

**HINDS COMMUNITY COLLEGE**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
**GUIDELINES FOR**  
**CLINICAL INSTRUCTORS/**  
**RADIOLOGIC TECHNOLOGISTS**

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# **HINDS COMMUNITY COLLEGE**

## **RADIOLOGIC TECHNOLOGY**

### **MISSION STATEMENT**

The mission of the radiologic technology program is to provide students with an academic and clinical environment conducive to learning the skills necessary to become competent in medical communication, patient care procedures, radiographic procedures, imaging equipment, radiation protection, and evaluation of radiographs. To provide the necessary learning experiences that enable radiologic technology graduates to provide safe and competent care, and become an effective member of the health care team.

### **STUDENT GOALS AND LEARNING OUTCOMES**

1. Students will be clinically competent and develop the ability to function as a radiologic technologist.

Student Learning Outcomes:

- Students will demonstrate competency and practice radiation protection of radiologic procedures
- Students will demonstrate proper use of equipment

2. Students will use critical thinking and problem solving skills.

Student Learning Outcomes:

- Students will pass the simulated final exam in the Certification Fundamentals class
- Students will adapt technique for body size and pathology
- Students will be able to perform well under pressure
- Students will be able to meet employers' expectations

3. Students will communicate effectively in written, verbal and non-verbal communication.

Student Learning Outcomes:

- Students will be able to listen to technologists' comments and make corrections as advised
- Students will be able to explain procedure and/or instructions to patient prior to and during examination
- Students will be able to demonstrate effective oral communication skills
- Students will be able to demonstrate effective written communication skills

4. Students will exhibit professionalism and quality patient care.

Student Learning Outcomes:

- Students will be able to provide safe competent patient care
- Students will demonstrate ethical and professional behavior
- Students will exercise independent judgment during imaging procedures

**Hinds Community College**  
**Radiologic Technology Program**  
**Outcomes Assessment of the Radiologic Technology Program**

<b>Goal 1 : Students will be clinically competent and develop the ability to function as a radiologic technologist</b>				
<b>Outcome</b>	<b>Measurement Tool</b>	<b>Benchmark</b>	<b>Timeframe</b>	<b>Responsible Party</b>
Student will demonstrate competency and safe practice of radiologic procedures	Procedure final competency check-off	100% of students will score 85% or higher	2 <sup>nd</sup> Year – Spring Semester	Course Instructor
	Employer’s Annual Survey Clinical Proficiency # 1-4	Average score of 3.5 or higher (5-point scale)	Graduates	Program Director
Students will demonstrate proper use of equipment	Evaluation Positioning # 2	Average class score of 2.5 or higher (4-point scale) 1 <sup>st</sup> year	1 <sup>st</sup> year – Spring semester	Clinical Instructor
		Average class score of 3.5 or higher (4-point scale) 2 <sup>nd</sup> year	2 <sup>nd</sup> year – Fall semester	
<b>Goal #2: Students will use critical thinking and problem solving skills</b>				
<b>Outcome</b>	<b>Measurement Tool</b>	<b>Benchmark</b>	<b>Timeframe</b>	<b>Responsible Party</b>
Students will pass the simulated final exam in the Certification Fundamentals class	Simulated final registry exam	100% of students will score 60% or higher	2nd Year – Spring Semester	Course Instructor
Students will adapt technique for body size and pathology	Evaluation Positioning # 3	Average class score of 2.5 or higher (4-point scale) 1 <sup>st</sup> year	1 <sup>st</sup> year – Spring semester	Clinical Instructor
		Average class score of 3.5 or higher (4-point scale) 2 <sup>nd</sup> year	2 <sup>nd</sup> year – Fall semester	
Students will be able to perform well under pressure	Film critique final competency check-off	100% of students will score 78% or higher	2 <sup>nd</sup> Year – Spring Semester	Course Instructor
Students will be able to meet employers expectations	Employer’s Annual Survey Knowledge Base # 2	Average score of 3.5 or higher (5-point scale)	Graduates	Program Director

**Goal #3: Students will communicate effectively in written, verbal and non-verbal communication**

Outcome	Measurement Tool	Benchmark	Timeframe	Responsible Party
Students will be able to listen to technologists comments and makes corrections as advised	Evaluation Positioning # 5	Average class score of 2.5 or higher (4-point scale) 1 <sup>st</sup> year  Average class score of 3.5 or higher (4-point scale) 2 <sup>nd</sup> year	1 <sup>st</sup> year – Spring semester  2 <sup>nd</sup> year – Fall semester	Clinical Instructor
Students will be able to explain procedure and/or instructions to patient prior to and during exam	Evaluation Patient Care # 9	Average class score of 2.5 or higher (4-point scale) 1 <sup>st</sup> year Average class score of 3.5 or higher (4-point scale) 2 <sup>nd</sup> year	1 <sup>st</sup> year – Spring semester  2 <sup>nd</sup> year – Fall semester	Clinical Instructor
Students will be able to demonstrate effective oral communication skills	Radiographic Pathology Presentation	70% of students will score 2 or greater on the oral communication rubric	2 <sup>nd</sup> year – Fall semester	Course Instructor
Students will be able to demonstrate effective written communication skills	Radiographic Pathology Paper	70% of students will score 2 or greater on the written communication rubric	2 <sup>nd</sup> year – Fall semester	Course Instructor

