824L | Radiographic Clinical Education III | 3 | 0 | 0 | 24 | |
| PSY1012 | General Psychology | 3 | 3 | 0 | 0 | |
| TOTAL | | 12 | 5 | 3 | 24 | * |

| Year 2, Fall Session 5 | | CREDITS | LEC | LAB | CLINIC |
|-------------------------------|------------------------------------|----------------|------------|------------|---------------|
| RTE2563 | Principles of Radiography III | 3 | 3 | 0 | 0 |
| RTE2385 | Radiation Biology & Protection | 2 | 2 | 0 | 0 |
| RTE2834L | Radiographic Clinical Education IV | 3 | 0 | 0 | 24 |
| CGS1060 | Introduction to Computers | 3 | 3 | 0 | 0 |
| TOTAL | | 11 | 8 | 0 | 24 |

| Year 2, Spring Session 6 | | CREDITS | LEC | LAB | CLINIC | HYBRID |
|---------------------------------|-----------------------------------|----------------|------------|------------|---------------|---------------|
| RTE2782 | Radiographic Pathology | 3 | 3 | 0 | 0 | YES |
| RTE2061 | Radiologic Seminar | 3 | 3 | 0 | 0 | |
| RTE2844L | Radiographic Clinical Education V | 3 | 0 | 0 | 24 | |
| | Elective – Humanities/Fine Arts* | 3 | 3 | 0 | 0 | |
| TOTAL | | 12 | 9 | 0 | 24 | |

ACTUAL CLINICAL EDUCATION HOURS

Year 1

| Academic Semester | Clinical Hours |
|----------------------------|-----------------------|
| Fall (August-December) | 232 |
| Spring (January-April) | 224 |
| Subtotal for Year 1 | 456 |

Year 2

| Academic Semester | Clinical Hours |
|----------------------------|-----------------------|
| Summer (May-July) | 280 |
| Fall (August-December) | 336 |
| Spring (January-April) | 328 |
| Subtotal for Year 2 | 944 |

Total for two years: 1400

VALENCIA RADIOGRAPHY PROGRAM - TENTATIVE TWO-YEAR SCHEDULE

Year 1, Summer Session 1 – May (Courses are online with weekly on-campus labs)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---------|---|--|--------|
| 12:00 – 3:00 Intro to Radiography | | 8:30 – 11:30 Patient Care lab Noon – 3:00 Open Lab | 8:30 – 11:30 Intro lab Noon – 3:00 Open Lab | |

Year 1, Fall Session 2 - August

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|-----------|---|-----------|--------|
| 8:30 – 11:30 Radiographic Procedures 1 12:30 – 3:30 Principles of Radiography 1 | *Clinic 1 | 8:30 – 11:30 Procedures Lab Noon – 3:00 Open Lab | *Clinic 1 | |

Year 1, Spring Session 3 - January

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|-----------|---|-----------|--------|
| 8:30 – 11:30 Radiographic Procedures 2 12:30 – 3:30 Principles of Radiography 2 | *Clinic 2 | 8:30 – 11:30 Procedures Lab Noon – 3:00 Open Lab | *Clinic 2 | |

Year 2, Summer Session 4 – May

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|-----------|----------|-----------|
| *Clinic 3 Online: Sectional Anatomy | 8:30 – 11:30 Radiographic Procedures 3 12:30 -- 3:30 Procedures Lab | *Clinic 3 | | *Clinic 3 |

Year 2, Fall Session 5 - August

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|---|-----------|----------|-----------|
| *Clinic 4 | 8:30 -- 11:30 Principles of Radiography 3 12:30 -- 2:30 Rad Biology | *Clinic 4 | | *Clinic 4 |

Year 2, Spring Session 6 - January

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--|-----------|----------|-----------|
| *Clinic 5 | 8:30 -- 11:30 Radiologic Seminar 12:30 – 3:30 Pathology (hybrid) | *Clinic 5 | | *Clinic 5 |

***Clinic Hours** are 8 am and 4:30 pm.

- **Tentative** schedule is subject to change; however, students will be provided with as much notice as possible when changes are needed.

