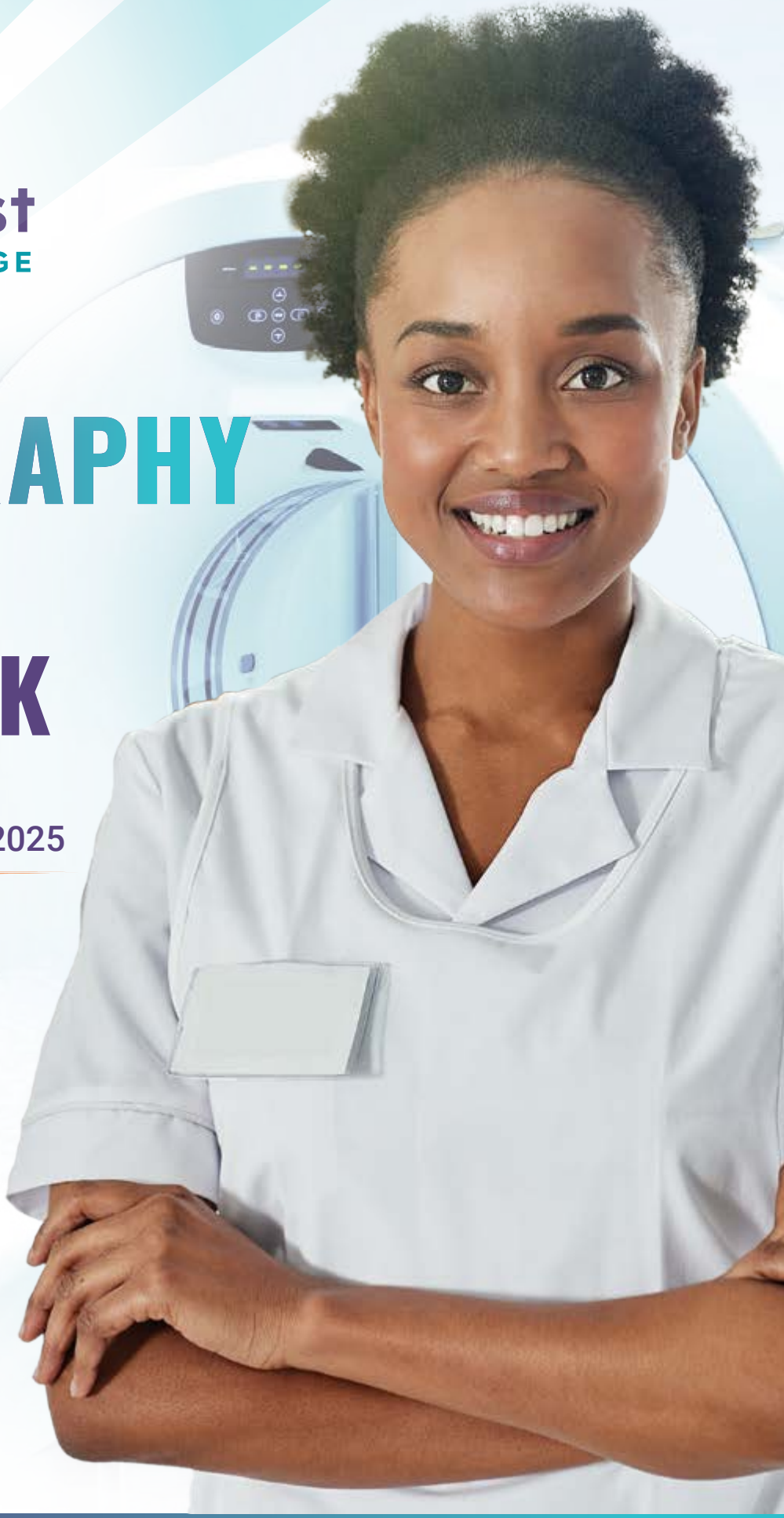
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RADIOGRAPHY STUDENT HANDBOOK

Effective - September 29, 2025



2025 Northwest Career College

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Handbook Disclaimer

This Radiography Student Handbook has been designed to give students in the Radiography Program at Northwest Career College an overview of the program. The RAD student handbook is revised on an annual basis. Students currently in the program are subject to revisions and changes.

This student handbook is not a contract and should not be viewed as such.

Becoming a Radiologic Technologist

Essential Functions of a Radiologic Technologist

Northwest Career College's Radiography Program is committed to graduating high-quality radiologic technologists who are safe and proficient in the practice of medical imaging. The training of students for the complexities of clinical radiography practice requires a variety of skills and aptitudes; cognitive, physical, and social-emotional.

Essential Functions are the academic, clinical, and interpersonal aptitudes and abilities that allow medical imaging students to complete the professional curriculum. These essential functions are necessary to perform the clinical skills consistent with radiography practice as outlined by the American Society of Radiography Technologist's Practice Standards and Scopes of Practice.

Essential Functions apply in the classroom, tutorial, laboratory, and clinical settings. Students may meet the requirements of Essential Functions with or without reasonable accommodations. The program uses independent clinical education settings that may or may not be able to offer the same reasonable accommodations that are made available by Northwest Career College.

The program curriculum requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential radiologic technologist skills and functions. Learning these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers. Additionally, there are functions of academic performance that are critical for success in the healthcare environment.

The functions are necessary to acquire or demonstrate competence in a discipline as complex as medical imaging. In addition to the standards of student conduct set forth in this handbook, students will adhere to the following academic performance standards.

Motor Skills, Strength, and Mobility Skills

Students shall have sufficient motor function so that they are able to execute movements required to provide general care to patients in all health care settings. Students should be able to:

- Manipulate equipment (locks, push buttons, knobs, and switches) using fine motor skills.
- Safely push a wheelchair, stretcher, or other transport equipment from a patient waiting area or patient room to the medical imaging department.
- Safely transfer a patient from a wheelchair or stretcher to the radiographic exam table.
- Safely assist a patient in dressing for a procedure.
- Raise arms above head and in all directions to manipulate radiographic equipment.
- Stand and walk for extended periods of time (6-7 hours).
- Lift ten (10) pounds of weight above head.
- Perform all aspects of CPR and Basic Life Support

Sensory/Observation Skills

Students must be able to acquire information presented through demonstrations and experiences in the classroom and clinical environments. Students must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate nonverbal communications when performing an assessment and performing radiologic exams and duties. Students must be capable of perceiving signs of disease and infection as manifested through physical examination. Such information is derived from visual inspection and auditory information (patient voice). Students should be able to:

- Hear sufficiently to interact with patients and medical staff when background noise is present.
- Detect audible sounds within the hospital, such as equipment alarms, fire alarms, telephones ringing, and overhead pages.
- Visually monitor patients in low levels of light.
- Distinguish between different shades of gray on radiographic images.

Communication Skills

Students must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Students must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner. Students should be able to:

- Communicate in English (verbally and written) with patients, family members, physicians, and all members of the health care team.
- Convey or exchange information at a level allowing development of a health history.
- Read and comprehend written instructions to deliver appropriate patient care.
- Communicate effectively in oral and written forms.
- Be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the healthcare team.

Cognitive Skills

Students must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of undergraduate radiologic sciences. Students should be able to:

- Make a correct judgment in seeking supervision and consultation in a timely manner.
- Quickly read and comprehend extensive written material.
- Evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

Behavioral/Emotional Skills

Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibility's attendant to the care of patients and families. In addition, students must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances including highly stressful situations. Students should be able to:

- Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Make a correct judgment in seeking supervision and consultation in a timely manner.
- Experience empathy for the situations and circumstances of others and effectively communicate that empathy.
- Understand that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others.
- Be able and willing to examine and change their behavior when it interferes with productive individual or team relationships.
- Possess skills and experience necessary for effective and harmonious relationships in diverse academic and clinical environments.

Professional Conduct

Students must possess the ability to reason morally and practice in an ethical manner. Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including, but not limited to, children adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults. Students should be able to:

- Learn and abide by professional standards of practice.
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.
- Function effectively under stress.
- Respond appropriately to constructive criticism.
- Maintain professional behavior at all times, which includes, but is not limited to, being on-time, effective communication with peers and other members of the healthcare environment, etc.

Regular, On-going Evaluation

Radiography program faculty will evaluate students Essential Functions of a Radiologic Technologist for the Department regularly. The faculty, in conjunction with the Clinical Coordinator and preceptors, shall do so by the following actions:

- Direct interaction and supervision of the students in the classroom and clinical settings.
- Completion of an evaluation of the ASRT competencies on each student in the classroom and clinical setting.
- One on one tutoring.

Radiography Practice Standards & Scope of Practice

The ASRT Practice Standards for Medical Imaging and Radiation Therapy define the practice and establish general and specific criteria to determine compliance. Practice standards are authoritative statements established by the profession for judging the quality of practice, service, and education. Professional practice constantly changes as a result of a number of factors including technological advances, market and economic forces, and statutory and regulatory mandates.

For all medical imaging and radiation therapy professionals, aspects of professional practice can vary throughout the United States. Community custom, state statute or regulation may dictate local practice parameters. Wherever there is a conflict between these standards and state or local statutes and regulations, the state or local statutes and regulations supersede these standards. Recognizing this, the profession has adopted standards that are purposely broad in nature.

Practice standards and scopes of practice can be the documents that states, institutions, and legal advisors use when questions arise about the practice of specific professionals.

Scopes of practice delineate the parameters of practice, identify the boundaries for practice and typically are formatted as lists of tasks that are appropriate to include as part of the work of an individual who is educationally prepared and clinically competent for that profession (ASRT, n.d.).

The following is from ASRT's The Practice Standards for Medical Imaging and Radiation Therapy – Radiography Practice Standards (2017).

Definition

The practice of radiography is performed by health care professionals responsible for the administration of ionizing radiation for diagnostic, therapeutic or research purposes. A radiographer performs radiographic procedures at the request of and for interpretation by a licensed practitioner.

The complex nature of disease processes involves multiple imaging modalities. Although an interdisciplinary team of clinicians, radiographers and support staff plays a critical role in the delivery of health services, it is the radiographer who performs the radiographic procedure that creates the images needed for diagnosis.

Radiography integrates scientific knowledge, technical competence, and patient interaction skills to provide safe and accurate procedures with the highest regard to all aspects of patient care. A radiographer recognizes patient conditions essential for the successful completion of the procedure.

Radiographers must demonstrate an understanding of human anatomy, physiology, pathology, and medical terminology.

Radiographers must maintain a high degree of accuracy in radiographic positioning and exposure technique. They must possess, apply, and maintain knowledge of radiation protection and safety. Radiographers independently perform or assist the licensed practitioner in the completion of radiographic procedures. Radiographers prepare, administer and document activities related to medications in accordance with state and federal regulations or lawful institutional policy.

Radiographers are the primary liaison between patients, licensed practitioners, and other members of the support team. Radiographers must remain sensitive to the needs of the patient through good communication, patient assessment, patient monitoring and patient care skills. As members of the health care team, radiographers participate in quality improvement processes and continually assess their professional performance.