**Goal #4: Students will exhibit professionalism and quality patient care**

Outcome	Measurement Tool	Benchmark	Timeframe	Responsible Party
Students will be able to provide safe competent patient care	Evaluation Patient Care #8,10 & 11	Average class score of 2.5 or higher (4-point scale) 1 <sup>st</sup> year  Average class score of 3.5 or higher (4-point scale) 2 <sup>nd</sup> year	1 <sup>st</sup> year – Spring semester  2 <sup>nd</sup> year – Fall semester	Clinical Instructor
Students will demonstrate ethical and professional behavior	Social and Legal Responsibilities Paper	70% of students will score 2 or greater on the ethical and professional behavior rubric	2 <sup>nd</sup> year – Fall semester	Course Instructor
The student will exercise independent judgment during imaging procedures	Employer survey (Question 2 Behavior Skills)	Average class score of 3.5 or higher (5-point scale)	Graduates	Program Director
	Graduate Survey (Question 2 Behavior Skills)	Average class score of 3.5 or higher (5-point scale)	Graduates	Program Director

HINDS COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
CLINICAL INSTRUCTOR/  
RADIOLOGIC TECHNOLOGISTS GUIDELINES

1. All Radiologic Technology Clinical Instructors are required to have a minimum of two years' experience, registered with the ARRT, understand the clinical competency system, support the educational process, and maintain current knowledge of program policies, procedures and student progress to be competent in grading and evaluating students.
2. All Radiologic Technologists are required to have a minimum of one year experience, registered with the ARRT, understand the clinical competency system, support the educational process, and maintain current knowledge of program policies, procedures and student progress to be competent in grading and evaluating students.
3. Provide students with an overview of rotation area and explain room equipment, hospital department protocol upon students' initial arrival in area.
4. Supervise 1<sup>st</sup> year and 2<sup>nd</sup> year students with either direct or indirect supervision at all times in each rotation area.

**Direct supervision** is defined as the technologist being present and observing all student activities in the immediate area. The technologist should avoid unnecessary retake exams by correcting student errors before the exposure is made.

**Indirect supervision** is defined as the technologist being immediately available (adjacent to the room or location where procedure is being performed) to assist the student who has been checked off on the procedure, turned in all practices and all grades on the procedure regardless of the level of student achievement.

When a student is required to perform a **repeat** radiographic examination, he/she will perform only under the **direct supervision** of the radiologic technologist.

5. Provide quality instruction of positioning, techniques, operation of equipment, patient care, etc... to students whenever necessary or refer students to clinical instructors for additional or remedial instruction.
6. Show cooperation with Radiologists, fellow technologists, and students. Display a positive and professional attitude in front of students and patients at all times.
7. Exercise patience, understanding, and tact when giving students constructive comments.
8. Technologists are asked to supervise pre-competencies. Students should inform the technologist BEFORE beginning the procedure that it is being performed for a pre-competency. Students who perform pre-competencies should be supervised and can be assisted.
9. Technologists are asked to complete a Competency Assessment in Trajecsys on any student asking to perform an exam for a competency. Students performing an exam for a competency should be supervised but not assisted. Students performing an exam for a competency should start with the patient's entrance and finish with the patient's exit in order for the exam to be complete. Technologists'

comments are encouraged. Students should use their markers on films all exams. Students must collimate on all films. Any pre-competency or competency turned in that is questionable will need to be explained by the initialing technologist.

10. Fill out rotation area evaluations on students at the end of each weekly rotation. Evaluations should be based upon each individual student and their capabilities at their level of training. Some students may not be performing at their level. Please let us know which students need additional or remedial help by adding comments or informing the clinical instructor. Positive and negative comments are encouraged to help the students recognize their strengths and weaknesses in each rotation area. Evaluations will be filled out on Trajecsyst.
11. Report any problems, potential problems, questions, suggestions, or comments to the clinical instructor, clinical coordinator, or program director as soon as possible. Tardiness, Absenteeism, possible alcohol/drug symptoms, not being in rotation area on time or not staying in rotation area, dress code issues, and sleeping or laziness in area need to be report as soon as possible so an instructor can handle these problems immediately.
12. Meet with new students on first day of clinical rotations and orientate them to the Hospital and Radiology Department.
13. Supervise and maintain clinical evaluations in Trajecsyst. An evaluation should be completed at the end of each clinical rotation. (Positive and Negative comments are encouraged to help students recognize strengths and weaknesses in each rotation area).
14. Assist coordinator/director with contacting students and department with any changes in schedule or guidelines.
15. Provide quality instruction of positioning, techniques, operation of equipment, patient care, etc. to students whenever necessary.