RADIOGRAPHY COURSE DESCRIPTIONS

| | Credit | Lecture | Lab/clinic |
|--|----------|----------|------------|
| RTE 1111C PATIENT CARE IN RADIOGRAPHY | 3 | 2 | 3 |
| Prerequisite: Acceptance to Radiography Program. Content is designed to provide the basic concepts of patient care including consideration for physical and psychological, legal, and ethical needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Basic concepts of pharmacology/drug administration and theory and practice of venipuncture techniques are presented. | | | |
| RTE 1000C INTRODUCTION TO RADIOGRAPHY | 4 | 3 | 3 |
| Prerequisite: Acceptance to Radiography Program. An overview of radiography and its role in health care delivery with orientation to academic and administrative structure and to the profession as a whole, including ethical and legal responsibilities, patient consent, hospital and departmental policies and basic radiation protection principles. A minimum grade of C is required for all Radiography Program courses. | | | |
| RTE 1418 PRINCIPLES OF RADIOGRAPHY I | 3 | 3 | 0 |
| Prerequisites: RTE 1000 and RTE 1111C. Basic principles of radiation, image receptor systems, processing and a study of the factors that govern and influence the production of the radiographic image will be presented. | | | |
| RTE 1458 PRINCIPLES OF RADIOGRAPHY II | 3 | 3 | 0 |
| Prerequisites: RTE 1418 and 1503C. An overall survey of factors affecting the production of high quality radiographs. Manipulation of technical factors and use of accessory devices to produce quality radiographic images will be explored. Quality assurance evaluation methods for radiographic systems will be presented, performed, and orally reported. | | | |
| RTE 2563 PRINCIPLES OF RADIOGRAPHY III | 3 | 3 | 0 |
| Prerequisite: RTE 1458. A study of the physical principles and application of imaging equipment: radiographic/fluoroscopic, computed tomography, digital imaging, magnetic resonance imaging, and radiology departmental computerization. Assignments include written journal article reports. | | | |
| RTE 1503C RADIOGRAPHIC PROCEDURES I | 4 | 3 | 3 |
| Prerequisites: RTE 1000 and RTE 1111C. A study of patient habitus, positioning, equipment manipulation, and radiographic quality evaluation of the chest, abdomen and upper extremity. Emphasis is placed on critical thinking and communication skills related to procedure performance, patient care and radiation protection. | | | |

RTE 1513C RADIOGRAPHIC PROCEDURES II**4 3 3**

Prerequisites: RTE 1418 and RTE 1503C.

A study of patient positioning, equipment manipulation, and radiographic quality evaluation of the axial skeleton. Emphasis is placed on critical thinking and communication skills related to procedure performance, patient care and radiation protection.

RTE 1523C RADIOGRAPHIC PROCEDURES III**3 2 3**

Prerequisite: RTE 1513C and RTE 1458.

A study of patient positioning and radiographic quality image evaluation for contrast procedures for gastrointestinal and genitourinary systems, special studies, and CT with emphasis on equipment manipulation, to include fluoroscopy and mobile radiography. Emphasis is placed on critical thinking and communication skills related to patient care and radiation protection.

RTE 2385 RADIATION BIOLOGY AND PROTECTION**2 2 0**

Prerequisite: RTE 2762.

Study of effects of ionizing radiation on biologic systems. Investigates responses at cellular and total organism level. Presents protection measures and regulations for all types of ionizing radiation.

RTE 2782 RADIOGRAPHIC PATHOLOGY**3 3 0**

Prerequisite: RTE 1523C.

Course content will provide student with and introduction to the concept of disease. The relationship of pathology and disease to various radiographic procedures, will be discussed. Assignments include oral case presentations.

RTE 2762 SECTIONAL ANATOMY**3 ONLINE**

Prerequisite: BSC 2094C.

A detailed study of gross anatomical structures will be systematically conducted for location, relationship to other structures and function. Identification of anatomical structures in axial (transverse), sagittal, coronal and orthogonal (oblique planes will be achieved using illustrations and anatomy images comparing Computed Tomography, Magnetic Resonance Imaging and Ultrasound images, when applicable.

RTE 2061 RADIOLOGIC SEMINAR**3 3 0**

Prerequisite: RTE 2563.

This course is designed to provide a forum for student research and review of all aspects of radiography.

RTE 1804L RADIOGRAPHIC CLINICAL EDUCATION I**2 0 16**

Prerequisites: RTE 1000 and RTE 1111C.

Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation.

RTE 1814L RADIOGRAPHIC CLINICAL EDUCATION II**2 0 16**

Prerequisite: RTE 1804L.

Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation.

RTE 1824L RADIOGRAPHIC CLINICAL EDUCATION III 3 0 24

Prerequisite: RTE 1814L.

Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation.