Radiographers think critically and use independent, professional, and ethical judgment in all aspects of their work. They engage in continuing education to include their area of practice to enhance patient care, public education, knowledge, and technical competence. Radiographers engage in continuing education to enhance patient care, public education, knowledge, and technical competence while embracing lifelong learning.

Education and Certification

Only medical imaging and radiation therapy professionals who have completed the appropriate education and obtained certification(s) as outlined in these standards should perform radiographic procedures.

Radiographers prepare for their roles on the interdisciplinary team by successfully completing a program in radiologic technology that is programmatically accredited or part of an institution that is regionally accredited, and by attaining appropriate primary certification from the American Registry of Radiologic Technologists.

Those passing the ARRT examination use the credential R.T.(R).

Medical imaging and radiation therapy professionals performing multiple modality hybrid imaging should be registered by certification agencies recognized by the ASRT and be educationally prepared and clinically competent in the specific modality(ies) they are responsible to perform. Medical imaging and radiation therapy professionals performing diagnostic procedures in more than one imaging modality will adhere to the individual practice standard for each.

To maintain ARRT certification, radiographers must complete appropriate continuing education and meet other requirements to sustain a level of expertise and awareness of changes and advances in practice.

Overview

Radiographers are part of the interdisciplinary team that plays a critical role in the delivery of health services as new modalities emerge and the need for imaging procedures increases. A comprehensive procedure list for the radiographer is impractical because clinical activities vary by the practice needs and expertise of the radiographer. As radiographers gain more experience, knowledge and clinical competence, the clinical activities for the radiographer may evolve.

State statute, regulation or lawful community custom may dictate practice parameters. Wherever there is a conflict between these standards and state or local statutes or regulations, the state or local statutes or regulations supersede these standards. A radiographer should, within the boundaries of all applicable legal requirements and restrictions, exercise individual thought, judgment, and discretion in the performance of the procedure.

Radiographer Scope of Practice

The scope of practice of the medical imaging and radiation therapy professional includes:

- Providing optimal patient care.
- Receiving, relaying and documenting verbal, written and electronic orders in the patient's medical record.
- Corroborating a patient's clinical history with procedure and ensuring information is documented and available for use by a licensed practitioner.
- Verifying informed consent for applicable procedures.
- Assuming responsibility for patient needs during procedures.
- Preparing patients for procedures.
- Applying principles of ALARA to minimize exposure to patient, self, and others.
- Performing venipuncture as prescribed by a licensed practitioner.
- Starting, maintaining and/or removing intravenous access as prescribed by a licensed practitioner.
- Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.
- Evaluating images for technical quality and ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Providing education.
- Educating and monitoring students and other health care providers.

- Performing ongoing quality assurance activities.
- Applying the principles of patient safety during all aspects of patient care.

The scope of practice of the radiographer also includes:

- Performing diagnostic radiographic and noninterpretive fluoroscopic procedures as prescribed by a licensed practitioner.
- Optimizing technical exposure factors in accordance with the principles of ALARA.
- Assisting the licensed practitioner with fluoroscopic and specialized radiologic procedures.

Radiography Clinical Practice Standards

Standard One - Assessment: The radiographer collects pertinent data about the patient and the procedure.

Standard Two - Analysis/Determination: The radiographer analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.

Standard Three - Education: The radiographer provides information about the procedure and related health issues according to protocol.

Standard Four - Performance: The radiographer performs the action plan.

Standard Five - Evaluation: The radiographer determines whether the goals of the action plan have been achieved.

Standard Six - Implementation: The radiographer implements the revised action plan.

Standard Seven - Outcomes Measurement: The radiographer reviews and evaluates the outcome of the procedure.

Standard Eight - Documentation: The radiographer documents information about patient care, the procedure, and the final outcome.

Radiography Quality Performance Standards

Standard One – Assessment: The radiographer collects pertinent information regarding equipment, procedures, and the work environment.

Standard Two – Analysis/Determination: The radiographer analyzes information collected during the assessment phase to determine the need for changes to equipment, procedures, and the work environment.

Standard Three - Education: The radiographer informs the patient, public, and other healthcare providers about procedures, equipment, and facilities.

Standard Four - Performance: The radiographer performs quality assurance activities.

Standard Five - Evaluation: The radiographer evaluates quality assurance results and establishes an appropriate action plan.

Standard Six - Implementation: The radiographer implements the quality action plan for equipment, materials, and processes.

Standard Seven - Outcomes Measurement: The radiographer assesses the outcome of the quality management action plan for equipment, materials, and processes.

Standard Eight - Documentation: The radiographer documents quality assurance activities and results.

Radiography Professional Performance Standards

Standard One – Quality: The radiographer strives to provide optimal patient care.

Standard Two - Self-Assessment: The radiographer evaluates personal performance.

Standard Three – Education: The radiographer maintains current knowledge in practice.

Standard Four - Collaboration and Collegiality: The radiographer promotes a positive and collaborative practice atmosphere with other members of the healthcare team.

Standard Five – Ethics: The radiographer adheres to the profession's accepted ethical standards.

Standard Six - Research and Innovation: The radiographer participates in the acquisition and dissemination of knowledge and the advancement of the profession.

For complete information about professional practice in the medical imaging and radiation therapy disciplines, the ASRT Office of Professional Practice has a wealth of information.

Developing Clinical Proficiency

Clinical skills can be developed by following a systematic step-by-step approach. Ultimately, clinical skills will be proficiently performed in an efficient, effective, and caring manner. There is a specific sequence that must be followed to gain clinical competency. The following sequence of steps will generally produce outstanding technologists:

1. Academic Preparation
   - Lecture and exam on the topic
   - Laboratory simulation and evaluation
2. Observation
3. Assisting Registered Radiologic Technologist
4. Demonstration with Limited Assistance
5. Competency Evaluations
6. Clinical Proficiency Evaluations (CPE)

Academic Preparation: You complete this step by studying radiographic physics, radiographic principles and techniques, anatomy and physiology, radiographic positioning, etc., in your didactic coursework.

Laboratory Simulation and Evaluation: You must practice and simulate all clinical skills including patient care skills and radiographic positioning in the laboratory setting. Evaluation of these skills will assure you are minimally prepared to begin the step-by-step in clinical.

Observation: Your initial activities in the clinical education setting will consist primarily of observing registered technologists at work. Observed procedures do NOT need to be covered in your lecture course prior to documenting. Documentation of observed procedures must be included in the Clinical Competency Tracker.

Assisting Registered Radiologic Technologist: Once comfortable in the radiographic room, you will be given an opportunity to assist the radiologic technologist in performing radiographic procedures. Assisted procedures do NOT need to be covered in your lecture course prior to documenting.

Documentation of assisted procedures must be included in the Clinical Competency Tracker. Demonstration with Limited Assistance: As you develop confidence and proficiency, you will be given the opportunity to complete entire examinations under the direct supervision of a registered radiologic technologist. The technologist will observe and assist you and step in whenever the need arises.

Competency Evaluation: Once you have followed the competency-based protocol and when you feel certain that you are able to do a particular examination by yourself, ask the Clinical Preceptor or Staff Radiographer to do a competency evaluation when the next patient for that examination arrives. Your performance will be documented in the Clinical Competency Tracker. If competency is achieved, it will be counted toward the requirement for that term. All competencies may be reevaluated by the Clinical Coordinator or NCC faculty for quality and completeness.

Radiography Program FAQs

Program Curriculum & Policies

What are the prerequisites for admission into the program?

- A GED or High School diploma is required for admission into the Radiography Program. Refer to **Admissions into the Program** for a complete overview of the admissions and selection process.

What is the duration of the program?

- The program lasts 72 weeks (18 months). Refer to the **Plan of Study** for more information.

What courses are included in the curriculum?

- The curriculum includes 21 core courses and 4 General Education courses. For a detailed list, refer to the **Plan of Study.**

When are classes held?

- Classes are held Monday through Thursday from 9 AM to 1 PM. Class day is determined by the course and term. Refer to the Curriculum Sequence section of the **Plan of Study** for more information.

What skills do I need to become a Radiologic Technologist?

- Skills, referred to as Essential functions in this handbook, include motor skills, strength, mobility skills, and the ability to execute movements required for patient care and manipulation of radiographic equipment. Refer to **Radiography Practice Standards & Scope of Practice** for details.

What should I do if I become pregnant during the program?

- Pregnant students can choose from several options, including continuing without notifying the Program Chair, or taking a leave of absence. The final decision is up to the student based on their comfort with the exposure risk. For complete details on radiation safety please refer to **Radiation Safety & Exposure Monitoring.**

Clinical Experience and Equipment

How much emphasis is placed on hands-on clinical experience?

- There is a heavy emphasis on hands-on clinical experience. Students participate in three six-week clinical rotations and practice hands-on in the classroom with real x-ray equipment.

Will I have to participate in an externship?

- Yes - Radiography students will complete externship rotations starting in RAD 210. Refer to **Radiography Externship** for more information.

Will I take x-ray images of my classmates or volunteers before the externship?

- No, students are not allowed to take live images of an actual human body in the classroom. Phantoms are used in the lab to simulate live imaging. All imaging with a human body occurs only during the externship. Refer to the **Radiation Safety and Exposure Monitoring** for details.

What types of imaging equipment and technology will I have access to?

- Students will have access to both non-energized and energized laboratories, a portable x-ray machine, and virtual reality laboratories for simulated practice.

Are there opportunities for networking with professionals in the field?

- Yes, the externship portion of the program provides a premier opportunity for networking with professionals in the field. Students are encouraged to view their externship as a working interview.

Radiography Mission, Goals, and Outcomes

Mission

We endeavor to provide an innovative educational experience leading to successful opportunities as entry-level professionals in the field of radiologic sciences.

Goals

1. Students will demonstrate clinical competence as an entry-level radiographer.
   - Learning Objective 1.1 - Students will obtain radiographic images of acceptable diagnostic quality.
   - Learning Objective 1.2 - Students will demonstrate and apply proper safety procedures when obtaining radiographic images.
2. Students will demonstrate the ability to communicate effectively.
   - Learning Objective 2.1 - Students will deliver appropriate and effective patient instructions prior to making an X-ray exposure.
   - Learning Objective 2.2 - Students will communicate appropriately in a clinical setting.
3. Students will demonstrate critical thinking and problem-solving skills.
   - Learning Objective 3.1 - Students will demonstrate the ability to modify a patient's care based on their condition.
   - Learning Objective 3.2 - Students will complete a basic analysis of the diagnostic quality of a radiographic image.

Outcomes

Admission into the Program

Admission in the Northwest Career College Radiography Program is competitive based on the number of seats available from the total capacity. Up to 20 students may be selected at the start of the designated term in which 20 seats are available. In order to be admitted into the program, applicants must have a GED (or equivalent) or a high school diploma (or equivalent), and any prior balances with NCC must be current. They must also pass an entrance exam, a math exam, submit an Admissions essay, and complete an in-person interview with the Program Chair of the Radiography Department.

