



CENTRAL OKLAHOMA
C O L L E G E

***Radiology Technology
Student Handbook
2025***

Central Oklahoma College

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Oklahoma City, OK 73134

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Associate of Occupational Studies in Radiology Technology (AOS)

Reviewed: 1/22/2025

Updated:

Note: This handbook is for Central Oklahoma College Radiology Technology Program students. For general Central Oklahoma College policies, see the Central Oklahoma College catalog.

The information in this handbook was current when it was posted. However, Central Oklahoma College maintains the right to revise programs of study, hours, calendars, and policy changes. Students will be given written notification of any revision. No revision will be retroactive but effective upon the student and staff notification date.

Welcome

Hello and welcome to Central Oklahoma College! We're so glad you chose our radiology program as the first step on your exciting journey to becoming a radiologic technologist. We know that some of the radiology technology concepts may be new to you, but don't worry—we're here to help you every step of the way!

As a radiologic technologist, you'll be joining the third largest group of healthcare professionals, playing an essential role within the healthcare team. You'll have the opportunity to work closely with doctors, nurses, and patients. Alongside operating imaging equipment, you'll ensure your patients feel safe, comfortable, and well cared for during their procedures.

We believe it's important to uphold professional standards throughout your learning experience. This includes values like empathy, integrity, teamwork, responsibility for your choices, respect for everyone, and effective communication.

At Central Oklahoma College, we're dedicated to your success and excited to support you throughout your journey. Thank you for trusting us as part of your career development!

Warm regards,

Branda Schones MSRS, RT (R)(M)(MR)(QM)(ARRT)

Radiology Program Director

405-609-6622 ext. 102



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CENTRAL OKLAHOMA COLLEGE MISSION STATEMENT

Central Oklahoma College is committed to our core values of Education, Wellness, Community, Integrity and Innovation so that we may create a well-balanced institution that provides career focused education to our students leading to gainful employment.

RADIOLOGY TECHNOLOGY PROGRAM MISSION STATEMENT

The Radiology Technology program at Central Oklahoma College prepares students to become competent and empathetic radiologic technologists. In this program, students will develop technical skills and foster personal and professional growth to contribute effectively to the healthcare team.

Our mission is to deliver a comprehensive education in radiologic sciences to empower graduates with the knowledge and skills needed for gainful employment in healthcare.

RADIOLOGY PROGRAM GOALS and STUDENT LEARNING OUTCOMES

- 1. Students will demonstrate effective communication skills**
 - a. Students will demonstrate oral skills
 - b. Students will practice written communication skills
- 2. Students will utilize critical thinking skills**
 - a. Students will critique radiographic images
 - b. Students will alter radiology exposure technical factors to align with patient assessment
- 3. Students will be clinically competent to perform radiology procedures**
 - a. Students will use safe radiation protection practices
 - b. Students will apply proper radiographic positioning techniques
 - c. Students will provide culturally sensitive patient care
- 4. Students will demonstrate professional behavior**
 - a. Students will demonstrate professional collaboration in a diverse clinical setting
 - b. Students will practice ethical integrity consistent with the ARRT® Code of Ethics

CENTRAL OKLAHOMA COLLEGE ACCREDITATION

NATIONAL ACCREDITATION

Central Oklahoma College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the U.S. Department of Education. More information on ACCSC can be found on their website <https://www.accsc.org/>

CENTRAL OKLAHOMA COLLEGE RADIOLOGY TECHNOLOGY PROGRAM ACCREDITATION

The Radiologic Technology Program at Central Oklahoma College is in the accreditation process with the Joint Review Committee on Education in Radiologic Technology (JRCERT).

CONTACT INFORMATION:

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Website: www.jrcert.org Email: mail@jrcert.org

COMPLIANCE WITH JRCERT STANDARDS

The Radiology Technology program will always strive to comply with the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. If a student determines that the program does not comply with any JRCERT standard, a complaint can be brought to the Radiologic Technology Program Director or Director of Education. They will review any complaint to determine if a non-compliance issue exists. Within 24 hours of receiving the complaint, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to resolve the issue and bring the program into compliance. If the party filing the complaint is unsatisfied with the results, a meeting will be scheduled with the Campus Director. If the Campus Director or college President determines non-compliance is still present, a plan will be drafted to solve the non-compliance issue. If the results of this meeting are still unsatisfactory to the party filing the complaint, they may contact the JRCERT.

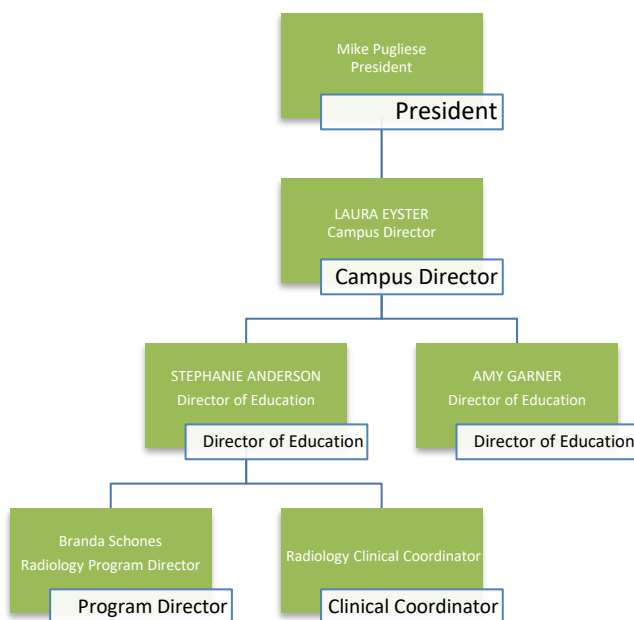
All parties must make good-faith efforts to resolve the conflict. If the program has allegations or complaints relating to its non-compliance with the JRCERT STANDARDS, and the JRCERT, after due process, agrees that the complaint is valid, the program must make every effort to correct the situation immediately.

The Standards for Accreditation can be found at www.jrcert.org. Students may request a copy from the Radiology Program Director.

RADIOLOGY PROGRAM STRUCTURE

The Radiology Technology Program adheres to the curriculum the American Society of Radiologic Technologists (ASRT) set forth for Radiography. The program's clinical component is structured to fulfill the qualifications required for the American Registry of Radiologic Technologists (ARRT) Radiology Primary Pathway Registry exam.

Organizational Chart AOS Radiology



RADIOLOGY PROGRAM FACULTY

Branda Schones, MSRS R.T. (R)(M)(MR)(QM)(ARRT)
Radiology Technology Program Director
Phone: 405-609-6622 ext. 102
Email: branda.schones@centraloc.edu

ASRT PRACTICE STANDARDS

Central Oklahoma College values the ASRT Practice Standards for Medical Imaging and Radiation Therapy. We expect our radiology students and graduates to adhere to practice standards insofar as they do not conflict with state law, facility policy, or facility protocol. The current ASRT practice standards are on the ASRT website: <https://www.asrt.org/>.

ARRT CODE OF ETHICS

The Code of Ethics forms the first part of the Standards of Ethics. It shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct concerning patients, healthcare consumers, employers, colleagues, and other healthcare team members. The Code of Ethics is intended to assist registered technologists and candidates in maintaining ethical conduct and providing patient protection, safety, and comfort. It is aspirational.

The Standards of Ethics can be found on the ARRT website. <https://www.arrt.org/>

CENTRAL OKLAHOMA COLLEGE GENERAL POLICIES

The Central Oklahoma College general policies can be found in the college catalog on the COC website: <https://centraloc.edu/>

STUDENT POLICIES AND SERVICES

ATTENDANCE

Regular attendance is required. Employers examine this aspect of a student's record and performance more than any other portion of their academic accomplishment. In any given grading period, a student should maintain a minimum of 80% attendance. Grading periods are defined by program Terms. Student Progress Reports will be completed at the end of each program Term, as defined by the Academic Standing Policy.

If absences exceed 20% in any given grading period, the student will be placed on probation for the next grading period. If the student does not maintain a minimum of 80% attendance at any point of the probation period, the student's enrollment may be terminated unless otherwise specified by the Campus Director. If a student's enrollment is terminated, he/she may apply to be readmitted. Readmission to the college must be made with the recommendation of the Campus Director and Program Director and for only clear reasons of merit.

Students who exhibit tardiness problems may be advised by the instructor, program coordinator, or student services office and placed on attendance warning or probation.

DISTANCE EDUCATION ATTENDANCE REQUIREMENTS

Some classes may be offered online. For all online classes, attendance will be taken daily based on direct visible contact, and participation during the videoconferencing class session or through the online learning platform.

Absences

A permanent attendance record is maintained on each student. Excessive absences will affect a student's ability to successfully fulfill the requirements for graduation.

Leave of Absence

Circumstances may arise which necessitate a student taking a leave from the college for an extended period of time. Students may not be eligible if they have not been in school at least 30

days and/or are not making satisfactory academic progress. A leave of absence must be requested by the student in writing with Student Services and approved by the Campus Director. Acceptable circumstances for a leave of absence include but are not limited to: medical, financial, military service requirements, jury duty, or for personal reasons. In all instances, a leave of absence may not exceed 180 days. A student may take more than one leave of absence, as long as the combined total days on leave of absence do not exceed 180 days. Students will sign a change of status form upon returning from leave of absence which will notify them of their revised graduation date, at that time the student will also receive a new schedule. If a leave of absence occurred before a term is complete, causing the student to be withdrawn from courses, the student will have to retake those courses and may have breaks in their schedule due to the rotating course schedule. Failure to return from a leave of absence as scheduled will result in termination of enrollment.

Leave of Absence Due to Military Obligations

When a service member of the Armed Forces is called to active duty and/or mandatory training, the student may request an LOA for up to 180 days. Student(s) must provide proof of active duty and/or training orders and complete appropriate school paperwork. The student will not be penalized academically or financially during this LOA period. If the student cannot return on the scheduled return from LOA date, he/she must contact the College to determine if he/she is eligible for an extension of the original leave. If the student doesn't contact the College, or is not eligible for an extension of Leave of Absence, he/she will be withdrawn from the program and a refund calculation completed using the ***Withdrawal After Commencement of Classes***, as stated on page 36.

Withdrawal for Excessive Absences

If a student fails to attend class, without notification, within a consecutive 14 calendar day period, he/she will be considered a withdrawal and terminated from the program.

RE-ENTRY POLICY

Students who have withdrawn or been dismissed from college may re-apply for admission by doing the following:

1. Wait 30 days from the last date of attendance;
2. Request for re-admission in writing to the College Director;
3. Interview with Admissions;
4. Upon approval, the student will be advised at what point of the program he/she may enter.

The College's Administration Office will make the final decision to re-admit a student for enrollment. A re- registration fee of \$25.00 is required if a student is accepted for re-enrollment.