RTE 2834L RADIOGRAPHIC CLINICAL EDUCATION IV 3 0 24

Prerequisite: RTE 1824L.

Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation.

RTE 2844L RADIOGRAPHIC CLINICAL EDUCATION V 3 0 24

Prerequisite: RTE 2834L.

Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation.

RTE 2930 SELECTED TOPICS IN RADIOGRAPHY 1-3 Variable

Prerequisite: Department approval.

Selected topics in radiography based on the needs and areas of interest of the class and professor. May include laboratory work as part of the class. Multiple credit course. May be repeated for credit for a maximum of three credits provided different topic explored each time, but grade forgiveness cannot be applied.

RTE 2942 INTERNSHIP IN RADIOGRAPHY 1-4 Variable

Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for academic purposes; second-year standing in Radiography degree program; and Program Director's approval.

This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied.

Appendices

1. [Rights and responsibilities of Students and Faculty](#)
2. [JRCERT Standards for an Accredited Educational Program in Radiologic Sciences](#)
3. [ASRT Practice Standards for Medical Imaging](#)
4. [ASRT Code of Ethics for Radiologic Technologists](#)
5. [U. S. Nuclear Regulatory Commission's Regulatory Guide](#)

**Valencia College
Radiography Program
Rights and Responsibilities of Students and Faculty**

Student Rights

1. To due process
2. To know how grades will be determined and that accurate records of progress will be maintained
3. To have clearly stated expectations, objectives, and requirements
4. To have the opportunity and resources provided to meet objectives
5. To have access to faculty according to college guidelines
6. To be taught by knowledgeable faculty
7. To be treated as individuals
8. To be evaluated objectively
9. To confidentiality
10. To have input into the decision-making process

Student Responsibilities

1. To prepare for class and clinical experiences
2. To avail themselves of experiences provided
3. To meet curriculum requirements
4. To pursue experiences
5. To do self-evaluation and set learning needs
6. To be self-directed
7. To be respectful and courteous
8. To treat faculty as individuals
9. To respect privacy and confidentiality
10. To demonstrate professionalism in dress and behavior
11. To respect the faculty right to due process
12. To evaluate faculty objectively
13. To be honest

Faculty Rights

1. To expect students to be prepared for class and clinical experiences
2. To expect students to avail themselves of experiences provided
3. To establish curriculum requirements
4. To expect students to pursue experiences
5. To expect students to do continual self-evaluation and set learning needs
6. To expect students to be self-directed (disciplined)
7. To be respected and treated courteously
8. To be treated as individuals
9. To privacy and confidentiality
10. To expect students to demonstrate professionalism (dress and behavior)
11. To due process
12. To an objective evaluation
13. To expect honesty from students

Faculty Responsibilities

1. To provide a procedure for due process
2. To provide information on how grades are determined
3. To state or outline expectations, objectives, and requirements clearly
4. To provide opportunities and resources to meet objectives
5. Maintain accessibility to students
 - a. Meet with classes as scheduled
 - b. Arrange and post schedule of office hours
6. To be competent practitioners
7. To treat students as individuals
8. To evaluate students objectively
9. To maintain confidentiality
10. To provide a forum for student input into the decision-making process

JRCERT Standards for an Accredited Educational Program in Radiologic Sciences

<https://www.jrcert.org/wp-content/uploads/2025/03/2021-Radiography-Standards.pdf>

ASRT Practice Standards for Medical Imaging

https://www.asrt.org/docs/default-source/practice-standards/asrt-practice-standards-for-medical-imaging-and-radiation-therapy.pdf?sfvrsn=de532d0_36



ARRT® CODE OF ETHICS

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

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.



US Nuclear Regulatory Commission – Regulatory Guide

<https://www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/rq/division-8/division-8-1.html>

<https://www.nrc.gov/docs/ML0037/ML003739505.pdf>

VALENCIA COLLEGE

READ THE FOLLOWING STATEMENT BEFORE SIGNING

Verification of Receipt of Radiography Program Student Handbook

I, _____ received a copy of the Radiography Program Student Handbook and understand that I am responsible for the all of the information therein. I agree to abide by all of the rules, policies, and procedures of the program and of Valencia College, and that is it my responsibility to ask a faculty member if there is anything I do not understand or have concerns about.

I am also aware that this handbook is intended as a guide, that policy and procedure described herein may be changed during my participation in the program and that I will be notified of and responsible for any new or modified information.

Signature of Student

Print Name

Date

Distribution: Student, Department File