Once the application is filed and the applicant takes the entrance exam, submits the essays, and completes an in-person interview with the Program Chair of the Radiography Department a score is calculated. The process for calculating a prospective Radiography student's candidate score is based on various assessment components. The candidate score is determined by adding the Admissions Interview Score, the Highest Wonderlic Score, the Math Assessment Score, the Essay Score, the PC Interview Score and alumni status.

1. **The Candidate Score consists of 6 components, each with a specific score.**

- Highest Wonderlic Score
  - NCC prospects enrolling into the RAD program must take and pass the Wonderlic with a minimum score of at least 30. **The maximum score is 50.**
  - Candidates may take the Wonderlic multiple times, but only the highest score is used in the calculation of the candidate score.
  - Details of the methodology used for this assessment can be found at www.wonderlic.com.
  - **Weight:** 30% of total score
- Admissions Interview Score
  - The Admissions interview score is determined by assessing the candidate's performance in the interview process. **The maximum score is 10.**
  - The Admissions Advisor scores the interview using the rubric provided in **Attachment A** *"Admissions Interview Rubric"*.
  - **Weight:** 15% of total score
- Math Assessment Score
  - The Math Assessment score consists of 15 questions. **The maximum score is 37 points.**

- The Math Assessment is determined by using the rubric provided in the "*Math Assessment Rubric*".
- **Weight:** 10% of total score

Essay Score

- The Essay score assesses the candidate's writing skills, critical thinking, and ability to articulate ideas. **The maximum score is 15 points**.
- The essay score is determined by the rubric provided in the "*Essay Assessment Rubric*".
- **Weight:** 15% of total score

Program Chair Score

- The Program Chair score is determined during an interview with the prospective student and the Program Chair. **The maximum score is 21 points**.
- The essay score is determined by the rubric provided in the *"Program Chair Score Rubric"*.
- **Weight:** 15% of total score.

Alumni Status

- If a prospect has previously graduated from NCC and holds alumni status, they are well-positioned for success in a future program. Alumni status is evaluated based on the highest credential previously earned from NCC.

Scoring:

- Certificate Program Graduate – **3 points**
- Diploma Program Graduate – **5 points**
- Associate Program Graduate – **7 points**

Determination:

- A prospect's Alumni Status is verified by the Admissions Advisor using the Student Information System (SIS). Once confirmed, the appropriate score is recorded on the REC – Radiography Student Tracker.
- **Weight:** 5% of total score
- **Affiliated Site Referral Status:** Applicants who are directly referred to the Radiography Program from a Northwest Career College Radiography affiliated site will receive 5 referral points toward their application.

The below steps ensure a fair and merit-based selection process. The emphasis on a candidate score allows for an objective evaluation and prioritization to ensure enrollment decisions are based on qualifications.

1 Ranking:

- Once a candidate has completed all required components of the Admissions process, they are added to the candidate pool for the upcoming start on the REC - Radiography Student Tracker, identified by their student ID number.
  - By identifying a student by ID number, it allows the individuals on the Admissions Committee to consider all candidates in a de-identified manner.
- The next step of the selection process is to rank the candidates based on their candidate score.
  - Each candidate's score, calculated using the provided formula, determines their position in the ranking.

2 Acceptance Emails:

- 12 weeks before start date:
  - 10 students will be accepted into the program.
- 6 weeks before start date:
  - 10 students will be accepted into the program.

3 Alternate Students:

- Some candidates with a high ranking but not among the top 10 candidates at the time of selection are offered positions as alternate students.
- Alternate students are invited to attend classes during the conditional acceptance period to be available if one of the students in the starting class cannot continue.
- 6 weeks before the start date:
  - 6 additional students will be selected from the candidate pool to become Alternate Students.

4 Vacancy Filling:

- As spots become available due to cancellations, the institution looks to the list of Alternate Students to fill these vacancies.
- The highest-ranking candidate on the list of Alternate Students, who have been fully engaged each step in the process, is offered the available spot.
- This process continues until all the vacancies are filled, ensuring that qualified candidates are given opportunities as they arise.
- Please note that alternate students who attend the conditional acceptance period for a given start date are given the opportunity to be our first selected students for the upcoming start date.

NCC believes that everyone has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. NCC strives to maintain an environment in which all individuals are treated with respect and dignity and does not discriminate in the recruitment of students or in the implementation of its policies and procedures.

Plan of Study

The Radiography program is designed to provide comprehensive education to prepare students for entry level radiologic technologist and/or technician positions. All individual didactic courses may be delivered via blended or full-distance education. Instruction is provided with online lectures and hands-on experience conducted in a classroom setting, energized and non-energized laboratories or via simulation software. Externships are conducted in clinical settings at healthcare and imaging facilities.

Upon satisfactory completion of the program detailed below, students will be granted an Associate of Applied Science in Radiography degree from NCC and will be qualified to obtain an entry-level position as a radiographer within a healthcare or imaging setting.

A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the Northwest Career College School catalog and internet access are required for completion of this program.

The program is 72 weeks (18 months) classes held Monday through Thursday 9 AM - 1 PM.

The following is a breakdown of the core, distance, and externship of the radiography program.

Core Courses
RAD101 – Radiographic Anatomy and Physiology
RAD103 - Introduction to Radiography
RAD105 - Principles of Radiographic Imaging I
RAD107 - Radiographic Procedures I
RAD109 - Radiographic Procedures II
RAD111 - Radiographic Procedures III
RAD113 - Principles of Radiation Biology and Protection
RAD201 - Principles of Radiographic Imaging II
RAD202 - Comprehensive Pathology
RAD203 - Advanced Imaging Modalities
RAD204 - Medical Law and Ethics
RAD207 - Radiologic Technology Review

Distance Courses
RAD102 - Medical Terminology
RAD104 - Radiographic Anatomy and Physiology II
RAD106 - Patient Care for Radiographers
SAS101 - Student Academic Success

Externship Courses
RAD210 - Clinical Externship I
RAD211 - Clinical Externship II
RAD212 - Clinical Externship III

Curriculum Sequence
Term 1 - RAD101, 102, SAS101
Term 2 - RAD103, SAS101
Term 3 - RAD105, SAS101
Term 4 - RAD107, RAD104
Term 5 - RAD109
Term 6 - RAD111
Term 7 - RAD113, RAD106
Term 8 - RAD115
Term 9 - RAD117
Term 10 - RAD201, RAD202
Term 11 - RAD203, RAD210
Term 12 - RAD210 (continued)
Term 13 - RAD211
Term 14 - RAD212
Term 15 - RAD207, RAD204

For descriptions of each course and a breakdown of course credits please see the NCC School Catalog.

Radiography Degree Program Progression

Core Course Progression

A radiography student must earn a C or higher in a radiography program core course (RAD101,103, 105,107,109, 111, 113, RAD 203 - 206) and cannot fail any course in order to progress through the program. Additionally, they must attend at least 75% of their scheduled classes.

A radiography student who does not earn a C or higher and fails a core course will be dismissed from the program, unless superseded by the extenuating circumstances policy. If no extenuating circumstance exists, a student may re-enter the program on a space available basis. A student who wishes to re-enter the program will follow all steps outlined in the NCC School Catalog for re-entry & meet with the radiography program chair to develop a plan to maintain a B or higher in the course they have re-entered.

A radiography student who does not attend at least 75% of their scheduled classes and earns a C or higher will be placed on an attendance probation. The student will be taken off the attendance probation when they have met the 75% attendance requirement. Students that drop below 60% will automatically fail the core course and be dismissed from the program. A student may re-enter the program on a space available basis. A student who wishes to re-enter the program will follow all steps outlined in the NCC School Catalog for re-entry and meet with the radiography program chair to develop a plan to maintain 85% attendance.

Distance Course Progression

A radiography student must earn a C or higher in a radiography program distance course (RAD102, 104, 106, and RAD207).

A radiography student who does not earn a C or higher in a radiography program distance course will be able to retake the course the following term. If a student fails a radiography distance course on their second attempt, the student will be dismissed from the program. A student may reenter the program on a space available basis. A student who wishes to re-enter the program will follow all steps outlined in the NCC School Catalog for re-entry & meet with the radiography program chair to develop a plan to maintain a B or higher in the course they have re-entered.

Externship Course Progression

A radiography student must earn a 70% or higher in all externship courses (RAD210, 211 and 212).

A radiography student who does not earn a passing grade in all externship courses will be dismissed from the program, unless superseded by the extenuating circumstances policy. If no extenuating circumstance exists, a student may a 70% or higher the program on a space available basis. A student who wishes to re-enter the program will follow all steps outlined in the NCC School Catalog for re-entry & meet with the radiography program chair to develop a plan to receive a passing grade and complete all hours in all externship courses.

Clinical Grade Methodology & Evaluation

The clinical grade methodology & evaluation serves as a structured framework designed to assess the practical skills, theoretical knowledge, and professional behaviors essential for success in the field of radiography. By establishing clear criteria and evaluation parameters, this methodology not only measures students' technical aptitude but also evaluates their ability to communicate effectively, collaborate within multidisciplinary teams, and uphold ethical standards. Ultimately, the purpose of such a methodology is to facilitate the comprehensive assessment of students' clinical performance, providing valuable feedback for their ongoing development and ensuring they meet the rigorous standards necessary to deliver high-quality patient care in radiography practice.

The following sections contain the methodology for the clinical grade calculation & clinical competency evaluation for the externship courses.

Methodology for Clinical Courses

RAD210 - Clinical Externship I
RAD211 - Clinical Externship II
RAD212 - Clinical Externship III

Evaluation Overview

Students enrolled in Clinical Externship courses are evaluated based on a combination of clinical performance, professionalism, technical competency, and completion of course assignments. Evaluations are designed to measure not only the student's ability to perform radiologic procedures safely and effectively, but also their professionalism, communication, and adherence to clinical and institutional standards.

Evaluation Components and Weighting

Evaluation Component	Description	Weight
Timesheets (Accuracy)	Timely and accurate submission of timecards and supervisor evaluations as required by externship policies.	10%
Professional and Technical Performance Evaluations	Formal evaluations completed by the clinical supervisor assessing the student's ability to perform administrative and clinical tasks, interact professionally with patients and staff, and adhere to safety and privacy regulations.	40%
Clinical Competency Performance Evaluations	Assessment of demonstrated technical proficiency in completing required radiographic procedures and clinical competencies.	5%
Reflection Assignment (Final)	A comprehensive written reflection summarizing the externship experience, personal growth, and application of knowledge and skills in a clinical setting.	20%
Number of Competencies Completed Throughout the Externship	Total number of successfully completed and documented competencies during the externship.	25%
Total		100%

Course Expectations

Students are required to:

- Attend 100% of scheduled externship hours.
- Complete all assigned clinical tasks as directed by the Clinical Supervisor and Clinical Coordinator.
- Maintain professional behavior and adhere to all Externship Rules and Regulations throughout the course.
- Submit all documentation, evaluations, and assignments according to deadlines outlined in the externship handbook.

Grading Methodology

Final course grades are determined using the weighted evaluation components listed above. Performance in each area will be assessed using the grading scale published in the College Catalog.