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## CLINICAL AFFILIATIONS AND GUIDELINES

The student is expected to demonstrate loyalty and cooperation so that the Radiology Department may fulfill its obligations for adequate patient care and proper student training.

1. To the radiologists, the student owes loyalty and obedience in all matters pertaining to the Department of Radiology. Respect and courtesy is expected as a member of the medical profession:
  - A. Always address them by the title of “doctor”
  - B. Willingly conform to their directions
  - C. Accept their corrections

To all other physicians using the facility of Radiology, please pay them the same respect and give them prompt, cheerful service.

2. Answer all phones in the Radiology department “Radiology” and give your name.
3. Students must have their clinical notebook with clinical guidelines with them during clinical rotation. Failure to do so will result in disciplinary action.
4. Do not eat, drink or chew gum in the diagnostic areas.
5. The student will endeavor to instill within herself/himself the highest ideals and charity toward the sick. Failure to do any of the following may result in disciplinary actions.
  - A. Treat the patient in a warm, friendly, and professional manner
  - B. Explain the procedure to them and answer their questions.
  - C. Clothe them and perform the examination with the utmost regard to modesty.
  - D. Carefully watch the aged, unconscious, mentally disturbed and children.
  - E. Anticipate the patient’s needs, because they are your first concern.
  - F. Determine the requested procedure and appropriate information from the request. Maintain the patient’s confidentiality at all times.
  - G. Establish priorities with your assigned procedures and return your patient to his/her room/area in a timely manner.
  - H. Maintain a neat and clean procedure room and work area. Aid in replacing and/or replenishing all used articles before leaving the room.
6. Stay in your assigned clinical rotation area and perform procedures only in your assigned clinical rotation area. Students must adhere to the following:
  - A. Please do not call other students out of their areas to get grades until approved by instructors. Failure to do so may result in disciplinary actions.
  - B. Report to the technologist or clinical instructor before leaving the assigned clinical areas for breaks, lunch and at the end of clinical. Failure to do so may result in disciplinary actions.
  - C. Report to the Director or Clinical Coordinator before leaving the assigned clinical rotation area for any reason other than breaks, lunch, class or end of clinical.
  - D. **Leaving any clinical site Radiology Department (during assigned clinical hours) without notifying the Department Chair or Clinical Coordinator will result in disciplinary action. The student must clock out anytime he/she leaves the clinical site.**
7. Reserve departmental telephone lines for business use. Ask friends and relatives to call only in emergencies. Incoming callers may be asked to leave their name, number, or a message. Failure to do so will result in disciplinary action.



8. Apply rules of safe handling of the equipment and accessories as instructed at all times. Operate and maintain radiographic equipment with utmost care as instructed. Immediately report any corrective or preventative maintenance needed for assigned areas, emergency rooms, portable units and equipment to the supervisor, R.T. in charge.
9. Apply radiation safety measures and regulations to yourself, your patients, and other personnel, as instructed, to prevent radiation overdose with serious effects. Demonstrate moral and legal obligations to properly apply radiation protection measures as instructed. Failure to comply with radiation safety guidelines may result in disciplinary action.
10. Obtain a written or verbal order from a physician prior to any patient exposure for all radiographs. This means that x-raying of patients, employees, students, family, pets and friends without a doctor's order is not permitted. **FAILURE TO DO SO MAY RESULT IN DISMISSAL.**
11. Refer all questions from the patient regarding radiographic findings and interpretation to the patient's physician or radiologist. Maintain strict patient confidentiality in a professional manner. **FAILURE TO DO SO MAY RESULT IN DISMISSAL.**
12. Students are bound by the same code of ethics as employees and must respect the patient's right to privacy. Do not discuss the patient or patient cases in public areas of the hospital (cafeteria, hallways, elevators, etc...). Do not falsify records and patients names should also not appear on films or reports used for student presentations. Failure to do so will result in disciplinary action.
13. If the student is injured during clinical, first report to your instructor/R.T. There will be an accident report filed **NO MATTER HOW SMALL** it may seem. Immediate care may be rendered in the emergency room if the radiologist feels it is necessary. If further attention is required, you will be referred to a private physician. Hospitals are not liable for accidents not reported **AT THE TIME THEY OCCUR.**
14. Patient accidents **MUST** be reported **IMMEDIATELY, NO MATTER HOW MINOR.** Accident reports are to be filed before the patient leaves the department and they should be reported to a clinical instructor.
15. Cell phones or other communication devices, including smart watches, are not allowed during clinical rotation (Fit bit devices will be allowed). They must be put away in purse, book bag or designated area (not in pockets of scrubs or lab coats). Cell phones must be on OFF position. Use of any communication device or disturbance by one at clinical will result in a \$100.00 fine and disciplinary action.
16. During down time you should stock additional supplies, clean rooms, practice positioning, review notes on positioning & techniques as well as general studying of Radiology material. Under no circumstances should there be any reading of unrelated outside materials such as: novels, magazines, etc. Sleeping during clinical hours will be reason for **Dismissal.**
17. If charges are so severe that a hospital administrative investigation results in denial of clinical privileges, that student will be unable to complete their training and will thus be dismissed from the program.