Family Education Rights and Privacy Act (FERPA)

Federal law requires that Central Oklahoma College generally disclose student information only to the student or to persons the student has authorized to receive the information or as ordered by a judicial officer.

The College guarantees the rights of students and guardians, if the student is a dependent minor, to access their cumulative records while in the presence of a staff person.

The College requires written consent from the student or guardian to release records in response to each third-party request unless otherwise required by law.

Students may opt out of having any identifying information published, such as name, phone number, age, area of study, dates of attendance, and date of graduation.

Student records are the college's property and may not be removed from the college premises. Copies may be furnished to the student or guardian only at \$1.00 per page upon written request. Copies of student records will be furnished to third parties only when the student or guardian has requested and specified to whom records are to be sent in writing. Requests must be signed and dated. The College reserves the right to provide and permit access to students' and other college records as required for any process initiated by institution or by the institutions Accrediting body, or in response from the U.S. Department of Education, or any other local, state or federal government agency.

STUDENT CONDUCT POLICY

Students must maintain and utilize accepted professional industry standards and ethics at all times while attending Central Oklahoma College.

Students who fail to adhere to the policies, rules, and regulations or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.

Any breach of conduct will require consultation and possible disciplinary reports with a staff member and will become part of the student's permanent record. After consultation for misconduct, a student is subject to suspension or dismissal, depending on the severity of the infraction.

Central Oklahoma College students should aspire to follow these behavioral standards:

- **Citizenship:** Be civically responsible and engaged to improve our campus and community;
- **Academics:** Respect the College's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community;
- **Responsibility:** Accept responsibility for your education, personal behavior, and future success, appropriately challenging others to do the same;
- **Diversity:** Behave in a manner that recognizes and respects individual differences, supporting both diversity and inclusiveness;
- **Safety:** Do no harm and help maintain the safety and welfare of the college and community by immediately reporting unusual or dangerous behavior.

The complete policy on Student Conduct will be reviewed during orientation.

STUDENT ID & DOOR ACCESS KEY CARDS

- Students are required to wear their ID badges while at school and on externships/clinicals (no exceptions).
- Door access key cards are issued on the first day of class. Access cards are required to enter the student entrance and the student breakroom patio door. Access cards should not be shared with other students as they are assigned to you.
- If a student misplaces or loses their badge and/or access card, they must see Student Services immediately for a replacement. A replacement badge or access card costs \$5.00each.

- Failure to wear I.D. Badges or sharing your access card with others can result in suspension or termination

STUDENT COMPLAINT AND GRIEVANCE POLICY

Students who have concerns or complaints are encouraged to communicate their concerns to a Central Oklahoma College staff or faculty member as soon as possible.

You may do so verbally or in writing. The college will review your complaint and address it within 24 hours. The Campus Director and/or President of the college will make the final decision.

If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting:

Oklahoma Board of Private Vocational
Schools

3700 N Classen Blvd, Ste. 250
Oklahoma City, OK 73118
Phone (405) 528-3370

Oklahoma State Board of Cosmetology &
Barbering

2401 NW 23rd Ste. 84
Oklahoma City, OK 73107
Phone (405) 521-2441
Chief Executive Officer

Oklahoma State Board of Nursing
2915 N Classen Blvd, Ste. 524
Oklahoma City, OK 73106

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

Colleges accredited by the Accrediting Commission of Career Colleges and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the college for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the college and may be obtained by contacting the Campus Director or online at www.accsc.org.

TUITION AND FINANCIAL AID

Payment for tuition and fees may be made with check, credit card, grants, loans or a combination thereof. All tuition and fees must be paid by the contracted completion date or satisfactory arrangements made with the Business Office. Central Oklahoma College courses under 600 clock hours are not eligible for Title IV funds or other financial aid. Satisfactory payment arrangements for tuition and fees must be made prior to starting the program. Students seeking financial assistance during the admission process will be required to see a Financial Services Officer.

ADMISSIONS PROCESS

Central Oklahoma College and the Central Oklahoma College Radiology Technology Program consider each applicant for admission without regards to race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, veteran status or any other status protected by law. Program administration may limit the maximum enrollment based on the current employment market conditions.

CENTRAL OKLAHOMA ADMISSIONS REQUIREMENTS

Enrollment is open to all men and women past the age of compulsory education. The college considers the following in evaluating applications:

- High school transcript that lists the date of graduation, or a high school diploma that lists the date of graduation or *recognized equivalents of a high school diploma,
- Determination of purpose and attitude conducive to success, and;
- A completed Online Readiness Assessment as determined by the college.

***Recognized equivalents of a high school diploma as listed in the Department of Education's Federal Student Aid (FSA) Handbook:**

- A GED Certificate (containing state seal and/or signature of state official);
- A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC), the High School Equivalency Test (HiSet) or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma. (Certificates of attendance and/or completion are not included in this qualifying category);
- An associate's degree;
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree but is acceptable for full credit towards a bachelor's degree at any institution or
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's program.

Foreign High School Diploma or Transcript

Central Oklahoma College will accept a high school diploma or transcript from a foreign school if it is equivalent to a U.S. High School Diploma. In all cases, the original secondary education document must be translated into English and certified as the equivalent of high school completion in the United States by a college-accepted evaluating service.

Ability to Benefit

Central Oklahoma College does not accept students on an Ability-To-Benefit basis.

STUDENT SUPPORT SERVICES

Student Resources

Central Oklahoma College is committed to providing students with quality education, various support services, and external resources. Support services include advising, referrals to outside agencies & medical care, housing assistance, child care, and other social services. All faculty and staff are here to assist students with their needs and will guide them to the Director of Student Services for further assistance. All students are provided a copy of the Student Services Policy and Procedures Handbook during orientation and updated resources can be found in the Student Services office.

Career Services

Although, Central Oklahoma College cannot guarantee employment to graduates, we do provide employment advisement services. Career Services works directly with industry to develop and maintain business relationships that result in our graduates becoming employed. Employers visit the college on a regular basis to discuss employment opportunities. Additionally, we provide classes on resume writing and interview techniques, as well as professional appearance and dress. The employment advisement service and job file is available to any graduate of the college at any time in their career.

These services are designed to help our students achieve their goals of successful program completion and placement in their chosen career field.

Disabilities

Central Oklahoma College will provide reasonable accommodations for students with disabilities, including learning disabilities, physical impairments and other disabling conditions. Such accommodations may include, but are not limited to, tutoring, and examination schedule and/or delivery modification. The entire Students with Disabilities Policy, which includes how to request reasonable accommodations, can be obtained from the Student Services Office.

Emergency Preparedness

Central Oklahoma College's emergency preparedness plan can be found at

<https://centraloc.edu/emergency-action-response-guide/>

Additionally, the emergency preparedness plan is shared with all students during orientation.

RADIOLOGY PROGRAM INFORMATION

The Radiology Technology Program is an associate of occupational studies degree (AOS) that is 21 months long and has nine terms, each lasting 10 weeks. The Radiology Technology Program follows the curriculum guidelines from the American Society of Radiologic Technologists (ASRT). This program prepares graduates for the American Registry of Radiologic Technologists (ARRT) Radiography exam certification. Graduates of the program will be prepared for an entry-level career as a radiologic technologist in the hospital and clinic settings.

Courses will be delivered on-campus with in-person, online* or hybrid formats**, and clinical externships will be completed in a hospital or clinic setting.

Course Number	Course Name	QCH	Clock Hours
RT1101	Introduction to Radiology Technology	2.5	40.0
RT1102	Medical Terminology and Body Systems**	4	60.0
RT1103	Anatomy & Physiology	5.5	85.0
RT1104	Personal Communication	2	30.0
RT1105	Math for Health Professionals*	3	40.0
RT1106	Radiographic Procedures I	6	100.0
RT1107	Patient Care I	4.5	70.0
RT1201	Introduction to Research and Writing	3	45.0
RT1202	Radiation Physics and Equipment	4	60.0
RT1203	Radiographic Procedures II	6	100.0
RT1204	Radiographic Procedures III	6	100.0
RT1205	Radiographic Pathology **	3	40.0
RT1206	Radiology Clinical I	4.5	144.0
RT2101	Radiographic Image Production I	4	60.0
RT2102	Radiation Protection and Biology	2.5	40.0
RT2103	Patient Care II	3	50.0
RT2104	Radiology Clinical II	4.5	144.0
RT2105	Radiology Clinical III	7	224.0
RT2106	Radiographic Image Production II	3	50.0
RT2107	Advanced Modalities **	2	30.0
RT2108	Cultural Competence in Healthcare	2.5	30.0
RT2109	Radiographic Image Analysis	2.5	40.0
RT2110	Radiology Clinical IV	7	224.0
RT2201	Medical Law and Ethics**	2.5	40.0
RT2202	Quality Management	2.5	40.0
RT2203	Radiology Clinical V	7	224.0
RT2204	Comprehensive Radiology Review**	3	40.0
RT2205	Radiology Leadership	2	30.0
RT2206	Radiology Clinical VI	7	224.0

RADIOLOGY COURSE DESCRIPTIONS

RT1101 Introduction to Radiology Technology

Prerequisites: None

2.50 Quarter Credit Hours/40 Clock Hours

This course introduces the student to the skills, behavior, and knowledge of the radiology and imaging sciences. It will introduce students to medical procedures and forms, healthcare environments, radiology organizations, and credentialing. This course will prepare students to attend clinical settings and provide basic radiation protection practices.

RT1102 Medical Terminology and Body Systems

Prerequisites: None

4.00 Quarter Credit Hours/60 Clock Hours

This course will introduce the radiology technology student to medical terminology broadly related to human anatomy and physiology, body systems, and diagnoses.

RT1103 Anatomy and Physiology

Prerequisites: None

5.50 Quarter Credit Hours/85 Clock Hours

This course introduces the basics of human anatomy and physiology in radiological sciences, including the organization of the human body, cellular and tissue structure, and body systems. The lab activities provide students with opportunities to understand the functions and structures of the human body.

RT1104 Personal Communication

Prerequisites: None

2.00 Quarter Credit Hours/30 Clock Hours

This course introduces interpersonal communication, including successful communication as a student, verbal and nonverbal communication, communication in the workplace, and communication through barriers in healthcare and medical imaging.

RT1105 Math for Health Professionals

Prerequisites: None

3.00 Quarter Credit Hours/40 Clock Hours

This course will cover basic math skills for complex calculations and formulas used in healthcare, radiological sciences, and contrast administration.

RT1106 Radiographic Procedures I

Prerequisites: None

6.00 Quarter Credit Hours/100 Clock Hours

This course introduces radiographic positioning terminology, the proper manipulation of equipment, patient positioning, alignment of the anatomical structures, and image evaluation for proper demonstration of radiologic anatomy. This class and lab portion of this course provide a working knowledge of radiographic positioning and equipment manipulation for the chest, abdomen, upper extremity, and bony thorax.