Failure to meet attendance, professionalism, or documentation standards may result in a reduced score in the corresponding category and could impact overall course performance.

Grading Scale

Letter Grade	Percentage Range
A	90 – 100%
B	80 – 89%
C	70 - 79%
D	60 – 69%
F	Below 60%

Evaluation of Clinical Competencies

Students will be evaluated per competency based on a point system. They will also be evaluated during Week 3 and Week 6 of the rotations for their technical and professional evaluation. Additionally, students will be evaluated on their General Patient Care Procedures. All evaluations are based on Clinical preceptor's observations of the competencies and skills. Clinical Preceptors will use the point system designated for each evaluation.

The students must obtain a minimum score of 25 points to pass each competency. The following point scale is used to determine mastery of the competency.

Point Scale:

0 = Unacceptable performance; the student's performance requires significant improvement.

1 = Not adequately performed. The student requires more practice to become competent.

2 = Performed at a basic level of competency. The student may have needed minimal prompting.

3 = Performed proficiently and without assistance.

For Week 3 and 6 Evaluations the following point scale is used:

Point Scale: **N/A = Not applicable or unable to evaluate the skill or behavior.**

0 = Unable to perform the skill or behavior, even under direction or guidance.

1 = Only able to perform the skill or behavior under direction or guidance.

2 = Inconsistent ability to perform skill or behavior, requires significant direction or guidance.

3 = Moderately consistent ability to perform skill or behavior, may require moderate direction or guidance.

4 = Consistent ability to perform skill or behavior, minimal direction, guidance, or improvement needed.

5 = Very consistent ability to perform skill or behavior, rarely is direction, guidance, or improvement needed

A high score of 5 may not indicate perfect performance but indicates very consistent performance of the task or skill. Constructive feedback will be provided by the preceptor for scores between 0-3.

Communication Practice Standards

The radiography program follows Northwest Career College policies regarding electronic mail communication. Northwest Career College email is the official method of communication within the radiography program. Students are responsible for checking their NCC email account for announcements. Students, faculty, and staff are expected to establish and maintain their email accounts so that they will receive important communications promptly.

The College uses several communication strategies to promote information exchange and involvement. The College website and NCC email are the official means of communication. Additionally, Canvas LMS incorporates direct email messages to individuals and groups to facilitate updates and course discussions. The Department strives to promote transparent and efficient communication practices. Announcements, policy/procedure revisions, and/or other pertinent information will be communicated to all students, faculty and staff, clinical preceptors, and other interested parties via the Department course-specific Canvas sites, NCC email, or other appropriate means.

Radiation Safety Policy & Exposure Monitoring

The primary objectives of NCC's Radiation Safety Policy are to protect students, employees, and patients from unnecessary or unwarranted radiation exposures, and to control those exposures that are deemed necessary.

The Radiation Safety Policy is broken down into the following sections:

- Section 1 - Dosimetry and Radiation Exposure Reports
- Section 2 - Radiation Best Practices - Student
- Section 3 - Radiation Best Practices - Patient
- Section 4 - Pregnancy Policy

General Radiation Safety

The Radiation Safety Officer (RSO) is the person responsible for programmatic radiation safety matters. The contact information for NCC's RSO is as follows:

David Bolshazy

Email: david.bolshazy@northwestcareercollege.edu

Direct & Office: **(702) 570-5926**

Through out the course of a student's program, X-ray procedures will be performed only by a qualified radiographer holding an appropriate current license from the State of Nevada Health and Human Services Division of Public & Behavioral Health, Radiation Control Program. All program faculty must hold current credentials with the American Registry of Radiologic Technologists (ARRT). Student radiographers may operate radiographic equipment only under the supervision of a qualified radiographer.

Procedure Details

Dosimetry and Radiation Exposure Reports

NCC's Radiography program and its affiliated clinical sites operate under the radiation protection concepts of ALARA (As Low As Reasonably Achievable). This principle of proper safety procedures benefits the patient, student, and others.

1. Every student will be issued a dosimeter, which is a radiation monitoring device, when they begin working with fully energized equipment. Students will wear their dosimeter to every class, lab, or clinical experience.
    - A dosimeter records a person's exposure to radiation.
    - Failure to wear a dosimeter to every class, lab, or clinical experience will impact the student's overall grade.

- Students cannot work in fully energized clinical/lab areas without their dosimeters.
- The student must always wear a dosimeter during clinical assignments.

2 A new dosimeter is issued to the student every quarter when the student returns their current dosimeter for processing.

- Each student is responsible for exchanging their dosimeter quarterly.
- Students are required to exchange their dosimeter by the date given by the RSO.
- Dosimeter readings are reported quarterly (four times annually).
- Failure to exchange dosimeters on the scheduled quarterly interval will result in a loss of clinic time. Students may be assessed a lost badge fee in the event that they lose their dosimeter and require a replacement.

3 The RSO is responsible for reviewing reports and counseling students who exceed or are in danger of exceeding any of the listed threshold limits below.

- Radiation reports will be made available to students within 30 business days of receipt and can be located in the Dosimeter Report Log binder located in the office of the RSO.
- Students are required to review their dosimeter report and initials next to their name. Failure to do so may result in a clinical grade penalty.
- NCC has established a threshold for all students. If the threshold is exceeded, counseling with possible clinical site modifications will result.
- Students are not permitted to attend clinical externships if NRC limits are exceeded, and this will result in delayed program completion.

NOTE: If the student is concerned about their radiation exposure, they should contact the RSO immediately.

NOTE: More information concerning occupational dose limits may be found at:

Subpart C - Occupational Dose Limits NAC Chapter 459 - Hazardous Materials

Radiation Thresholds:

	Adult	Minor (< 18 y.o.)	Fetal (total gestation)	Fetal (monthly)	Public
NCC Radiography Quarterly	50 mrem/ 0.5 mSv	5mrem/ 0.05 mSv	5 mrem/ 0.05 mSv	0.5 mrem/ 0.005 mSv	N/A
NCC Radiography Annual	100 mrem/ 1 mSv	10 mrem/ 0.1 mSv	10 mrem/ 0.1 mSv	1 mrem/ 0.01 mSv	N/A
NRC Regulation	5000 mrem/ 50 mSv	100 mrem/ 1 mSv	500 mrem/ 5 mSv	50 mrem/ 0.5 mSv	100 mrem/ 1 mSv

4 Students must abide by the following additional instructions regarding their dosimeter.

- Students should only wear their dosimeter in the lab and during clinical externships.
- Students should not wear the dosimeter when having dental or medical radiographs as a patient.
- Students should wear the dosimeter at collar level facing outward on their uniform. The dosimeter is not to be worn lower than the student's sternal notch.
- During fluoroscopy procedures, the student should wear the dosimeter at the collar level, outside the lead apron.

Radiation Best Practices - Student

The following policies apply to students in the Radiography program. Students are expected to adhere to proper radiation policies and procedures that are consistent with both clinical policies and the scope of practice in the Radiography program.

1 Control Booth Standards

- Hand Controls
  - All hand exposure controls are mounted in the control booth to prevent the operator from making an exposure while in an unshielded position.
  - Notify the RSO or a faculty member if a hand control is worn or needs repair.
- Unshielded Personnel
  - All unshielded student radiographers will stand in such a position as to assure that their entire body is shielded by the control booth barrier or by a portable protective barrier during radiographic examinations involving stationary x-ray units.
- Best Practices During Exposures
  - All doors must be closed in each radiographic room during an exposure.
  - Students will stand completely behind a lead-lined control area when making an exposure.
  - If the student is making an exposure, the student should announce that exposure will be made and allow time for others to move away from the area before making the exposure.
  - If the student is not making the exposure, they should leave the room or step further than six feet away.

2 No Hold Policy

- Students will not hold a patient during a radiographic exposure.
- Students will not hold an image receptor during a radiographic exposure.

3 Fluoroscopy Policy

- Students must abide by ALARA and the three cardinal rules of time, distance, and shielding when participating in fluoroscopic exams.
- Fluoroscopic units are equipped with a five (5) minute timer that will (a) initiate an audible alarm and (b) may disrupt the fluoroscopy. This timer is not to be reset without the permission of the supervising physician.

4 Shielding Policy

- Only necessary persons will be in the room during fluoroscopy.
- Protective lead aprons will be worn by all persons in a fluoroscopy room or with a portable fluoroscopy unit.

- Other radiation protection devices, such as thyroid shields, lead collars, lead gloves, and glasses should be utilized whenever applicable.
  - A protective glove of at least 0.25mm lead equivalent will be worn whenever the hand is placed within or near the radiation field.
- When assisting with fluoroscopic procedures, the student must wear a lead apron, remain at least two feet away from the table during fluoroscopy (unless assisting the patient), and not turn their back to the radiation source (unless wearing a wrap-around apron).
- Student radiographers should not have any body part except their protected hand(s) within the useful beam.
  - If the student radiographer must place their hand in the radiation field during a fluoroscopic procedure, a lead shielding (lead pad) must be placed at the appropriate location on the table.
- The student radiographer administering barium for a lower gastrointestinal study should stand at the foot of the table during fluoroscopy.
- Fluoroscopic examinations will be performed with the beam limited to the area of clinical interest.
- Students will follow the ALARA principles and will self-disclose violations of policies.
- Radiation protection of the patient is the responsibility of the student.

5 Beam Restriction and Gonadal Shielding

- The beam will be limited to the area of clinical interest during radiographic and fluoroscopic examinations, restricting the exposed field size to the area of interest or the image receptor, whichever is smaller.
- At no time will exposures be made where the student could encounter the direct beam.
- Gonadal shielding will be employed during all radiographic procedures on all patients unless such shielding interferes with the examination (pelvis and KUB).

6 Mobile/Operating Room Radiography

- Only qualified faculty radiographers, clinical radiographers, and student radiographers will operate the radiation equipment during a procedure.
- All student radiographers will wear lead aprons while operating mobile radiographic units.
- All student radiographers will stand back as far as possible, but at least a minimum of six (6) feet from the patient and the x-ray tube during exposures.

- Students will never be in the primary beam.
- Students will never hold the patient or image receptor.
- The portable radiographic units will not be operated with a source-skin distance (SSD) of less than twelve (12) inches.

Radiation Best Practices - Patient

Radiation protection of the patient is the responsibility of the student. Students are expected to adhere to proper radiation policies and procedures that are put in place to maintain patient safety.

1. Before any radiographic examination is performed, a licensed practitioner must provide a proper prescription for the exam ordered. The order must include the patient's name, ordering physician, examination to be performed, and indications.
2. Before the patient is radiographed, the student, under the guidance of the instructor or technologist, should follow the steps for informed consent in a confidential manner.
    - Verify the identity of the patient by at least two prescribed methods.
    - Introduce yourself as a student to the patient.
    - Explain the requested procedure to the patient.
    - Obtain and record relevant patient history.
    - Ask female patients of childbearing age if pregnancy is possible.
        - The irradiation of women who may be pregnant will be given special consideration to ensure the highest possible level of protection of the embryo or fetus.
        - If the patient is pregnant or suspects she is pregnant, the student radiographer will comply with facility protocol before continuing the radiographic examination.
        - Shielding of all potentially pregnant patients is required unless its presence interferes with the examination.
    - Acquire permission from the patient to proceed with the exam.
3. The student should then provide the patient and anyone in the immediate area with an appropriate lead shield for all exposures.
    - Hospital personnel, family members, or visitors in the critical care areas can also be asked to leave the immediate area before an exposure is made.