## CLINICAL DRESS CODE

Patients and visitors to hospitals are frequently unfamiliar with medical procedures, and therefore, are prone to judge the hospital by what they see and hear. Your attire, grooming and manner can serve to reassure patients, their families and visitors that you are competent and careful in the performance of your clinical duties.

Your attire also contributes to the maintenance of a clean and safe environment for patients, visitors, staff and other students. For these reasons, the following personal appearance and hygiene requirements have been established and are a matter of all hospital policies.

Students will report to the assigned clinical site clean, well-groomed, and in complete uniform. The uniform consists of:

1. Maroon/Burgundy or chocolate brown scrub suits. Proper undergarments with a visible **white, crew-neck** t-shirt will be worn under the scrubs and tucked in. The scrubs need to be kept clean and pressed.
2. Clean **brown leather** shoes or **white leather** shoes. **White** socks or white support hose will be worn with shoes.
3. White lab coats or solid color maroon or chocolate brown may be worn in the clinical areas. The gray Sanmar Fleece Jacket may be purchased from TC's Uniform. The girls must purchase the fitted and the boys must purchase the unisex. The jacket must be monogrammed with the specifications on file at TC's. Any other type of lab coat or jacket (to include monogramming) will NOT be allowed during clinical assignments.
4. Students reporting to the clinical site not in required dress will be sent home and the student will be required to make up this day. If assigned to an area that requires surgery scrubs to be worn, the student must still wear appropriate clinical dress to clinical site. The student will change into and out of the surgery scrubs at the site.
5. Hinds ID Badge must be worn on the lapel with the student's picture visible to patients and other hospital personnel. This is required to be worn at all times during clinical rotations.
6. Hinds RGT patch can be purchased in the Hinds Bookstore and must be worn on the left shoulder (2 inches from the shoulder seam) of the lab coat. Students not wearing the lab coat must place the Hinds RGT patch on the left sleeve (2 inches below the shoulder seam) of the scrub top.
7. Lead markers are one of the most valuable pieces of equipment to the student; therefore, the student must have a set at all times. Markers are for legal reasons. It is important that a lead marker is included for every anatomical part of the body being radiographed as it indicates the left or right side. These are to be purchased at the beginning of the program and must be replaced by the student if lost. The use of markers other than those belonging to the student (example: another student or technologist), is strictly prohibited.
8. Hair is an important part of a student's appearance. Hair must be a natural growing color. It must be clean, neat and worn in a manner that will not create a health or safety hazard for the student and the patient. Hair longer than shoulder length must be pulled completely back so that it does not fall toward the patient or pose a safety hazard when operating or working near equipment.
9. Mustaches, beards, and sideburns should be kept clean and neatly trimmed. All **tattoos** must be covered if visible.

10. Sculptured or artificial nails are not to be worn. Fingernails shall be no longer than 1/8 in. from fingertips. Only **clear fingernail polish** may be worn while performing duties.
11. Make-up should be worn in good taste. Please do not overdo.
12. **Earrings, necklaces and bracelets** are not to be worn in the clinical setting by males or females. Rings are against infection control standards in some areas and should be limited to plain wedding bands only. A simple wristwatch may be worn and is recommended.
13. The use of perfumes and scents are not to be worn in the clinical setting. They can be an irritant and may cause allergic reactions.
14. Smoking is prohibited at all clinical sites and the students will be required to adhere to each clinical site's policy regarding this matter.

**FAILURE TO COMPLY WITH ANY OF THE ABOVE WILL RESULT IN DISCIPLINARY ACTION; which will lead to the student being written up, sent home, or POSSIBLE DISMISSAL FROM THE PROGRAM.**