RT1107 Patient Care I

Prerequisites: None

4.50 Quarter Credit Hours/70 Clock Hours

This course provides patient care concepts during routine and emergency radiographic procedures and introduces the student to the radiology technologist's role in patient assessment, patient transfer techniques, obtaining vital signs, patient education, and infection control. The lab portion will provide hands-on practice for infection control, taking vital signs, and patient transfer techniques.

RT1201 Introduction to Research and Writing

Prerequisites: All 1100-level courses

3.00 Quarter Credit Hours/45 Clock Hours

This course introduces students to the fundamental research principles and essential elements of academic writing in radiological sciences. Students will acquire and apply strategies successful writers employ to achieve specific communication goals and evidence-based practice.

RT1202 Radiation Physics and Imaging Equipment

Prerequisites: *Prerequisites: All 1100-level courses*

4.00 Quarter Credit Hours/60 Clock Hours

This course discusses the equipment and physics of X-ray production, basic X-ray circuits, and the relationship of equipment components to the imaging process. The lab portion will provide students with hands-on imaging equipment experiments.

RT1203 Radiographic Procedures II

Prerequisites: *All 1100-level courses*

6.00 Quarter Credit Hours/100 Clock Hours

This course expands on radiographic positioning terminology, the proper manipulation of equipment, patient positioning, alignment of the anatomical structures, and image evaluation to properly demonstrate radiologic anatomy. The class and lab will provide a working knowledge of positioning considerations and equipment manipulation for the lower extremity, pelvic girdle, and vertebral column radiographic procedures.

RT1204 Radiographic Procedures III

Prerequisites: *Radiographic Procedures II, All 1100-level courses*

6.00 Quarter Credit Hours/100 Clock Hours

This course completes radiographic positioning terminology, the proper manipulation of equipment, patient positioning, alignment of the anatomical structures, and evaluation of images to properly demonstrate radiologic anatomy. The class and lab will provide a working knowledge of positioning considerations and equipment manipulation for radiographic procedures of the cranium, GI and GU tracts, pediatric, mobile, trauma, and surgical radiography.

RT1205 Radiographic Pathology

Prerequisites: *All 1100-level courses*

3.00 Quarter Credit Hours/40 Clock Hours

This course presents the disease process, common diseases, and their appearance on medical images. It will also discuss procedural complications of pathology concerning patient care, body part positioning, and the selection of technical factors. This course will emphasize the relationship between imaging modalities and disease diagnosis.

RT1206 Radiology Externship I

Prerequisites: *All 1100-level courses*

4.50 Quarter Credit Hours/144 Clock Hours

This course introduces students to the radiology clinical environment to gain work-based experience at assigned externship sites under the supervision of registered radiologic technologists. Under direct supervision, the student performs radiographic procedures of the chest, abdomen, upper and lower extremities, vertebral column, shoulder girdle, and axial skeleton. Clinical pre-competency and exam competency evaluations are completed during this semester.

RT2101 Radiographic Image Production I

Prerequisites: *All 1100 and 1200-level courses*

4.00 Quarter Credit Hours/60 Clock Hours

This course provides a knowledge base on factors of the radiographic image production process, including X-ray production, X-ray emission, X-ray interaction with matter, primary controlling factors and their effect on X-ray beam characteristics, and minimizing patient dose. The lab portion will provide students with hands-on practice with imaging experiments.

RT2102 Radiation Protection and Biology

Prerequisites: *All 1100 and 1200-level courses*

2.50 Quarter Credit Hours/40 Clock Hours

This course examines interactions of radiation photons with matter, the biological effects of ionizing radiation, quantities with units of measurement, personnel monitoring, and patient and personnel protection

RT2103 Patient Care II

Prerequisites: All 1100 and 1200-level courses

3.00 Quarter Credit Hours/50 clock hours

This course provides patient care concepts during radiographic procedures, venipuncture, peripheral intravenous access, radiology-related essential pharmaceuticals, and safe practices for managing patient tubes, catheters, and lines. The lab portion will provide students with hands-on learning for proper sterile procedures, aseptic technique, venipuncture, and contrast administration.

RT2104 Radiology Externship II

Prerequisites: All 1100 and 1200-level courses

4.50 Quarter Credit Hours/144 Clock Hours

This beginning externship continues the student's work in the clinical environment to gain work-based experience at assigned externship sites under the supervision of registered radiologic technologists. Under direct supervision, the student performs radiographic procedures of the chest, abdomen, upper and lower extremities, vertebral column, shoulder girdle, and axial skeleton. Clinical pre-competency and exam competency evaluations are completed during this semester.

RT2105 Radiology Externship III

Prerequisites: All 1100 and 1200-level courses

7.00 Quarter Credit Hours/224 Clock Hours

This externship continues the student's work in the clinical environment to gain work-based experience at assigned externship sites under the supervision of registered radiologic technologists. Under direct and indirect supervision, the student performs all radiographic procedures, including the skull, facial bones, and digestive and urinary systems. Clinical pre-competency and exam competency evaluations are completed during this semester. Re-competencies from will be required. Students begin surgical rotations.

RT2106 Radiographic Image Production II

Prerequisites: All 1100 and 1200-level courses

3.00 Quarter Credit Hours/50 Clock Hours

This course discusses the formulation of radiographic imaging techniques and synthesizing all variables in image production, including the intricacies of scatter radiation, digital image acquisition, computer processing, image displays, and Picture Archiving and Communication Systems (PACS). The lab portion will provide students with hands-on practice with imaging experiments.

RT2107 Advanced Modalities

Prerequisites: All 1100 and 1200-level courses

2.00 Quarter Credit Hours/30 Clock Hours

This course introduces advanced procedures and modalities in radiologic sciences, including mobile and surgical procedures, CT, MRI, Mammography, PET Scan, Nuclear Medicine, and Ultrasound. It also provides an introduction to the sectional anatomy of the body, including the Head/Neck, Thorax, and Abdomen.

RT2108 Cultural Competence in Healthcare

Prerequisites: All 1100 and 1200-level courses

2.50 Quarter Credit Hours/30 Clock Hours

This course will give radiology students an overview of cultural competence, professionalism, and human diversity in the context of safe, culturally respectful patient care and interactions with healthcare team members.

RT2109 Radiographic Image Analysis

Prerequisites: All 1100 and 1200-level courses

2.50 Quarter Credit Hours/40 Clock Hours

This course discusses the basis for analyzing radiographic images, including the importance of optimal imaging standards, problem-solving techniques for positioning, and factors affecting image quality. Students will develop critical thinking processes in the art of radiographic image critique.

RT2110 Radiology Externship IV

Prerequisites: All 1100, 1200, and 2100-level courses

7.00 Quarter Credit Hours/224 Clock Hours

This intermediated externship continues the student's work in the clinical environment to gain work-based experience at assigned externship sites under the supervision of registered radiologic technologists. Clinical pre-competency and exam competency evaluations are completed during this semester. Re-competencies from RT1206, RT2104, and RT2105 will be required. Students will be required to complete radiographic image analysis competencies.

RT2201 Medical Law and Ethics

Prerequisites: All 1100, 1200, and 2100- level courses

2.50 Quarter Credit Hours/40 Clock Hours

This course introduces laws and ethical principles affecting health care and medical imaging. Students will discuss ethical principles, legal principles, regulations, the ARRT Code of Ethics, patients' bill of rights, obtaining informed consent, and HIPAA compliance.

RT2202 Quality Management

Prerequisites: All 1100, 1200, and 2100- level courses

2.50 Quarter Credit Hours/40 Clock Hours

This course discusses quality control procedures and assurance measures within a radiology department comprising a continuous quality improvement program (CQI) and department quality standards for various hospital accreditations.

RT2203 Radiology Externship V

Prerequisites: All 1100, 1200, and 2100- level courses

7.00 Quarter Credit Hours/224 Clock Hours

This Intermediate externship continues students' work in the clinical environment to gain work-based experience at assigned externship sites under the supervision of registered radiologic technologists. Clinical pre-competency and exam competency evaluations are completed during this semester. Re-competencies will be required. Students will be required to complete radiographic image analysis competencies.

RT2204 Comprehensive Radiology Review

Prerequisites: All 1100, 1200, and 2100-level courses

3.00 Quarter Credit Hours/40 Clock Hours

This course reviews the major content areas of the ARRT Radiography exam. Students apply the knowledge gained from their Radiological Sciences education to pass mock registry testing.

RT2205 Radiology Leadership

Prerequisites: All 1100, 1200, and 2100-level courses

2.00 Quarter Credit Hours/30 Clock Hours

This course covers radiology employment opportunities, professional associations, and components of lifelong learning in the healthcare field. Students will develop a resume and an ePortfolio to demonstrate their achievements in the Radiology Technology Program.

RT2206 Radiology Externship VI

Prerequisites: All 1100, 1200, and 2100-level courses

7.00 Quarter Credit Hours/224 Clock Hours

This advanced externship completes student's work in the clinical environment to gain work-based experience at assigned externship sites under the supervision of registered radiologic technologists. Students may observe advanced procedures. Clinical pre-competency and exam competency evaluations

are completed during this semester. Re-competencies will be required. Students will be required to complete radiographic image analysis competencies.

CENTRAL OKLAHOMA COLLEGE RADIOLOGY TECHNOLOGY ADMISSIONS

Radiology applications are accepted year-round. The application will be considered for admission based on seat availability for new class selection. Radiology Technology class seats will be filled with qualified applicants on a first-come, first-served basis. When the class becomes filled with qualified applicants and seats are unavailable, the candidate will be put on a waiting list for admission into the next class. The Admissions Department will complete the Radiology Admission Rubric to determine student admission and notify students of acceptance into the program.

Applicants are considered for acceptance when all application requirements are completed and met.

1. Admission to Central Oklahoma College
2. Score 300 for English and 285 for Math or higher on the Wonderlic WBST Assessment Exam
3. Complete the Radiology Online Observation before Radiology Interview
4. Meet and Sign Performance Requirements for Radiology Technology form
5. Score 32 points or higher on the Radiology Interview with Program Director or other qualified faculty

The radiology interview will be scheduled in a closed, one-on-one, structured setting. The student will be provided with interview preparation materials. The question topics will cover a cognitive question over confidentiality and non-cognitive skills to include:

- Self-Assessment
- Preparation
- Professionalism
- Stress
- Empathy
- Communication
- Ethics

Upon acceptance into the Radiology Program, students have until the beginning of Term 3 to complete the following clinical requirements:

Radiology Program Clinical Requirements

- Provide proof of immunization record as required by clinical sites.
- Must successfully pass a national criminal background check
- Must submit and successfully pass drug testing as required by clinical sites
- Obtain CPR certification

If a student has prior arrests, charges, or convictions for a felony or a misdemeanor, they must contact the American Registry of Radiologic Technologists for the procedure to pre-apply for eligibility. Failure to do so may result in ineligibility to sit for the national certification exam and/or removal from the program. If you have been suspended, dismissed, or expelled from an educational program you attended to meet ARRT certification requirements or have a denied, revoked, or suspended other professional license, permit, registration, or certification, you must provide the college with all necessary documentation relevant to the matter, along with a detailed explanation of the events that occurred.