4. The radiation field is to be collimated only large enough to include the anatomical part being radiographed.

   - The radiation field size must never exceed the image receptor size. Exposure factors must be kept ALARA.

MRI Safety Policy

Students are required to complete an MRI self-screening at the time of enrollment, and again before placement at a clinical site. Any selection of YES or UNSURE on the MRI Screening Form deems the student initially ineligible to enter specified MRI zones until further cleared by the MRI department. Students must self-disclose to all clinical staff if they cannot enter MRI Zones 3 and 4. Students are required to notify NCC of any change in status that may impact the information on their MRI Screening Form.

1. MRI Zone 1: All areas freely accessible to the general public without supervision. Magnetic fringe fields in this area are less than 5 Gauss (0.5 mT).
2. MRI Zone 2: Still a public area, but the interface between unregulated Zone I and the strictly controlled Zones III and IV. MRI safety screening typically occurs here under technologist supervision.
3. MRI Zone 3: An area near the magnet room where the fringe, gradient, or RF magnetic fields are sufficiently strong to present a physical hazard to unscreened patients and personnel.
4. MRI Zone 4: Synonymous with the MR magnet room itself. It has the highest field (and most significant risk), from which all ferromagnetic objects must be excluded.

Pregnancy Policy

This policy applies to students who enroll in the Radiography program and are pregnant, or who become pregnant during their program. Due to the nature of their coursework, Radiography students may be exposed to ionizing radiation throughout the course of their program. In the event of student pregnancy, NCC will take every reasonable step to ensure the safety of both the mother and the embryo or fetus if the student chooses to continue participating in the program.

Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout their pregnancy. The purpose of this policy is to explain the protections NCC puts in place for pregnant students in accordance with all published safety standards and regulations. These standards will promote the health and safety of both the mother and the embryo or fetus, while simultaneously ensuring that the student is able to meet the performance standards set forth by the Radiography program.

The National Council of Radiation Protection (NCPR) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the embryo or fetus. The NCRP states that the dose equivalent to the embryo or fetus should not exceed 0.5 rem during the entire gestation period or 0.05 rem in a month. Ultimately, all pregnant students must make the final decision as to whether they are comfortable accepting this exposure risk.

When a Radiography student finds out they are pregnant, they will select one of the following 5 options to determine how they will proceed with their Radiography program.

1. OPTION 1: Continue the program as scheduled without notifying the Program Chair of the pregnancy.
   - No changes will be made to the student's schedule by not declaring the pregnancy.
   - The embryo or fetus will be subject to the same radiation dose limits that apply to other occupational workers.

2. OPTION 2: Take a leave of absence (LOA) from the Radiography Program.
   - The student will notify the Program Chair in writing of the pregnancy using the Notification of Pregnancy and Release Form. On that form, the student will indicate that they would like to take an LOA.
   - The student will provide a physician's documentation of the pregnancy.
   - The Program Chair will meet with the student to discuss the impact that their LOA will have on their program schedule and create an updated schedule for when the student is scheduled to return from LOA.
   - The student's program length will be extended by at least the length of time that the student will be on LOA.

NOTE: Once this meeting has occurred, the Registrar will update the student's status to place them on LOA.

NOTE: Students returning to the program after maternity leave must submit written approval from their physician to the Program Chair prior to returning. This approval must include any physical limitations.

3. OPTION 3: Declare the pregnancy and continue the program as scheduled.
   - The student will notify the Program Chair in writing of the pregnancy using the Notification of Pregnancy and Release Form. On that form, the student will indicate that they would like to continue their program as scheduled.

- The student will provide a physician's documentation of the pregnancy.
- The student will review the radiation protection policies and procedures with the Program Chair, Clinical Clinical Coordinator, or Radiation Safety Officer:
  - During the gestation period, the maximum permissible dose of 0.5 rems for the embryo or fetus from occupational exposure will not be exceeded.
  - The student will be issued a "fetal" dosimeter worn at the waist level and under the protective lead apron.
  - The student will wear the additional protection of a wrap-around apron during fluoroscopic procedures.
- The student will sign an additional Northwest Career College Radiation Exposure Report monthly, and a copy will be submitted to the Program Chair.
- The student's rotations will be limited to minimize radiation exposure if deemed necessary by the Radiation Safety Officer or student based on the student's radiation monitoring reports.

4 OPTION 4: Declare pregnancy and continue the program with stipulated modifications.

- The student will notify the Program Chair in writing of the pregnancy using the Notification of Pregnancy and Release Form. On that form, the student will indicate that they would like to continue their program with a modified schedule.
- The student will provide a physician's documentation of the pregnancy.
- The student will review the radiation protection policies and procedures with the Program Chair, Clinical Clinical Coordinator, or Radiation Safety Officer:
  - During the gestation period, the maximum permissible dose of 0.5 rems for the mbryo or fetus from occupational exposure will not be exceeded.
  - The student will be issued a "fetal" dosimeter worn at the waist level and under the protective lead apron.
  - The student will wear the additional protection of a wrap-around apron during fluoroscopic procedures.
- The Program Chair will meet with the student to discuss options for a possible schedule modification, to include decreasing hours of clinical education or pausing clinical courses. Once a plan is determined, the Program Chair will complete a modified schedule for the student.

- The student will sign an additional Northwest Career College Radiation Exposure Report monthly, and a copy will be submitted to the Program Chair.
- The student's rotations will be limited to minimize radiation exposure if deemed necessary by the Radiation Safety Officer or student based on the student's radiation monitoring reports.

5 OPTION 5: Provide written withdrawal of the declaration of pregnancy.

- A student has the right to withdraw their declaration of pregnancy at any time.

The student can complete this process by submitting written notification of the withdrawal to the Program Chair.

Program Attendance

Radiography students are expected to attend a minimum of 75% of scheduled classes during each academic term. Radiography students will be placed on an attendance probation if they do not meet the minimum attendance requirement during a given academic term. Radiography students will automatically fail the term if they do not attend a minimum of 60% of scheduled class hours during a given academic term.

Note - The radiography externship attendance policy is different from the classroom attendance policy outlined here. The externship attendance policy is outlined in the Attendance & Call Out Notification Policy.

Externship Attendance & Call-Out Notification Policy

This policy outlines what to expect while students are on-site working with preceptors and what the student and preceptor should do to notify all appropriate parties of a call-out, absence, or no-call no-show.

The following sections outline all attendance expectations

- Attendance Requirements
- Timesheet Expectations
- Makeup Hours

- Call Out Notification
- No Call No Show Notification
- Multiple Callouts/No Call NoShows

Procedure Details

- All students must complete 240 required hours in each of the following externship courses RAD210, 211, and 212. This totals to 720 externship hours. Students will accomplish this by earning attendance hours through clinical site hours, competency practice, and simulations.
- 85% minimum attendance requirement for clinical site hours.
- 15% attendance may be competency practice and simulations.
- 100% of hours must be completed by the end of RAD212.
- Students can complete these hours in the following ways:
- Completing hours at a clinical site.
- Practicing on campus for competency simulations.
- Completing competency simulations on campus.
- Completing holiday assignments.

All students are given a copy of their schedule before starting the externship and agree to attend their externship based on a 40-hour-a-week schedule.

1. Students may attend externship Monday - Sunday depending on site assignment availability and operating hours. Operating hours for most sites are Monday through Friday, 8 AM to 5 PM.
    - Students are responsible for being available for the assigned rotation schedule.
    - Students can volunteer to work more than 40 hours a week.
    - Students will arrive at their scheduled externship at least 10 minutes prior to their scheduled shift start time.
    - Students will stay for the entirety of their scheduled shift.

- Students may not work no more than 10 hours a shift.
- Evening rotations will not extend past 11 PM.

NOTE: An example of a student externship schedule is Monday - Friday, 8 AM to 5 PM.

Absences

Students will notify the clinical preceptor, the program chair, and the clinical coordinator in the event of a planned or unplanned absence.

1. Planned absences should be communicated prior to the start of externship or at least 1 week in advance to the clinical preceptor, the clinical coordinator and program chair.
2. Students can use the following information to contact the clinical coordinator and program chair.

- Clinical Coordinator

Linda Lippacher

Email: linda.lippacher@northwestcareercollege.edu
Direct: **(702) 227-9899**
Office: **(702) 570-6307**

- Program Director

David Bolshazy

Email: david.bolshazy@northwestcareercollege.edu
Direct & Office: **(702) 570-5926**

3. For unplanned absences - see the Call-Out Notification section.

Timesheet Expectations

Student attendance is recorded via Trajecsys

1. The student will log their hours in Trajecsys for each shift they attend by clocking in and out of the system.
   - The student is responsible for recording their time.
   - The student is responsible for clocking in and out on time & daily while scheduled.

2. The preceptor will review the hours logged in Trajecsys.
   - The preceptor is responsible for verifying that the student's hours are correct.
3. The Clinical Coordinator will enter attendance into WebClient every Monday.

Make-Up Hours

Students may make up clinical rotation hours based on site and preceptor availability, especially for any planned absences.

1. Students must notify the clinical coordinator and preceptor of any planned absences prior to the externship OR at least a week in advance of the planned absence. Planned absences include:
   - Medical Appointments
   - Jury Duty
   - Court Summons
   - Changes to Work Schedule
2. Students may make up the shift or a partial shift based on the hours predetermined by the site and the preceptor.
3. Students will designate any make-up hours on their timesheets on the week of their absence.

Call-Out Notification

When a student calls out of their scheduled shift, they will inform their preceptor, the clinical coordinator, and the program chair:

1. Students are required to contact the preceptor that they are calling out for their shift.
   - Students may contact the preceptor via the preceptor's preferred contact method.

NOTE: Preferred contact method should be discussed between the student and the preceptor on the first day of the externship OR this can be disclosed before the student starts via the Clinical Coordinator.

2 Students are required to contact the clinical coordinator that they are calling out for their shift.

- Students must email the clinical coordinator and CC the program director using the template in the reference section below..
- The email must include the reason and anticipated return.
- For emergencies, the student should call the clinical coordinator and program chair.

3 Students who do not notify their preceptor, clinical coordinator, and program director of a call-out will be considered a no-call no-show.

No Call No Show Notification

When a student does not arrive or notify the preceptor of tardiness within 15 minutes of their scheduled start time, they will be considered a No Call No Show.

1 When a student falls within the No Call No Show parameters, the preceptor should contact the Clinical Clinical Coordinator and program director via email and/or phone call.

- Clinical Coordinator

Linda Lippacher
Email: linda.lippacher@northwestcareercollege.edu
Direct: (702) 227-9899
Office: (702) 570-6307

- Program Director

David Bolshazy
Email: david.bolshazy@northwestcareercollege.edu
Direct & Office: (702) 570-5926

2 The Clinical Clinical Coordinator or Program Director will reestablish contact with the student and inform the preceptor of any updates regarding the circumstances.

- The Clinical Clinical Coordinator will determine if this was a one time circumstance due to extueating circumstances.
- The Clinical Coordinator will work with student and preceptor to determine if the externship can resume or needs to be paused.

Multiple Callouts/No Call No Shows

When a student has more than two Call Out Notifications during the six-week rotation, the clinical preceptor and program director will work with the clinical site supervisor to determine appropriate disciplinary action up to externship termination.

When a student has more than one No Call No Show Notification during the six-week rotation, the clinical preceptor and program director will work with the clinical site supervisor to determine an appropriate disciplinary action up to externship termination.

Call Out Notification Template

Subject: Notification of Absence from Clinical Rotation

Dear [Clinical Clinical Coordinator's Name],

I hope this email finds you well.

I am writing to inform you of my unexpected absence from today's scheduled clinical rotation. Unfortunately, I am experiencing **[briefly explain the reason for the absence, such as illness or a family emergency]**. I apologize for any inconvenience my absence may cause and assure you that I am taking the necessary steps to address the situation promptly. I will be able to return to my shift by **[enter date]**.

I understand the importance of adhering to the clinical schedule and will make every effort to make up for the missed time. Please let me know if there are any specific procedures or requirements I need to follow in order to do so.

Thank you for your understanding and assistance in this matter. I look forward to returning to the clinical rotation as soon as possible.

Best regards,

[Your Name]

[Your Contact Information]

NOTE: Students may use the template above to email the preceptor of a call-out.

Program & Externship Conduct

This policy outlines the expected standards of professional conduct during enrollment in the Radiography program and all externship experiences associated with it. Students represent NCC and are expected to adhere to professional conduct guidelines while engaged in on-campus classrooms & while on externship.

Examples of unprofessional conduct include, but are not limited to:

1. Violations of academic integrity such as cheating, plagiarism, or forgery.
2. Theft, damage, misuse, or abuse of property belonging to the externship site or any individual.
3. Physical abuse, including sexual harassment or violence, towards any person.
4. Verbal abuse, threats, or discriminatory language directed at others.
5. Intimidation, harassment, coercion, or behavior endangering the physical or psychological well-being of others.
6. Possession of firearms or other weapons on the externship site.
7. Disruptive behavior affecting externship activities.
8. Bringing unauthorized individuals or animals to the externship site.
9. Failure to follow instructions from supervising staff or faculty.
10. Use of tobacco or electronic smoking devices indoors.
11. Possession or use of alcohol, marijuana, medical marijuana, or controlled substances during externship activities.
12. Violation of health and safety regulations.
13. Improper use of electronic communication devices.
14. Unauthorized entry or presence at the externship site.

Response to Conduct Violations

In the event of unprofessional conduct, the following steps will be taken while on campus:

1. Verbal Coaching: The radiography faculty member identifying the conduct violation will provide verbal feedback to the student explaining the issue.
   - If verbal feedback is not feasible, written feedback will be provided instead.
   - The radiography faculty member will document the verbal coaching and send it to the radiography program chair.
2. Documentation: The coaching or warning will be documented in the student's record by the program chair.
3. Administrative Review: The Program Chair will review the incident and the student's conduct record to determine the appropriate action.
4. Action: Depending on the nature of the conduct violation and the student's record, the program chair may affirm the coaching, issue a conduct warning or probation, or recommend administrative withdrawal to the Dean of Students. Conduct violations are assessed holistically.
5. Determination: The Dean of Students will meet with the student and will issue a written determination to the student regarding the conduct violation. Students may be dismissed from externship and withdrawn from the program for serious misconduct. Students have the right to appeal the withdrawal.

In the event of unprofessional conduct, the following steps will be taken while on externship:

1. Verbal Coaching: The Clinical Preceptor identifying the conduct violation will provide verbal feedback to the student explaining the issue.
   - If verbal feedback is not feasible, written feedback will be provided instead.
   - The Clinical Preceptor will document the verbal coaching and send it to the Clinical Coordinator.
2. Documentation: The coaching or warning will be documented in the student's record by the Clinical Coordinator.
3. Administrative Review: The Clinical Coordinator and the Program Chair will review the incident and the student's conduct record to determine the appropriate action.

4 Action: Depending on the nature of the conduct violation and the student's record, the Program Chair may affirm the coaching, issue a conduct warning or probation, or recommend administrative withdrawal. Conduct violations are assessed holistically.

5 Determination: The Dean of Students will meet with the student and will issue a written determination to the student regarding the conduct violation. Students may be dismissed from externship and withdrawn from the program for serious misconduct. Students have the right to appeal the withdrawal.

Externship Conduct Policy:

The purpose of this policy is to clearly define expectations for student conduct while participating in externship rotations in the Radiography Program. Maintaining professionalism, adherence to attendance policies, patient safety, and timely documentation through Trajecsys are essential components of clinical education. This policy ensures that students understand the behaviors expected of them and the consequences for failure to meet these standards.

This SOP outlines the steps to be taken when a student fails to adhere to externship expectations and includes the following sections:

1 Student Behavior Expectations & Consequences

2 Tiered Disciplinary System

3 Immediate Escalation Criteria

Procedure Terminology

Term	Description	Reference or Notes
Trajecsys	An online clinical management system used for time tracking.	▶ Students are required to log time daily.
Externship Site	Clinical facility where student completes hands-on training.	▶ Assigned per term based on the schedule.
Write-Up	Formal documentation of student misconduct or policy violation.	▶ Submitted to the Program Chair and the student's file.

Procedure Tools

Team members will need to reference the following materials to perform this procedure:

Tool	Tool Type	Description/Link
Action Report	Google Document.	Internal documentation of infractions

Procedure Details

Student Behavior Expectations and Consequences

Category A: Minor Violations

Failure to Clock-In Using Trajecsys:

1. **Expectation:** Student must clock in using Trajecsys from their laptop, mobile phone, or approved on-site computer upon arrival.
2. **Consequence:** Student will receive a formal write-up for failure to clock in on time.

Improper Clinical Attire, Missing ID Badge, Missing Dosimeter, or Missing Letter Markers:

1. Expectation: Student must wear complete clinical attire and ID badge at all times.
2. Consequence: Student dismissed from site for the day; unexcused absence and formal write-up.

Category B: Moderate Violations

Leaving Externship Site Without Permission

1. **Expectation:** Student must remain at the assigned site unless reassigned by the clinical coordinator.
2. **Consequence:** A Formal write-up will be issued. Possible probation or removal from the site.

Lack of Engagement with Competency Completion or Clinical Responsibilities

1. **Expectation:** When competencies are available, students are expected to actively participate and complete them as appropriate. Additionally, students must consistently engage in general clinical duties such as room setup, tear down, cleaning, and other site-specific activities.
2. **Consequence:** Failure to demonstrate engagement in available learning opportunities or required tasks will result in a formal write-up. Continued disengagement may lead to probation or removal from the externship site.

Refusal to Participate in Additional Practice Opportunities

1. **Expectation:** When a competency has already been completed, but a second opportunity for practice is offered, students are expected to engage in the additional hands-on learning. This includes participating in repeated practice to strengthen clinical skills and professional development.
2. **Consequence:** Refusing to participate in additional practice opportunities when available will result in a formal write-up. Continued refusal may lead to probation or removal from the externship site.

Failure to Submit Clinical Documentation (Trajecsys Logs or Paperwork) on Time:

1. **Expectation:** Student must submit all required documentation by the stated deadlines.
2. **Consequence:** Write-up and submission deadline; repeated offenses may lead to probation.

Category C: Major Violations

No-Call/No-Show to Externship

1. **Expectation:** Student must notify both the site and the Program Chair if unable to attend.
2. **Consequence:** Immediate write-up; mandatory meeting with Program Chair; potential suspension. Immediate termination from VA or a hospital site and mandatory meeting with Program Chair; potential withdrawal from the program..

Unprofessional Behavior

1. **Expectation:** Student must behave professionally with staff, patients, and peers.
2. **Consequence:** Immediate removal from the site; write-up; potential probation or dismissal.

Unsafe Clinical Practice or HIPAA Violation

1. **Expectation:** Student must practice safely and maintain patient confidentiality.
2. **Consequence:** Immediate removal from site; formal disciplinary review; possible program dismissal.

Inappropriate Cell Phone Usage

1. **Expectation:** Inappropriate cell phone usage includes personal texting, video conferencing, phone calls, picture taking, or video recording. This is not permitted while the student is on site and is only allowed if direct supervision by the preceptor allows it. Any personal texting, video conferencing, phone calls, camera or video recording must happen before, after, or while on a designated break from the scheduled externship hours.
2. **Consequence:** Write-up for unprofessional behavior; coaching session; repeat offenses may result in probation or immediate dismissal.

Tiered Disciplinary System

To ensure consistency and fairness, the following tiered system applies to all infractions listed above:

3. First Write-Up (Any Category):
   - Student receives a formal write-up and, if applicable, coaching or counseling on correct behavior.
4. Second Write-Up (Any Category):
   - Student receives a second formal write-up.
   - A mandatory meeting with the Program Director will be scheduled to discuss behavioral concerns and next steps.
5. Third Write-Up (Any Category):
   - The Program Director will escalate the issue to the Chief Academic Officer.
   - The student will face termination from the externship or dismissal from the Radiography Program.

NOTE: Each write-up remains on record and cumulative regardless of category or specific infraction.

Immediate Escalation Criteria

The following behaviors are considered severe violations and will result in immediate escalation to the Chief Academic Officer:

- Any conduct that harms a patient.
- Any violation of HIPAA regulations.
- Any behavior that jeopardizes NCC's relationship with an externship site.

These actions may result in immediate removal from the externship site, a formal disciplinary review, and potential dismissal from the program—regardless of prior disciplinary history.

Additionally, any conduct not explicitly listed in this document will be assessed using these same standards. The Program Director, Clinical Coordinator, or externship site may refer any concerning behavior for immediate review and appropriate disciplinary action.

Conduct violations are taken seriously and appropriate action will be determined based on the severity of the infraction and the student's conduct history. Clinical Coordinators and Program Chair will be available for all student conduct notifications on a rotational basis.

Program & Externship Social Media Policy

In today's digital age, social media platforms play a significant role in personal and professional communication. Recognizing the impact of social media on professional reputation, this policy outlines guidelines for appropriate social media conduct for individuals participating in NCC's radiography program & the externship experiences associated with it.

Social Media Platforms: Examples include but are not limited to Snapchat, TikTok, Instagram, Facebook, LinkedIn, Twitter, Reddit, YouTube, Pinterest, Tumblr, and review sites like Yelp! and Google.