PERFORMANCE REQUIREMENTS FOR RADIOLOGY TECHNOLOGY

As a radiology technology student, you must meet the following performance requirements to ensure patient safety.

Physical Requirements

- **Visual acuity** (with corrective lenses if needed) to:
 - Identify cyanosis
 - Observe the absence of respiratory movements in patients
 - Read the very fine, small print on:
 - Medication containers
 - Physicians' orders
 - Monitors
- **Hearing ability** (with auditory aids if needed) to:
 - Understand the normal speaking voice without viewing the speaker's face
 - Hear monitor alarms, emergency signals, and call bells from patients
 - Take and hear blood pressure, lung, heart, vascular, and abdominal sounds with a stethoscope
- **Manual dexterity** to:
 - Use a sterile technique
 - Examples: to insert catheters or prepare and administer medications
 - Manipulate and assemble equipment for use
- **Physical ability** to:
 - Stand for prolonged periods of time
 - Perform cardiopulmonary resuscitation (CPR)
 - Lift patients and objects of 35 pounds or more
 - Push pieces of equipment from room to room
 - Maneuver in limited spaces

Communication Requirements

- **Communicate effectively** in verbal and written form by:
 - Speaking clearly when:
 - Explaining procedures
 - Describing patient conditions
 - Implementing health techniques
 - Writing legibly and correctly for legal documentation
- **Function safely** under stressful conditions:
 - Adapt to changing environments in clinical situations involving patient care
- **Computer skills** to:
 - Use a variety of software programs and the internet for research and course projects, including PowerPoint or Google Slides for presentations

DIDACTIC GRADING POLICY

GPA Numerical Equivalent for the Radiology
Technology AOS Program:

4.0	92% - 100%	A
3.0	83% - 91%	B
2.0	75% - 82%	C

0.0 74% and below is failing

- *Make-Up Procedures*
- It is the student's responsibility to make up all work missed due to absence or tardiness. Assignments and exams due on the day of the absence must be turned in the first day the student returns. Arrangements for make-up work must be made the first day the student returns following an absence. All make-up work is due within 2 days of the absence unless specific arrangements are made between the student and the instructor. Failure to complete make-up work or to make acceptable arrangements within the 2-day time frame will result in a zero (0) for the assignment. Failure to complete make-up work may affect the student's academic standing and result in probation or termination. Incomplete grades are given when extenuating circumstances prohibit students from completing coursework by the course's end date.

REQUIREMENTS TO PROGRESS THROUGH THE PROGRAM

- All didactic classes must be completed sequentially with a 75% or higher average.
- Complete ARRT competencies in the clinical procedures identified below.
 - 10 mandatory general patient care procedures
 - 36 mandatory imaging procedures
 - 15 elective imaging procedures selected from a list of 34 procedures
- Complete each clinical externship with a minimum score of 75%.
- Complete all clinical externship hours and paperwork for each term.
- Complete documentation of exams the student observed, assisted, or performed.
- Complete the exit interview and check out procedures

ACADEMIC ADVISING

Academic Evaluation

Students are evaluated on an ongoing basis. Academic evaluation includes instructor assessment of the student's classroom and clinical performance.

- If student performance does not meet the expected standard during a course, the student will be considered "at risk."
- A recommended plan of action for the student to make satisfactory progress will be developed and documented on a student advisement form.
 - One copy of the written plan will be given to the student.
 - One copy will be placed in the student's file.
- If satisfactory progress is not achieved by the end of the course, the student will be terminated from the program.

Academic Advising

- Students are encouraged to meet with the **Program Director** for all academic advising.
- Faculty can advise students regarding support courses and courses specific to the Radiology Technology Program.
- Students are encouraged to meet with the **Clinical Coordinator** for all clinical advising.
- Students may contact their clinical site preceptor regarding clinical issues related to their current clinical rotation.

Procedure for Addressing Concerns

- Course-specific concerns or grades should be directed to the instructor.

- Clinical concerns should be addressed with the clinical site preceptor or Clinical Coordinator.
- Program-related questions should be directed to the Program Director.

Academic Standards

- A **grade point average (GPA) of 2.0 (C or 75%)** is required for graduation from the Radiology Technology Program.
- Each course is considered a prerequisite and must be passed with a grade of “C” (75%) or better for enrollment in the next course.
- Grades of “C” (75%) or better are required for all radiology technology courses leading to the Associate of Occupational Studies in Radiology Technology degree.

Academic Warning

- Students falling below a **2.0 GPA (75%)** in any given course will be issued an academic warning.
- By the end of the term, the student must establish a **2.0 GPA (75%)** or higher in each radiology technology course.

Academic Dismissal

- If a student is on academic warning and fails to achieve and maintain a **2.0 GPA (75%)** in any radiology technology course, the school will dismiss the student for unsatisfactory progress.

Withdrawal and Reinstatement

- If a student chooses to withdraw from the radiology program, they must do so in writing to the Program Director. The notification must include the date of withdrawal.
- Students are notified via student advisement about the effect course withdrawals, incompleteness, and failures may have on their projected graduation date
 - If the graduation date changes, the student will sign a Change of Status form acknowledging the change and be given a copy for their records.
- Students who withdraw may apply for re-entry according to the school’s Re-entry Policy.
 - If readmission is approved, the student will be advised at what point of the program they may re-enter based on demonstrated competency in completed coursework.
 - If a student has missed two or more terms, clinical skills must be validated by the program faculty before readmission to clinical externship rotations.
 - Future reinstatement in the program will be denied if written notification of withdrawal is not provided.

STUDENT TERMINATION

Termination Process

Students will be informed of a formal dismissal in writing and must meet with the Program Director or Clinical Coordinator.

Academic Dismissal

- If a student is on academic warning and fails to achieve and maintain a **2.0 GPA (75%)** in any radiology technology course, the school will dismiss the student for unsatisfactory progress from the current cohort and must schedule to join the next cohort and retake the course in the next available Term
- If a student fails the course for a second time, the student will be dismissed from the program. The student may apply for re-entry according to the school’s Re-entry Policy.

Immediate Dismissal

A student may be immediately dismissed from the program if specific policies or procedures are broken or if the program's standards are jeopardized. Examples include:

Academic and Ethical Violations:

- Cheating or dishonesty.
- Falsification of records.
- Noncompliance with **HIPAA** policies and procedures.
- Noncompliance with **FERPA** regulations.

Clinical Violations:

- Performing in an unsafe manner in the clinical setting, jeopardizing the safety of patients, self, or healthcare team members.
- Being under the influence of drugs or alcohol while in class or clinical settings.

Behavioral Violations:

- Unwarranted or disruptive conduct in didactic or clinical courses.
- Unprofessional behavior toward students, faculty, staff, clinical technologists, or patients.
- Committing a felony while in the program.

Facility Violations:

- Misuse of college or clinical property.
- Any misuse of the energized lab. **No X-rays will be performed or allowed on live subjects.**

Additional Policies

- A student may be dismissed for other policy or procedural violations not included in the list if they compromise the program's quality, safety, or ethical standards.

SUPPLIES

All supplies, including digital textbooks and assigned laptops, are required every day of class. The Radiology Technology Program's courses contain blended coursework, which requires students to have computer and internet access throughout the program.

DIDACTIC CLASS ATTENDANCE

Each student is expected to attend all classes and arrive on time. Students are required to maintain 80% attendance for didactic courses each term. Their attendance status is evaluated at the midterm and the end of the term. Routine and personal appointments should not be scheduled during clinical hours.

Some classes may be offered online. Attendance will be taken daily for all online classes based on direct visible contact and participation during the videoconferencing class session or through the online learning platform.

Tardies and Early Departure: You must arrive on time for class. Arriving 10 minutes after class has started will be considered tardy. If you expect to be tardy, you must email the instructor. Leaving before class completion is only permitted with prior arrangements with the instructor. Unexcused departures will be treated the same as tardy. You will be given a written warning

each time you are tardy or leave early without notifying the instructor. If tardies or early departure remain an issue, you may be placed on attendance probation.

Attendance warning and probation

- Students who fall below 80% will be issued an attendance warning. The student must establish an 80% attendance by the end of the term.
- If the student does not achieve 80%, the student is placed on attendance probation.
 - Should attendance not improve during the term while the student is on attendance probation to the required levels, the student will be dismissed from the Radiology Program.

GRADUATION

Completing the prescribed course of study will result in receiving a diploma from Central Oklahoma College. Satisfactory completion meets all academic and attendance requirements in the Radiology Technology handbook and the Central Oklahoma College Catalog.

PROFESSIONAL APPEARANCE

CLASS UNIFORM

Uniforms consist of black scrub tops and scrub pants. Students may wear Central Oklahoma College logo t-shirts, fleeces, or sweatshirts instead of scrub tops. Athletic shoes or medical clogs should be solid colored with minimal graphics or designs. No open-toed shoes are allowed. Warm-up jackets may be included but must be the same color as the uniform and may not have a hood. Shirts (tanks, t-shirts, turtlenecks), both long or short-sleeved, may be worn under the uniform but must be solid white. No decals, designs, or words are permitted on the undershirts. Uniforms must be freshly laundered and wrinkle-free each time they are worn. Hospital-provided scrubs may only be worn during surgery and must be returned before leaving the clinical site. Students must wear a name tag, a radiation monitoring badge, and a hospital identification badge.

GROOMING

- Hair must be clean and neatly groomed. Unnatural hair tones are not permitted.
- Beards and mustaches kept neat and trimmed, no longer than ½ to 1 inch in length.
- No smell of tobacco or vaping of any substance. If a noticeable scent/odor is noticed, it will be brought to the student's attention.

JEWELRY AND ACCESSORIES

- Hats and caps are prohibited. Headgear that is part of a religious protocol or required by the clinical facility (surgical caps, hoods, etc.) is an exception.

ACADEMIC HONESTY

Honesty in academics is expected of COC Radiology Technology Program students. Any form of academic dishonesty is considered a serious matter. Forms of academic dishonesty include but are not limited to cheating on tests, assignments, laboratory or clinical assignments; appropriation of another's work and unacknowledged incorporation of that work into one's own (plagiarism); unauthorized collaboration with another person (collusion); *unauthorized advanced access to an examination; and misrepresentation of actions (falsification of information).