Guidelines:

Appropriate Behavior:

1. Adhering to the terms and conditions of the social media platform(s) they use.
2. Clearly identifying personal views as their own.
3. Ensuring that content shared on their accounts aligns with industry professionalism expectations, including experiences in the classroom or at NCC-sponsored events.
4. Managing account settings to moderate comments and remove/block inappropriate content.
5. Maintaining awareness of their association with NCC, its students, and affiliates while engaging on social media.
6. Representing NCC, its employees, and affiliates accurately, fairly, and lawfully.
7. Using social media appropriately while on NCC's campus.
8. Obtaining consent from individuals pictured before posting their images.

Inappropriate Behavior:

1. Posting content containing ethnic slurs, personal insults, profanity, obscenity, or inappropriate conduct.
2. Sharing proprietary, copyrighted, defamatory, libelous, or obscene content.
3. Disclosing confidential, sensitive, or personally identifiable information without consent.
4. Unauthorized use of NCC logos or graphics.
5. Misrepresenting affiliation with NCC or speaking on its behalf without consent.
6. Falsely portraying oneself as an NCC employee.
7. Attempting to connect with NCC employees on social media without proper authorization.
8. Using social media within an affiliate's facility without consent.
9. Unauthorized use of affiliate logos or graphics.
10. Misrepresenting affiliation with an affiliate or speaking on its behalf without consent.
11. Falsely portraying oneself as an employee of an NCC affiliate during externship.
12. Attempting to connect with employees of an NCC affiliate during or shortly after externship.

Consequences of Misconduct

Violation of the Social Media Conduct Policy may result in disciplinary action as outlined in the Conduct Policy. Consequences for enrolled students may include warnings, conduct probation, or administrative withdrawal from their program.

Enrolled students violating the policy during externship may face additional consequences such as dismissal from the externship site, failure of the externship course, or administrative withdrawal.

Furthermore, violations involving patient or client privacy may lead to disciplinary action enforced by agencies overseeing HIPAA or FERPA compliance.

Patient Confidentiality

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical preceptor. Students are expected to maintain confidentiality in a professional manner.

In accordance with 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.
- not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private.
- not discussing protected health information with other students.
- refraining from copying, including, but not limited to, photography and/or videography, any part of the medical record for use outside of the health care facility.
- refraining from putting any personal identifier on any paperwork associated with the Radiography Program.
- client initials may be used as an identifier, however, no room number or health care facility name/unit.

Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action.

Program & Externship Professional Appearance Policy

This policy outlines the professional appearance standards expected of students during externship experiences associated with NCC programs. Maintaining a professional appearance not only reflects industry norms but also ensures workplace safety. Students are required to adhere to these standards while on NCC's campus, at affiliate facilities, or when representing NCC in any capacity, including wearing the NCC uniform. This policy is not exhaustive, and students are encouraged to exercise caution and err on the side of conservatism when in doubt.

Students may encounter affiliate facilities with stricter appearance policies, which supersede this policy. In such cases, students must comply with affiliate expectations. Students unable to meet NCC's or affiliates' appearance standards may request accommodations as outlined in the Student Accommodations Policy in NCC School Catalog.

Description

General Attire Expectations:

- Approved attire (minimum: professional top, bottoms, and shoes) must be worn during class sessions on campus or at affiliate facilities.
- "Conditionally accepted" students must comply with these expectations and during new student orientation.
- Upon program matriculation, students must adhere to uniform requirements.
- Additional approved accessories may be worn.
- All attire and accessories must be stain- and wrinkle-free, without holes, rips, or tears, and free of bright colors, patterns, or non-NCC branding.

Accessory Guidelines:

- Accessories must not obstruct vision or interfere with skill practice.
- Jewelry should be minimal and subdued.
- Exposed piercings must be covered or removed.

- Head coverings must be solid-colored and non-patterned.
- Sunglasses are permitted outdoors only.
- Jackets, blazers, sweaters, or lab coats (program-dependent) may be worn.

Interview/Externship Attire:

- Alternative professional attire may be worn with affiliate approval.
- Business casual attire is generally expected, excluding athleisure or tattered clothing.
- All attire must meet general appearance expectations.

Clinical Programs (Radiography) Approved Attire:

- NCC-issued Purple Scrub Top
- NCC-issued Purple Scrub Pants
- NCC-branded sweater or lab coat
- Closed toed shoes with back

Professional Grooming Standards:

- Good personal hygiene is mandatory.
- Hair must be clean, styled professionally, and of natural tones.
- Long hair must be tied back.
- Facial hair must be neat and trimmed.
- Nails must be clean, trimmed, and if decorated, painted in a solid color.

- Acrylic or gel nails are not allowed.
- Visible tattoos on the face and neck must be covered with clothing or make-up.
- Other visible Tattoos must be covered if deemed offensive and professionally maintained.
- Make-up should be professional and natural.

While on NCC Campus, Administration and faculty enforce dress code and grooming standards. Inappropriately dressed students may be barred from class and externship until the issue is resolved.

While on Externship, Clinical Preceptors and the Clinical Coordinator enforce dress code and grooming standards. Inappropriately dressed students may be barred from externship until the issue is resolved.

Student & Preceptor Conduct Expectations

Procedure Overview

The purpose of this policy is to establish professional standards of conduct between an NCC radiography externship student and their preceptors/site supervisors. The externship experience is a key element of clinical education and requires a respectful, professional, and ethical learning environment. This policy helps both parties support the learning environment and reflect the professional values of the radiography field.

The following SOP includes the following sections:

- Professional Relationship Guidelines
- Conduct Standards
- Restricted Topics of Conversation
- Travel Expectations
- Reporting and Accountability

Procedure Details

Professional Relationship Guidelines

1. Respectful Interaction
   - Students and preceptors are expected to treat each other, patients, and all healthcare staff with respect, courtesy, and professionalism at all times.
   - Both parties must demonstrate integrity, accountability, and adherence to the ethical standards of the radiography profession.
2. Boundaries
   - The relationship between student and preceptor is professional, not personal.
   - Social interactions outside of the externship environment should be avoided unless formally sanctioned by the externship program.
   - Romantic, intimate, or inappropriate personal relationships are strictly prohibited.
3. Confidentiality
   - Patient confidentiality (HIPAA) must always be maintained.
   - Student performance or evaluations are to be discussed only with appropriate faculty or externship coordinators.

Professional Conduct Standards

To maintain professionalism and prevent discomfort or bias, the following topics should be avoided in conversations between preceptor and student during externship hours:

1. Politics or Political Views
2. Religion or Religious Beliefs
3. Personal Financial Matters
4. Intimate, Romantic, or Sexual Topics
5. Controversial Social Issues (e.g., abortion, gun rights, immigration, gay rights)
6. Gossip about staff, faculty, or patients
7. Disparaging remarks about other healthcare providers, programs, or institutions

When either the student or the preceptors feels that there is a need to report a breach of conduct, please use the following guidance:

1. Any concerns regarding conduct, professionalism, or violations of this policy should be documented and sent immediately to the NCC Clinical Coordinator and Program chair.
    - Violations may result in disciplinary action for the student or removal of preceptor privileges, depending on the circumstances.

- Clinical Coordinator

Linda Lippacher
Email: linda.lippacher@northwestcareercollege.edu

- Program Chair

David Bolshazy
Email: david.bolshazy@northwestcareercollege.edu

Extenuating Circumstances

The purpose of this policy is to establish guidelines for addressing extenuating circumstances that may affect the academic performance, attendance, or progress of radiography students enrolled in the program. This policy aims to provide a framework for evaluating and accommodating students facing unforeseen challenges beyond their control while maintaining the integrity and standards of the program. This policy applies to all radiography students enrolled in the program at Northwest Career College.

Definition of Extenuating Circumstances: Extenuating circumstances are unforeseen events or situations beyond a student's control that significantly impact their ability to fulfill academic requirements or meet program expectations. Such circumstances may include, but are not limited to:

- Serious illness or injury affecting the student or an immediate family member.
- Bereavement or significant loss in the student's family or support network.

- Natural disasters, emergencies, or unforeseen disruptions that affect the student's ability to attend classes or complete assignments.
- Legal obligations or court appearances requiring the student's immediate attention.
- Military service or deployment obligations.
- Other extraordinary circumstances deemed valid by the radiography program chair.

In the event that a student has experienced an extenuating circumstance they will notify the radiography program chair as soon as possible.

NOTE: If a student is absent from class and has had no interaction with Canvas for over 72 hours, the radiography program chair may reach out to the student.

Any documentation available about the extenuating circumstance should be submitted by the student to the radiography program chair. Examples of documentation include medical paperwork, death certificates, court orders or other relevant evidence verifying the nature and impact of the circumstance.

Evaluation and Accomodation:

Upon receipt of the documentation, the radiography program chair will determine the best planned action for the student based on the circumstances. The radiography program chair may consult with the radiography faculty, the Education department and Academic Affairs to determine the best course of action to support the student. Accommodations may include but are not limited to:

- Extension of assignment deadlines or examination dates.
- Flexible attendance policies or alternative arrangements for missed classes or clinical rotations.
- Referral to counseling services or academic support resources.
- Temporary withdrawal or leave of absence from the program, if necessary.
- Other reasonable accommodations deemed appropriate to mitigate the impact of the circumstances on the student's academic progress and well-being.

Information related to a student's extenuating circumstances will be treated with utmost confidentiality and shared only with individuals directly involved in evaluating the request and implementing appropriate accommodations.

Responsibilities:

Students: Radiography students are responsible for promptly notifying the radiography program chair of any extenuating circumstances affecting their academic performance or program participation and providing relevant documentation as required.

Program Chair: The radiography program chair is responsible for assessing and responding to requests for accommodation or consideration due to extenuating circumstances in a timely, fair, and compassionate manner, while upholding the standards and requirements of the program.

Critical Incident Policy

The purpose of this policy is to define critical incidents that may occur on-campus in the x-ray labs and during radiography externship experiences. Critical incidents may involve equipment malfunction, patient safety concerns, or student injury. This policy aims to establish guidelines for identifying, reporting, and addressing such incidents promptly and effectively to ensure the safety of patients, students, and healthcare professionals in both settings.

Training and Awareness: Radiography students participating in the radiography program and the externship will receive comprehensive education and training on recognizing, reporting, and responding to critical incidents, including emergency procedures and protocols for patient safety and student injury management.

On-Campus - X-Ray Labs

Equipment Malfunction: Critical incidents related to equipment malfunction include any unexpected failure, malfunction, or breakdown of radiography equipment or devices within the on-campus x-ray labs that will compromise the quality of diagnostic imaging, student safety, or workflow.

In the event of equipment malfunction, immediately notify the radiography program chair or any available radiography faculty member.

Student Injury: Critical incidents involving student injury refer to any incident resulting in physical harm, injury, or medical emergency affecting a radiography student within on-campus x-ray labs activities, including accidents, falls, or exposure to hazardous conditions.

In the event of a student injury while on-campus, immediately notify any faculty or staff member available.

Responsibilities:

Students are responsible for reporting any critical incidents immediately to NCC staff or faculty. The staff or faculty member will document the critical incident and notify the Dean of Clinical Programs.