Sanctions for academic dishonesty vary according to the nature and seriousness of the offense. Sanctions may include but are not limited to requiring a student to redo a class/laboratory/clinical assignment with a lowered grade, recording an "F" (74 or below) for a particular test, examination, or class/laboratory/clinical assignment that involved dishonesty; or recording an "F" (74 or below) for a final course grade; or dismissal from the Radiology Technology program. Instructors will inform the Program Director and the College Director of the dishonest action/event and the sanctions imposed due to the student's academic dishonesty. Written documentation of the event and the sanction, along with the signatures of the student and the instructor, will be placed in the student's file. Student appeal of the sanction must be made in writing to the Director of Radiology within seven days of the student's notification of the sanction.

Students are personally responsible for the correctness and accuracy of information supplied to the College. Any student who knowingly provides incorrect or inaccurate information to the College is subject to disciplinary action that may lead to dismissal from the school.

***Unauthorized Advance Access to an Examination**

- Recording questions or answers to examinations during review for sharing later.
- Discussing an examination item with a student who has yet to take the examination or the course.
- Receiving questions or answers to examinations from a previous student or for a makeup examination.
- Accessing test banks accompanying textbook instructor resources – whether online, digital, or hard copy.
- Printing off completed exams.

PROFESSIONALISM

All Radiology Technology students at Central Oklahoma College are representatives of the college's programs and are expected to consistently demonstrate professionalism both on campus and in clinical settings. Key qualities of professionalism include:

- Professional appearance
- Honesty
- Respect for others
- Accountability
- Non-judgmental attitude
- Trust
- Empathetic care
- Confidentiality
- Tact
- Teamwork

Students are required to conduct themselves professionally. Failing to consistently exhibit these qualities may result in a written warning, probation, or potential dismissal from the program.

ACCIDENTS OR INJURIES

When an accident occurs on campus, apply necessary emergency first aid. The instructor will immediately contact the Campus Director to file an incident/injury report. The administration will then analyze the accident/injury, its course, and possible action for future prevention.

When an accident or incident occurs in a clinical facility, the instructor will follow the facility's policy and procedure for reporting such incidents. The Radiology Clinical Coordinator should be notified as soon as possible. Also, a report concerning the incident (which may be a copy of the facility's report form) must be given to the Radiology Clinical Coordinator for evaluation and follow-up.

RADIATION AND MRI SAFETY

Central Oklahoma College, faculty, staff, and radiology students will practice radiation safety in the laboratory and clinical externships. During radiology orientation, students will be oriented to the cardinal rule of time, distance, and shielding, along with the ALARA principle. Students will be instructed in basic safety practices before assignments to clinical settings.

As students progress in the program, radiation safety practices will be expanded to ensure proficiency in radiation safety practices. All students must sign and confirm that they received a copy of the radiation safety policy and associated forms. Clinical sites may provide students with institutional safety policies and best practices; however, students must adhere to the Central Oklahoma College radiation safety policies.

ENERGIZED LABORATORY RADIATION SAFETY

All Central Oklahoma College faculty and students will strictly follow the rules and procedures for the energized laboratory on campus. The laboratory facility may only be used to facilitate instruction. Radiation monitoring badges must be worn appropriately in and during energized lab sessions.

Students and faculty are forbidden to make radiographic exposures on humans, including themselves, in the laboratory. Violations of laboratory procedures or unauthorized use of laboratory facilities will result in disciplinary action or possible dismissal from the program. A registered radiologic technologist faculty member must be available during energized lab sessions.

Laboratory Procedures:

- The laboratory door is to remain locked at all times except during scheduled utilization under the supervision of a readily available registered technologist who is a faculty member.
- The door between the laboratory and the classroom must be closed during all energized exposures.
- Students must clock in and out of the lab with the clinical management software system
- Never make energized exposures with another student or faculty member in the open laboratory room. Always double-check that the room is cleared and students and staff are behind the protective barrier before making an exposure.
- All problems must be reported to the supervising faculty member. Laboratory equipment use will be discontinued until the problem is corrected.

- Students must not hold any radiographic phantoms or image receptors during exposures. All persons must fit completely behind the protective barrier during exposures.
- During exposure, only students and faculty essential to the performance of the exam should remain in the laboratory behind the barrier.
- The X-ray tube may only be pointed toward the imaging table or the upright bucky during exposures.
- No exposures will be made that exceed the recommended tube capacity.
- Students will clean all accessories and positioning aids before signing out of lab

Laboratory Rules:

- No food or beverages will be allowed in the laboratory
- No personal belongings are allowed in the lab (backpack, purse)
- Do not mark the phantom with markers or leave tape on its surface
- Do not force the joints on the full-body phantom
- Do not remove anything from the lab facility

DIRECT AND INDIRECT SUPERVISION

- **Direct supervision** requires a registered radiologic technologist to be in the room, supervising the student during a radiographic procedure. It is also required for all students performing radiation procedures during fluoroscopy and for all radiology students who have not demonstrated competency in the procedure being performed.
- **Indirect supervision** requires a registered radiologic technologist to be readily available and physically within speaking distance of the radiology student performing a radiographic procedure. It allows radiology students to perform radiographic procedures if they have a passing competency. However, **indirect supervision will never be allowed, even if the student has completed their competency for fluoroscopy, portable/mobile radiography, repeated radiology exams, and C-arm procedures.** Using a telephone or overhead paging system does not qualify the registered technologist to be within speaking distance of a student.

STUDENT HOLDING IR OR PATIENT

Radiology students **must not** hold image receptors (IR) or patients during ionizing radiographic procedures, including portable/mobile procedures. Failure to comply with this policy may result in immediate disciplinary action by the program.

PORTABLE/MOBILE RADIATION SAFETY

When making an exposure, the radiology student shall stand at least 6 feet from the X-ray tube and wear a lead apron. Students must also inform surrounding patients, staff, and the general public to allow ample time for them to step back or leave the surrounding area.

REPEAT RADIOGRAPHS

Students must repeat any radiographic exam under the **direct supervision** of a registered radiologic technologist. Direct supervision will be observed for all student repeats, regardless of whether the student has passed competency for that exam or what level the student performs at (beginner or advanced clinical rotation). Failure to comply with this policy may result in immediate disciplinary action by the program.

RADIATION MONITORING

The school will provide dosimeters to each student, and they must be worn whenever the student is in the school-energized lab and at externship clinical sites. Failure to do so will result in corrective action, which may include a written warning from the program. If students arrive at a clinical without their dosimeter, they cannot proceed with their clinical experience until they have obtained it. This is a strict enforcement of the policy and is non-negotiable.

Dosimeter badges must be worn at the collar level outside the lead apron. If two monitors are worn, one must be at the collar level outside the lead apron, and one must be worn at the waist level under the apron. In a declared pregnancy, a fetal badge must be worn at waist level and under a lead apron when worn (see Pregnancy Policy for more information).

Students will be informed monthly when to transmit dose data from their Instadose badge. Within 30 school days of Instadose transmission, students will be given a radiation exposure report. The report will not include the student's social security number. The college will keep radiation exposure reports indefinitely. Annual radiation exposure reports will be kept in the program director's office.

RADIATION DOSE LIMITS

Dose limits recommended by the National Council on Radiation Protection and Measurements will be used. The annual effective dose limit for education and training exposures is 1 mSv (100 mrem). If a student receives a dose reading of 0.4mSv (40 mrem) or higher, the student will be removed from high radiation exposure areas and must meet with the program director and clinical instructor.

An investigation into the high reading will be conducted with the student to determine if the high reading was due to an exposure with the student wearing the dosimeter or an accidental exposure while the student was not wearing the dosimeter. The student will be monitored closely by the clinical coordinator.

PREGNANCY AND RADIATION SAFETY

All students are informed of the risks of radiation exposure during pregnancy during Radiology Orientation. If a student should become pregnant, they can inform the program faculty in writing. The student's declaration of pregnancy **is voluntary**.

Upon receiving written notification of pregnancy, the Program Director or the Clinical Coordinator will provide counseling regarding radiation protection practices and monitoring for the student and the fetus. Educational material is made available for the pregnant student to review. Examples of educational materials are:

1. NRC Regulatory Guide 8.13
2. NCRP Report No.116

The National Council on Radiation Protection and Measurements (NCRP) recommends a monthly equivalent dose limit of 0.5 mSv to the embryo-fetus (excluding medical and natural background radiation) once the pregnancy is known. **The embryo-fetus must not exceed 5 mSv for the gestational period. The mother in the educational training program must not exceed 1 mSv annual whole-body exposure.** The NRC states, "The licensee shall ensure that the dose equivalent to the embryo/fetus during the entire pregnancy, due to the occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv)."

Students with a declared pregnancy will have options to continue in the program. They must select from the following options:

- Remain in the program without lab or clinical modifications
- Remain in the program with lab or clinical modification to limit high-exposure areas
- Withdrawal from the program. The student can follow the Central Oklahoma Reentry Policy to re-enter the radiology program when space allows.

Students with a declared pregnancy will:

- Wear an abdomen fetal radiation monitor. Program Faculty will monitor readings closely.
 - If the fetal dose monitor is over a negligible reading (0.05 mSv) in a 30-day period, the student will be removed from clinical assignments in radiation areas.
- Attendance, absence, and make-up policies will be equally followed
- If the student is returning during a clinical rotation, they must have written permission from their healthcare provider to return to regular clinical rotation duties.

A student **may rescind their written pregnancy declaration in writing to the Radiology Program Director** at any time and without reason. The rescinding letter must be signed and dated by the student. If a student rescinds their pregnancy statement, the student will not be considered pregnant.

MRI SAFETY

Before entering the clinical environment in Radiology Externship I, the program designates a time for instruction on MRI safety guidelines and/or provides an instructional video. Each student must complete an MRI safety screening form and review it with the clinical coordinator. This form will remain on file and be given to clinical externship institutions at their request. The student must update their safety information immediately upon any change, especially upon implantation of mechanical, electrical, metal, or ferrous devices.

Before beginning the Radiology Externship V rotation, each student must complete a new MRI safety screening form, which the clinical coordinator, clinical preceptor, and MRI supervisor must review. If a student is contraindicated to perform a rotation in the MRI area, the student may choose to observe in another advanced modality.

If a student has a mechanical, electrical, metal, or ferrous implanted device, the clinical institution must be made aware of it by the student. The clinical institution will follow its policy to allow the student access to the MRI room. The student will follow the manufacturer's guidelines for safety in the MRI environment. If the student has questions or concerns the clinical institution does not address, they may contact the clinical coordinator for assistance.

CLINICAL EXTERNSHIP

BACKGROUND CHECK

Some clinical affiliates require background checks in addition to those done when students entered the program. Students must follow all requirements if placed at one of these clinical sites. See the Clinical Coordinator for more information.

CARDIOPULMONARY RESUSCITATION CERTIFICATE (CPR)

The student must obtain an American Heart Association BLS for Healthcare Professionals certificate before the Radiology Clinical I rotation and maintain certification until they complete their clinical education.

IMMUNIZATION REQUIREMENTS

Clinical Sites will usually require immunizations. The following is what most typical clinicals will require:

1. Current tuberculin test. This is a two (2)-part screening that must have been completed within the last twelve months.
2. Medical verification of 2 MMR immunizations or a Positive MMR titer.
3. Medical verification of 2 Varicella immunizations or Positive Varicella titer.
4. Medical verification of Tdap immunization completed within the last 10 years.
5. Medical verification of influenza vaccine for the current flu season.
6. Medical verification of 3 hepatitis B immunizations or the completion of the first 2 immunizations before the beginning of the clinical term, or written waiver declining the immunization.
7. Medical Verification of COVID-19 immunization.

Students who are unwilling or unable to comply with the immunizations must understand that some clinical affiliates prohibit the presence of unvaccinated students at their facilities.

Central Oklahoma College Radiology Technology program will make reasonable efforts to find appropriate alternate clinical externship rotations for these students. Still, there is always a risk that the student will not be permitted to complete clinical externship rotations, a required part of the curriculum.

DRUG SCREENING

The Radiology Program promotes integrity and wellness as part of the college's core values by providing the community safe patient care. You must submit and pass drug testing. Drug testing

will occur at different times throughout the program. Central Oklahoma College will follow the clinical externship site's drug screening process before clinical externships.

The college externship hospitals and clinics will not accept a positive marijuana test, even if you have your state-issued marijuana card. Providing patient care is considered a safety-sensitive job duty.

- **Oklahoma Employment Law - [63 O.S. § 427.8 \(H\) - \(I\)](#)**
 - Employers do NOT have to allow possession or use of medical marijuana products at work.
 - Employers may not discipline, fire, or refuse to hire a licensed Oklahoma medical marijuana patient solely because of a positive test for marijuana—**unless they have safety-sensitive job duties** or possess, consume, or are under the influence of medical marijuana or medical marijuana products at work.

EXTERNSHIP TRAVEL REQUIREMENTS

Each student must provide their transportation to and from assigned clinical externship sites. Clinical externship sites are assigned for each term and could be within a 60-mile radius of Central Oklahoma College.

CLINICAL EXTERNSHIP SUPERVISION

Central Oklahoma College will have a clinical coordinator to oversee and organize the clinical externship portion of the Radiology Technology Program. Each institutional externship site will have a clinical preceptor supervising student education in the clinical setting. Registered radiologic technologists may only supervise students during radiology procedures/exams. Tech aids and other student technologists may not supervise students during radiology exams.

CLINICAL EXTERNSHIP DRESS CODE

CLINICAL UNIFORM

Uniforms consist of black scrub tops and scrub pants. Athletic shoes or medical clogs should be solid colored with minimal graphics or designs. No open-toed shoes are allowed. Warm-up jackets may be included but must be the same color as the uniform and may not have a hood. Shirts (tanks, t-shirts, turtlenecks), both long or short-sleeved, may be worn under the uniform but must be solid white. No decals, designs, or words are permitted on the undershirts. Uniforms must be freshly laundered and wrinkle-free each time they are worn. Hospital-provided scrubs may only be worn during surgery and must be returned before leaving the clinical site. Students must wear a name tag, a radiation monitoring badge, and a hospital identification badge.

GROOMING

- Hair must be clean and neatly groomed, and hair longer than shoulder length must be tied back. Unnatural hair tones are not permitted.
- Beards and mustaches kept neat and trimmed, no longer than ½ to 1 inch in length.
- No artificial nails (including, but not limited to, acrylics, extenders, and embellishments) of any sort are permitted as they harbor bacteria and may violate the externship clinical infection control policy.
- Perfume, cologne, and strong scented lotions are prohibited. No smell of tobacco or vaping of any substance. If a noticeable scent/odor is noticed, it will be brought to the student's attention.

- Make-up and cosmetics should be conservative and light.
- Tattoos must be covered at all times.

JEWELRY AND ACCESSORIES

- Wedding/engagement band may be worn.
- Small stud earrings may be worn on the earlobe.
- Facial piercing (nose rings, eyebrow, or lip, etc.) and tongue rings are unacceptable at any time in the clinical setting. You may wear a small transparent spacer for any facial piercing.
- Necklaces and bracelets are not allowed.
- Hats and caps are prohibited. Headgear that is part of a religious protocol or required by the clinical facility (surgical caps, hoods, etc.) is an exception.

CLINICAL EXTERNSHIP ATTENDANCE

Students must arrive on time and ready to work. Students must clock in upon arrival at the radiology department clinical site. Students will clock in using their smartphone or assigned clinical computer. Students may not clock in another student.

Students are required to complete all clinical externship hours. Students must log absences in the computerized time management system **and** email instructors before the start of the clinical day. Student attendance status is evaluated at the midterm and the end of the term. Routine and personal appointments should not be scheduled during clinical hours. If an absence cannot be avoided, the student may “bank” time for a planned absence; however, students may not attend more than 10 clinical hours a day or more than 40 hours per week. The clinical coordinator must approve any banking of hours.

Students may only miss 2 clinical days per term, and those hours **MUST** be completed during assigned clinical make-up days within the term. Students must complete all clinical hours to advance to the next clinical course. Tardiness is considered 10 minutes late or leaving 15 minutes early. A student may have no more than 3 occurrences per clinical term. Students who have more than 3 tardies will be given an attendance warning.

Attendance warning

Students who miss two clinical days or have three tardy occurrences in a term will be issued an attendance warning. Students must attend their clinical hours on the assigned make-up days. Students may not attend more than 10 clinical hours a day or more than 40 hours per week. Failure to attend clinical hours during the make-up time provided will halt progress in the program.

Attendance Probation

Students who miss three clinical days in a term will be placed on attendance probation. They will be counseled on attendance and given specific make-up hours. Students may not attend more than 10 clinical hours a day or more than 40 hours per week. The student will remain on attendance probation until next term. If the student misses another day during the term, the student may be dismissed from the program and may re-apply, as student progress will be halted.

No Call / No Show

A no-call-no-show to clinical externships may be grounds for immediate termination from the Radiology Technology Program. Each case will be evaluated and considered. A repeated no-

call-no-show will be interpreted as the student's inability to meet the program's requirements, and termination will result.

CLINICAL PROFESSIONAL APPEARANCE

CLINICAL UNIFORM

Uniforms consist of (color) scrub tops and scrub pants. Athletic shoes or medical clogs should be solid colored with minimal graphics or designs. No open-toed shoes are allowed. Warm-up jackets may be included but must be the same color as the uniform and may not have a hood. Shirts (tanks, t-shirts, turtlenecks), both long or short-sleeved, may be worn under the uniform but must be solid white. No decals, designs, or words are permitted on the undershirts.

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- Necklaces and bracelets are not allowed.
- Hats and caps are prohibited. Headgear that is part of a religious protocol or required by the clinical facility (surgical caps, hoods, etc.) is an exception.

CLINICAL EXTERNSHIP RESOURCES

The Radiologic Technology Program faculty guarantees a clinical assignment to all radiology students that is selected by the clinical coordinator. Students will be given an electronic Radiology Technology Student Handbook and a Central Oklahoma College Student Handbook. Course e-books and Clover Learning resources will be available to students online anytime. Students will use personal cell phones or clinical site computers to clock in and out of clinical sites. Students will rotate through at least two clinical sites to ensure a wide range of imaging

procedures. The clinical coordinator will determine clinical externship student rotation schedules.

Central Oklahoma College Clinical Sites

We are in the process of clinical agreements with the following sites:

COMMUNITY HOSPITAL SOUTH CAMPUS

3100 S.W. 89th Street Oklahoma City, OK 73159
405.602.8100

COMMUNITY HOSPITAL NORTH IMAGING

9800 Broadway Extension Oklahoma City, OK 73114
405.419.2980

INTEGRIS Health Baptist Medical Center

3300 NW Expressway Oklahoma City, OK 73112
405-949-3011

INTEGRIS Health Edmond

4801 INTEGRIS Parkway Edmond, OK 73034
405-657-3000

SSM Health St. Anthony Hospital-Shawnee

1102 W Macarthur St, Shawnee, OK 74804
(405) 273-2270

SSM Health St. Anthony Hospital- Midwest

2825 Parklawn Drive
Midwest City, OK 73110
(405) 265-2665

Mercy Hospital

4300 W. Memorial Road, Oklahoma City, OK 73120
(405) 755-1515

LIABILITY INSURANCE

The College holds a liability insurance policy for \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate. Faculty are covered by this policy while instructing students. However, students are only covered during scheduled clinical externship rotations.

HIPAA AND PRIVACY INFORMATION

During clinical externship education, students may have access to confidential information concerning clinical site business, finances, patients, and employees. This information may be verbal, written, or computerized. Safeguarding such confidential information is a critical responsibility and expectation of every student. Following the Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential.

Students will maintain the privacy of protected health information by:

- Limiting discussion of protected health information to private areas and conference rooms.
- Do not discuss health information outside the health care facility unless such discussion is with an appropriate faculty member and in private.
- Do not discuss patient events they hear about during clinical rotations with friends or in public areas inside or outside the clinical site.
- Refrain from copying any part of the medical record for use outside the health care facility.
- Medical images with removed protected health information (PHI) may be used for Central Oklahoma College coursework if the clinical affiliate allows it.
- Casual conversations regarding patients and co-workers are inappropriate at the clinical site and on campus.
- Students may not access their own medical records. They must follow the usual process designated through the clinical site's Health Information Services (Medical Records).
- A student may not access the records of family, friends, co-workers, acquaintances, neighbors, or anyone else unless they are directly involved in providing their care or for a legitimate radiology procedure.
- Students may not release information to patients. Students will allow the supervising radiology technologist or designated clinical externship staff to release information.

Violation of confidentiality will be considered grounds for corrective action, up to and including dismissal. Federal law also includes criminal penalties for the misuse of protected health information.

Use of Electronic Devices and Social Networking

Discussing any clinical situation, patient interaction, or clinical staff situation on any social networking site is strictly forbidden. Violation of this policy would be considered a privacy violation and subject to dismissal or other disciplinary action.

- Inappropriate use of social networking – discussing any clinical patient or clinical situation on any social networking site is strictly forbidden.

STUDENT HOLDING IR OR PATIENT

Radiology students **must not** hold image receptors (IR) or patients during ionizing radiographic procedures, including portable/mobile procedures. Failure to comply with this policy may result in immediate disciplinary action by the program.

PORTABLE/MOBILE RADIATION SAFETY

The radiology student shall stand at least 6 feet from the x-ray tube and wear a lead apron when making an exposure. If the radiology student is making the exposure, they must inform surrounding patients, staff, and the general public that they will make an exposure to allow ample time for them to step back or leave the surrounding area.

REPEAT RADIOGRAPHS

Students must repeat any radiographic exam under the **direct supervision** of a registered radiologic technologist. Direct supervision will be observed for all student repeats, regardless of whether the student has passed competency for that exam or what level the student performs at

(beginner or advanced clinical rotation). Repeated projections must be documented in the online clinical management software. Failure to comply with this policy may result in immediate disciplinary action by the program.

CLINICAL EXTERNSHIP EVALUATION

Students will keep a log of each exam observed, assisted, or performed. Each competency exam must have a clinical exam competency form graded by the technologist directly supervising the exam. Students must meet the minimum number of competency exams completed for each clinical term. Students will be evaluated by their respective clinical preceptors at the end of each clinical rotation. These evaluations will be a portion of the clinical grade and measurable in program and competency skill progression. Students will review and sign the clinical evaluation with the clinical coordinator.

CLINICAL SOFTWARE MANAGEMENT SYSTEM

Central Oklahoma College will provide students and faculty access to a clinical and lab software management system. The online record-keeping system will be used in the following manners:

- Time and Location monitoring: Students will report from a computer at the location or by clocking in or out using a mobile device (must have location services turned on). If a site computer is used, the IP address is recorded, and if using a mobile device with GPS, the student's location can be displayed.
 - Students will clock in and out during on-campus lab sessions
 - Students will clock in and out during externship clinical rotations
 - Times will be verified by the course instructor for on-campus labs, and by clinical preceptors at externship clinical sites
- Activity Logs: Students will report exam or skill, level of participation (observed/assisted/performed), supervising instructor or clinical preceptor. All repeated projections must be logged.
- Skill Competencies: Clinical preceptors or instructors will assess students and provide feedback on their current abilities.
- Documentation Forms: Students will complete required online orientation checkoffs, incident report forms, absence request forms, and policy acknowledgment forms
- Clinical externship schedules

Time exceptions:

- Time exceptions are allowed if students forgot to clock in or out. The reason for the exception must be noted and approved by clinical preceptor or instructor.
- Absences, tardies, and early clock outs must be logged and the reason for the absence must be noted. If a student is sent home early by a clinical preceptor, the reason for leaving early must be noted.
- Excessive time exceptions (more than 4 for the current term) for missed clock punches will result in a 10% reduction of the Completed Forms and Exam Logs grade for clinical externships.

GRADUATION REQUIREMENT

Students may not be considered graduates or issued a graduation credential until they have satisfactorily completed the clinical externship requirements.

CLINICAL EXTERNSHIP GRADING POLICY

GPA Numerical Equivalent for the program:

4.0	92% - 100%	A
3.0	83% - 91%	B
2.0	75% - 82%	C
0.0	74% and below is failing	

Incomplete (I), Administrative Withdraw (AW) and Withdraw (W) are not averaged in GPA.

A clinical externship syllabus will be distributed to students and clinical preceptors before clinical. Each syllabus will contain specific information regarding the required minimum number of clinical hours and clinical competencies, as well as grade distribution, recheck evaluations, professional evaluations, clinical evaluations, and student clinical site evaluations.

CLINICAL COMPETENCY REQUIREMENTS

Clinical Rotation	Mandatory Competencies	Elective Competencies	Repeat Competencies	Image Analysis Competencies
Clinical I	4	0	0	0
Clinical II	4	2	2	0
Clinical III	8	3	3	0
Clinical IV	9	5	3	3
Clinical V	9	5	3	3
Clinical VI	2	2	5	3
totals	36	17	16	9

- 36 mandatory imaging procedures, 15 elective imaging procedures selected from a list of 34 procedures; One of the 15 elective imaging procedures must be selected from the head section; and Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section
- One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency.

Clinical intuition protocols will determine the projections for each procedure.

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
<i>SOURCE ARRT® 2024</i>	Mandatory	Elective			
Chest and Thorax					
Chest Routine	✓				
Chest AP (Wheelchair or Stretcher)	✓				
Ribs	✓		✓		
Chest Lateral Decubitus		✓	✓		
Sternum		✓	✓		
Upper Airway (Soft-Tissue Neck)		✓	✓		

Sternoclavicular Joints		✓	✓		
Upper Extremity					
Thumb or Finger	✓		✓		
Hand	✓				
Wrist	✓				
Forearm	✓				
Elbow	✓				
Humerus	✓		✓		
Shoulder	✓				
Clavicle	✓		✓		
Scapula		✓	✓		
AC Joints		✓	✓		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	✓				
Trauma: Upper Extremity (Non-Shoulder)*	✓				
Lower Extremity					
Toes		✓	✓		
Foot	✓				
Ankle	✓				
Knee	✓				
Tibia-Fibula	✓		✓		
Femur	✓		✓		
Patella		✓	✓		
Calcaneus		✓	✓		
Trauma: Lower Extremity*	✓				

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Head – Candidates must select at least one elective procedure from this section.					
Skull		✓	✓		
Facial Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
Nasal Bones		✓	✓		
Orbits		✓	✓		
Paranasal Sinuses		✓	✓		
Spine and Pelvis					
Cervical Spine	✓				
Thoracic Spine	✓		✓		

Lumbar Spine	✓				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓		✓		
Pelvis	✓				
Hip	✓				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
Abdomen					
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		
Intravenous Urography		✓			

GENERAL PATIENT CARE PROCEDURES

Candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

General Patient Care Procedures	Date Completed	Competence Verified By
CPR/BLS Certified		
Vital Signs – Blood Pressure		
Vital Signs – Temperature		
Vital Signs – Pulse		
Vital Signs – Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture*		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

*Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device.

SOURCE ARRT 2024

REVISIONS

Central Oklahoma College reserves the right to revise its programs of study, hours, calendar, policy changes, etc., at any time. All efforts will be made to notify students of any changes

before implementation. No revision will be retroactive but effective upon the student and staff notification date.

ATTACHMENTS

RADIOLOGY TECHNOLOGY PROGRAM
Radiology Student Handbook Acknowledgment



This is to acknowledge that I have received the Radiology Technology Student Handbook. I have read and understand the contents thereof. I hereby agree to abide by its policies and regulations.

I acknowledge that I received radiation safety policies and agree to follow safe radiation practices, including As Low as Reasonably Achievable (ALARA) and the Cardinal Rule of time, distance, and shielding.

I agree to have my education, health, and background records released to regulatory agencies, accreditation agencies, and healthcare agencies requesting information in compliance with The Family Educational Rights and Privacy Act (FERPA) and The Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule").

I agree to have information regarding my attendance and performance released for financial aid.

I understand that I may not participate in the Central Oklahoma College Radiology Technology clinical program until I have all my records on file. These records must be kept current, or I could be withdrawn from the program.

I understand that confidentiality laws protect information disclosed to me from the patient's records. These laws prohibit me from disclosing such information without the specific written consent of the person to whom such information pertains or as permitted by state and federal laws. A general authorization for releasing medical or other information is insufficient for this purpose.

I understand that my Associate of Occupational Studies (AOS) will not be issued until I have met all the program's competency requirements defined by the American Registry of Radiologic Technologists (ARRT) and didactic requirements of the American Society of Radiologic Technologists (ASRT).

I give Central Oklahoma College permission to contact my employer after graduation and share my personal information to gather postgraduate data for reporting.

Print Your Name

Student Signature

Date

Exam Competency
Radiology Technology Program



GRADING SCALE		
10-	Exceeds expectations, above average work	Student: _____
9-	Meets expectations	
8-	Meets expectations but displays some weakness	
0-	Does not meet expectations, needs remediation	
OBJECTIVE	SCORE	COMMENTS
FACILITY/ROOM READINESS <ul style="list-style-type: none"> Verifies equipment is on and functional Obtains materials needed for exam Prepares room and table/bucky set up 		
SUFFICIENT EVALUATION OF REQUISITION AND PATIENT <ul style="list-style-type: none"> Identifies procedure to be performed Uses two patient identification methods (name, dob, account #) with ID bracelet Acknowledge any pathological conditions Acquire appropriate patient history 		
PATIENT CONSIDERATIONS <ul style="list-style-type: none"> Erects patients, obtains an adequate clinical history and evaluates patients. Attentive to patient needs/comfort. Follows proper patient care techniques (standard precautions, patient transfer, etc.) Identifies and reports, when appropriate, if there are contraindications for performing the procedure Observes patient's condition at regular intervals; never leave patients alone in exposure room 		
RADIATION PROTECTION: PRACTICES SOUND JUDGMENT <ul style="list-style-type: none"> Correctly shields patients when appropriate Wears protective apparel when appropriate and radiation monitoring devices correctly Consistently collimates to part or image size; uses appropriate size/type image receptor. Performs exams with minimal repeat exposures Uses immobilization devices when appropriate 		
POSITIONING SKILLS <ul style="list-style-type: none"> Places patient in correct position to be imaged Moves patient into other positions required by the imaging exam Align Ck to body part. Body part centered to IIR Set the correct tube angle Set the correct SID 		
EQUIPMENT MANIPULATION <ul style="list-style-type: none"> Manipulates the x-ray tube/bucky/table utilizing appropriate controls and locks Selects the proper image receptor, image receptor Utilizes appropriate identification markers Selects appropriate technical factors and manipulates technique based on body habitus, patient condition, or pathology Selects appropriate SID Manipulate equipment smoothly and efficiently 		

1

Exam Competency
Radiology Technology Program



IMAGE EVALUATION <ul style="list-style-type: none"> Identification of anatomical parts Critiques image positioning and quality Critiques use of correct technical factors concerning contrast and density to patient condition Evaluates images for compliance with departmental standards The "R" or "L" lead marker is in the correct location 		
TOTAL		OUT OF 70 POSSIBLE POINTS
IF A PROJECTION IS REPEATED FOR ANY REASON, THIS IS A FAILED COMPETENCY. STUDENTS ARE ALLOWED 2 FAILED COMPETENCIES WITHOUT GRADE REDUCTION		
TOTAL NUMBER OF REPEATS		

TECHNOLOGIST COMMENTS:

TECHNOLOGIST SIGNATURE

DATE

PRINT TECHNOLOGIST NAME

REVIEWED BY:

COC Clinical Coordinator

Date

2

Exam Competency
Radiology Technology Program



GRADING SCALE		
10-	Exceeds expectations, above average work	Student: _____
9-	Meets expectations	
8-	Meets expectations but displays some weakness	
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OBJECTIVE	SCORE	COMMENTS
FACILITY/ROOM READINESS <ul style="list-style-type: none"> Verifies equipment is on and functional Obtains materials needed for exam Prepares room and table/bucky set up 		
SUFFICIENT EVALUATION OF REQUISITION AND PATIENT <ul style="list-style-type: none"> Identifies procedure to be performed Uses two patient identification methods (name, dob, account #) with ID bracelet Acknowledge any pathological conditions Acquire appropriate patient history 		
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EQUIPMENT MANIPULATION <ul style="list-style-type: none"> Manipulates the x-ray tube/bucky/table utilizing appropriate controls and locks Selects the proper image receptor, image receptor Utilizes appropriate identification markers Selects appropriate technical factors and manipulates technique based on body habitus, patient condition, or pathology Selects appropriate SID Manipulate equipment smoothly and efficiently 		

1

Exam Competency
Radiology Technology Program



IMAGE EVALUATION <ul style="list-style-type: none"> Identification of anatomical parts Critiques image positioning and quality Critiques use of correct technical factors concerning contrast and density to patient condition Evaluates images for compliance with departmental standards The "R" or "L" lead marker is in the correct location 		
TOTAL		OUT OF 70 POSSIBLE POINTS
IF A PROJECTION IS REPEATED FOR ANY REASON, THIS IS A FAILED COMPETENCY. STUDENTS ARE ALLOWED 2 FAILED COMPETENCIES WITHOUT GRADE REDUCTION		
TOTAL NUMBER OF REPEATS		

TECHNOLOGIST COMMENTS:

TECHNOLOGIST SIGNATURE

DATE

PRINT TECHNOLOGIST NAME

REVIEWED BY:

COC Clinical Coordinator

Date

2

RADIOLOGY TECHNOLOGY PROGRAM
Pregnancy Education Acknowledgement



Working with radiation can be a concern for pregnant students. All students are informed of the risks of radiation exposure during pregnancy. If a student should become pregnant, they have the option of informing the program, in writing, of a pregnancy. Declaration of pregnancy by the student is voluntary. Upon receiving written notification of pregnancy, the Program Director or the Clinical Coordinator will provide counseling regarding radiation protection practices and monitoring for the student and the fetus. The National Council on Radiation Protection and Measurements (NCRP) recommends a monthly equivalent dose limit of 0.5 mSv to the embryo-fetus (excluding medical and natural background radiation) once the pregnancy is known. The embryo-fetus must not exceed 5 mSv for the gestational period. The mother in the educational training program must not exceed 1 mSv annual whole-body exposure.

The declared pregnant student has the option to continue in the program without any modifications, and they must select from the following options:

- ☐ Remain in the program without lab or clinical modifications
- ☐ Remain in the program with lab or clinical modification to limit high-exposure areas
- ☐ Withdrawal from the program when re-entry if space allows

Students with declared pregnancy will:

- Wear an abdomen fetal radiation monitor. Readings to be monitored closely by the RSO and Program Faculty
 - If the fetal dose monitor is over a negligible reading (0.01 mSv) in a 30-day period, the student will be removed from clinical assignments in radiation areas.
- Attendance, absence, and make-up policies will be equally followed
- Student must have written permission from their healthcare provider to return to clinical rotation.

A student may rescind their written pregnancy declaration in writing, at any time, and without any reason. I have read and understood the pregnancy policy. I have been given educational materials on radiation and pregnancy. I agree to abide by Central Oklahoma College's policies and the policies of the clinical sites.

Student Signature

Date

Central Oklahoma faculty

Date

Final Clinical Evaluation
Radiology Technology Program



Radiology Clinical Rotation Select one: RT2206 RT2104 RT2105 RT2110 RT2203 RT2206		
OBJECTIVES (One score per objective)	SCORE	COMMENT
Grading Scale: 3 The student performs this less than 65% of the time, below average 3.5 The student performs this 70-79% of the time, slightly below average 4 The student performs this 80-89% of the time, average 5 The student performs this 90% or more, slightly above average		
Patient Care Exhibits patience and empathy for the patient Communicates professionally with patient before, during, and after exam Communicates with sensitivity to cultural diversity Performs patient identity checks in compliance with clinical site standards Respects the patient's modesty Performs exam with minimum patient discomfort		
Organization Maintains neat, clean, and well-stocked room Performs duties in a sequential order Seeks and recognizes what needs to be done without wasting time Completes work in the expected time frame Arrives on time for clinical assignment		
Technical Skills Properly manipulates radiographic equipment Select appropriate technical factor's Utilizes proper patient and projection positioning skills Performs procedures within a reasonable time relative to their level of experience Performs procedure with minimal repeats Correctly evaluates radiographic images		
Radiation Safety Applies effective methods of radiation protection for self and others (ALRA, Cardinal Rule) Uses effective collimation whenever possible Utilized gonadal shielding according to institutional policy		
Critical Thinking and Affective Domain Checks radiology order after patient assessment for appropriateness criteria Modifies radiology exposure technical factors to align with patient assessment Acts in a professional manner at all times Practices ethical integrity Adjusts to unusual/stressful situations Accepts constructive criticism Maintains favorable interpersonal relationships with staff and peers		
TOTAL		

1

Final Clinical Evaluation
Radiology Technology Program



STUDENT STRENGTHS:

AREAS FOR IMPROVEMENT:

OVERALL COMMENTS

CLINICAL PRECEPTOR SIGNATURE

DATE

PRINT CLINICAL PRECEPTOR NAME

REVIEWED TOGETHER:

DATE:

COC Clinical Coordinator Signature

Student Signature

2

Exam Competency
Radiology Technology Program



GRADING SCALE		
10-	Exceeds expectations, above average work	Student: _____
9-	Meets expectations	
8-	Meets expectations but displays some weakness	
0-	Does not meet expectations, needs remediation	
OBJECTIVE	SCORE	COMMENTS
FACILITY/ROOM READINESS <ul style="list-style-type: none"> Verifies equipment is on and functional Obtains materials needed for exam Prepares room and table/bucky set up 		
SUFFICIENT EVALUATION OF REQUISITION AND PATIENT <ul style="list-style-type: none"> Identifies procedure to be performed Uses two patient identification methods (name, dob, account #) with ID bracelet Acknowledge any pathological conditions Acquire appropriate patient history 		
PATIENT CONSIDERATIONS <ul style="list-style-type: none"> Erects patients, obtains an adequate clinical history and evaluates patients. Attentive to patient needs/comfort. Follows proper patient care techniques (standard precautions, patient transfer, etc.) Identifies and reports, when appropriate, if there are contraindications for performing the procedure Observes patient's condition at regular intervals; never leave patients alone in exposure room 		
RADIATION PROTECTION- PRACTICES SOUND JUDGMENT <ul style="list-style-type: none"> Correctly shields patients when appropriate Wears protective apparel when appropriate and radiation monitoring devices correctly Consistently collimates to part or image size; uses appropriate size/type image receptor. Performs exams with minimal repeat exposures Uses immobilization devices when appropriate 		
POSITIONING SKILLS <ul style="list-style-type: none"> Places patient in correct position to be imaged Moves patient into other positions required by the imaging exam Align Ckt to body part. Body part centered to IIR Set the correct tube angle Set the correct SID 		
EQUIPMENT MANIPULATION <ul style="list-style-type: none"> Manipulates the x-ray tube/bucky/table utilizing appropriate controls and locks Selects the proper image receptor, image receptor Utilizes appropriate identification markers Selects appropriate technical factors and manipulates technique based on body habitus, patient condition, or pathology Selects appropriate SID Manipulate equipment smoothly and efficiently 		

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Exam Competency
Radiology Technology Program



IMAGE EVALUATION <ul style="list-style-type: none"> Identification of anatomical parts Critiques image positioning and quality Critiques use of correct technical factors concerning contrast and density to patient condition Evaluates images for compliance with departmental standards The "R" or "L" lead marker is in the correct location 		
TOTAL		OUT OF 70 POSSIBLE POINTS
IF A PROJECTION IS REPEATED FOR ANY REASON, THIS IS A FAILED COMPETENCY. STUDENTS ARE ALLOWED 2 FAILED COMPETENCIES WITHOUT GRADE REDUCTION		
TOTAL NUMBER OF REPEATS		

TECHNOLOGIST COMMENTS:

TECHNOLOGIST SIGNATURE

DATE

PRINT TECHNOLOGIST NAME

REVIEWED BY:

COC Clinical Coordinator

Date

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CLINICAL ORIENTATION CHECKLIST
Radiology Technology Program



Please complete the checklist with students beginning clinical rotation at your facility.

Clinical Site: _____ **Student:** _____

Hospital

Technologist Initials

Safety Policies to include Medical Emergency Codes, Weather Events, Fire Safety Plans, and Evacuation Routes	
HIPAA/PHI Policies	
Standard Precautions	
Employee Health Requirements	
Tobacco Policy	
Hospital Tour	

Radiology/Imaging Department

Introductions to include radiology staff, technologists, and Radiologists	
Department Protocols include protocol book, location, online files	
Orientation to radiology equipment to include radiology exam rooms, room supplies, handling waste, and equipment	
Orientation to RIS	
Orientation to PACS	
Orientation to Department Phone	
Location of Supplies	
Location of PPE's	
Location of Lockers/Student storage area	

Student Responsibilities and Expectations

Cell Phone Use	
Lunch and Breaks	
Student Parking Expectations	
Cleaning & Restocking Expectations	
Downtime Expectations	

By signing below, I verify that I explained each item above and answered any questions the student had about these policies.

Print Clinical Preceptor Name

Date

Clinical Preceptor Signature



Radiology Technology Online Orientation Form

Student Name: _____

By placing my student initials, I attest that I read and watched all assignments in their entirety. Bring this form with you for your Radiology interview.

Assignment	Date of Completion	Student Initials
ASRT Website Read: What do Radiologic Technologists Do? https://www.asrt.org/main/career-centered/careers-in-radiologic-technology		
ASRT Website Watch: RT 101: Introduction to Medical Imaging and radiation therapy modalities (approx. 20 minutes) https://www.asrt.org/main/career-centered/careers-in-radiologic-technology		
ASRT RADACADAMY Read: Read High Tech High Touch https://www.asrt.org/radacademy/home		
ASRT RADACADAMY Read: Taking care of patients https://www.asrt.org/radacademy/home		
ASRT RADACADAMY Read: Seeing patients from the inside out https://www.asrt.org/radacademy/home		
ASRT RADACADAMY Read: The science behind the technology https://www.asrt.org/radacademy/home		
ASRT RADACADAMY Watch: All Radiologic Technology 101 Videos (approx. 20 minutes) https://www.asrt.org/radacademy/home		
YouTube Clover Learning Watch: What is Radiography - (Everything you need to know) (approx. 5:10 minutes) https://youtu.be/VJmu-TrRGY7si?si=MciEeav1MpYIGKA		
YouTube Clover Learning Watch: Knee Series AP, Medial & Lateral Oblique, and Lateral View (approx. 7:30 minutes) https://youtu.be/qNzLNr50V4?si=zJLUPMmkqgQXhIdE		

Staff Reviewed: _____ Date: _____