The Dean of Clinical Programs is responsible for following up and taking action on critical incident reports.

Externship

Equipment Malfunction: Critical incidents related to equipment malfunction include any unexpected failure, malfunction, or breakdown of radiography equipment or devices that compromises the quality of diagnostic imaging, patient safety, or clinical workflow.

Patient Safety Concerns: Critical incidents involving patient safety concerns encompass any situation or event that poses a risk of harm or injury to patients undergoing diagnostic imaging procedures, including errors in positioning, exposure, or radiation dose management.

Student Injury: Critical incidents involving student injury refer to any incident resulting in physical harm, injury, or medical emergency affecting a radiography student during their externship activities, including accidents, falls, or exposure to hazardous conditions.

Immediate Reporting: In the event of a critical incident, radiography students are required to immediately notify their supervising clinical preceptor responsible for their supervision and safety.

Detailed Documentation: Students must provide detailed documentation of the critical incident, including the date, time, location, description of the incident, individuals involved, and any immediate actions taken to address the situation.

Chain of Reporting: The supervising clinical preceptor is responsible for reporting the critical incident to the radiography program clinical coordinator within the institution as soon as possible after its occurrence.

Investigation and Review: A thorough investigation and review of the critical incident will be conducted to identify the root cause, contributing factors, and opportunities for improvement in clinical practices, equipment maintenance, or student training.

Corrective Actions: Based on the findings of the investigation, appropriate corrective actions will be implemented to address any deficiencies, mitigate risks, and prevent recurrence of similar incidents in the future.

Confidentiality and Non-Retaliation:

Confidentiality: Information related to critical incidents, including student injuries or patient safety concerns, will be treated with utmost confidentiality and shared only with individuals directly involved in the incident response, investigation, or resolution process.

Non-Retaliation: Students and healthcare professionals involved in reporting critical incidents will be protected from any form of retaliation or adverse consequences as a result of their participation in the incident reporting and resolution process.

Student Grievance Policy - Program & Externship

Students with complaints or grievances are encouraged to report their concerns to the Radiography Program Chair so that the Radiography Program Chair can investigate their concerns according to the following resolution procedures.

The following steps need to be taken to begin the complaint process:

1. The student should first discuss their concerns directly with the involved parties to attempt resolution.
2. If a direct resolution of the concern(s) is unsuccessful, the student must report their intention to file a complaint by sending an email to david.bolshazy@northwestcareercollege.edu within (3) business days of the initial attempt at resolution.
3. In the email, the student must identify the category and the rationale for their complaint and submit supporting documentation as applicable. Categories are as follows:

- Student Interaction Concern
  - Interpersonal conflict between the student and a classmate
- Clinical Coordinator Interaction Concern
  - Disagreement between the student and site selection
  - Interpersonal conflict between the student and the clinical coordinator
- Academic Policy Concern
  - Grade discrepancies
- Administrative Policy Concern
  - Curriculum errors
  - NCC Student Policy Concerns
- Faculty Interaction Concern
  - Awarded grade disagreement
  - Interpersonal conflict between the student and radiography instructor

4. Complaints are reviewed initially by the Program Chair and secondarily by an escalated supervisor if needed to provide support with the proposed resolution. The original action or determination remains in effect while the complaint is being processed.

5. The Program Chair will reply to the email or reach out directly to the student by phone within (3) business days to discuss solutions and come to an agreement on the corrective action.

    - In the event that the program chair speaks directly to the student, a follow-up email will be sent after the call or meeting.

The student may attend class or an externship during the complaint process unless their presence is deemed detrimental to the clinical site environment due to conduct concerns.

All submitted documentation will be considered in the complaint process. Upon completion of the complaint process, if the student remains dissatisfied with the proposed resolution, they may initiate the grievance process to seek a higher-level review of their concerns. The following steps need to be taken to begin the grievance process:

1. If the complaint process does not result in a satisfactory resolution, the student must report their intention to file a grievance by sending an email to complaints@northwestcareercollege.edu to request a Grievance Form within three (3) business days of the final complaint resolution.

2. Students must further complete the Grievance Form within three (3) business days of receipt.

3. The student must identify the category and the rationale for their grievance and submit supporting documentation as applicable.

4. Grievances are reviewed by the supervising executive of the impacted area to provide support with the proposed resolution. The assigned executive will review the Grievance Form and any supporting documentation within five (5) business days of receipt.

5. Written notification of the decision regarding the grievance will be sent to the student within ten (10) business days after receipt of the grievance, except in the case of a pending investigation, in which case the response may require an additional (10) business days.

6. Once a final determination about a complaint or grievance is made, action may or may not be taken as part of the proposed resolution. All associated forms and supporting documentation are added to the student's file, and the relevant employee's file if applicable, and maintained in a separate incident file.

If the grievance cannot be resolved between NCC and the preceptor directly, the student may contact the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Reporting Process

Important Notes for Reporting Allegations Against a Program

- The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
- The investigation process may take several months.
- The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

Process

Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.1)

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology

Address	20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182
Phone	(312) 704-5300
e-mail	mail@jrcert.org

The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible. Forms submitted without a signature or the required supporting material will not be considered. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty, or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Radiography Externship

The Clinical Environment

You will notice many differences between the academic and clinical environment. Most of the differences will prove exciting; some will prove to be frustrating and aggravating. How successfully you function and learn in the clinical setting depends in part on how you approach and deal with these differences.

Patient care is the top priority in a medical imaging facility. This means that the patient's welfare is considered first. Usually, this is consistent with the goals and needs of clinical education. Occasionally, however, this reality dictates that the scheduling and conducting of educational activities be flexible.

Compared to the learning activities conducted in classes, the learning activities in the clinical setting are frequently much less structured. You must take a more active and responsible role in integrating the academic preparation you had with the individual examinations you are observing, assisting, or performing.

In the clinical setting, you must pursue your educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently, you become part of a healthcare delivery team and must function cooperatively to achieve educational and departmental goals.

The Radiography Department oversees externship preparation and management as well as site assignment for all Radiography students. The Clinical Coordinator assists with clinical oversight and evaluation of students participating in clinical experiences. Students who have questions regarding externship should email the Clinical Coordinator.

Externship Scheduling

Students are scheduled to start externship after all academic prerequisite courses, RAD101 - RAD113 & SAS101. All students are required to be available to participate in externship for 40 hours per week as many sites require students to complete full-time hours to be eligible for placement at their facility.

Students must be available to complete the required hours during regular business hours 8:00 am – 5:00 pm, Monday through Friday. Additionally, students must be available to work evenings and weekends.

- Required hours may be during Saturday and Sunday, depending on site placement & site operating hours.
- Required hours may be from 5 PM -11 PM, depending on site placement and site operation hours.

Students are typically scheduled to start externship on the first day of the term for RAD210, RAD211 and RAD212. However, exact externship start dates depend on supervisor availability at clinical sites. On occasion, situations may arise within organizations serving as externship sites which cause delays between the end of classes and the beginning of externship. These delays will be minimized or avoided whenever possible. Students returning from LOA to attempt their externship term are required to remain in regular communication with the Radiography Program Chair and Registrar to ensure adequate time for course registration and site assignment. Failure to do so may result in a student being delayed for externship until a later term.

Externship Site Evaluation

Externship sites are required to go through a screening process prior to affiliation whereby the Clinical Clinical Coordinator or Program Chair evaluates the conduciveness of site personnel, facilities, location, and availability to create quality of learning opportunities for students. Sites are NOT required to guarantee employment for students who complete an externship at their facility to qualify as an affiliate.

Externship Site Assignments

Externship Site Assignments are made by the Clinical Coordinator based on site availability, student candidate profiles, and employer profiles. Site assignments are considered final once a student has started an externship. Important considerations related to site assignment include:

- NCC cannot guarantee that students will be assigned to externship sites with employment opportunities available to graduates.

- NCC cannot guarantee that students will be assigned to externship sites within their preferred geographic area. Rather, students are assigned to externship sites within customary and usual commuting distance of the location(s) where they received their program instruction (typically estimated as a 20-40 minute commute by car).
- NCC does not allow students to complete externships via distance education. Externship is considered residential and must be completed on-ground at an affiliated facility.
- Some facilities have requirements exceeding those required for program admission that must be met prior to site assignment. Examples include proof of supplemental immunizations (e.g. influenza, COVID-19), TB test results, physical examination results, proof of health insurance, drug test results, and background check results.

Non-Discriminatory Site Placement

We ensure fair and equitable access to externship opportunities for all radiography students, free from discrimination based on factors such as race, ethnicity, gender, religion, disability, sexual orientation, or socioeconomic status. Site selection is transparent, diverse, and accommodates individual needs, while partner sites are held to non-discrimination standards. Violations are rigorously addressed.

Student Responsibilities

Students are required to remain in regular communication with the Clinical Coordinator while on externship. Failure to promptly respond to mandatory communications may result in externship delays or failure of the course.

Students are expected to attend 100% of their scheduled externship hours. Students must receive prior approval from the Clinical Coordinator and the on-site supervisor for all absences. Inconsistent attendance or extended absences may result in failure of the course. Students are expected to immediately report any concerns to the Clinical Clinical Coordinator if they believe they are not receiving adequate training at the site. . These reports will be evaluated by the Radiography Program Chair and the Clinical Coordinator. Students should also report back to the Clinical Coordinator if the student has been completing tasks not outlined in the student's Clinical Competency Handbook. Examples include - cleaning office spaces, cleaning common areas, cleaning kitchen appliances, cleaning bathrooms, filing patient records, answering phone calls, faxing etc.

Students are also responsible for attaining completion of the competencies outlined in the Clinical Competency handbook. This handbook will be assigned during the Radiography Externship Orientation that occurs two weeks after the completion of RAD113. Students are expected to start completing competencies by the second week of the rotation and when the clinical preceptor feels comfortable allowing the student to perform radiographic studies.

Clinical Coordinator Responsibilities

The Clinical Coordinator will maintain communication with both the preceptor and the student at various stages during the rotation. Initially, in Week 2, the Clinical Coordinator will reach out to the preceptor via phone to assess how the first week has progressed, gather feedback, and address any queries. A site visit will be scheduled between the preceptor and the Clinical Coordinator sometime between the start of Week 3 and the end of Week 4. This visit is a scheduled, in-person interaction during which the Clinical Coordinator will administer a progress survey to both the student and the preceptor. Attendance at the site visit is compulsory and is conducted while the student is on rotation. Additionally, preceptors are encouraged to contact the Clinical Coordinator at any point outside of these designated follow-up times.

Advanced Modalities Assignment

NCC does not guarantee that all students will be exposed to the following advanced modalities while on externship. Exposure to these modalities is seen as a learning opportunity but is not required by ARRT for students to demonstrate competency in these areas. Students must complete their ARRT competencies while on externship.

- Magnetic Resonance Imaging (MRI)
- Computed Tomography (CT)
- Nuclear Medicine
- Ultrasound
- Mammography
- Interventional Radiography

Equitable Clinical Learning Opportunities

NCC provides equitable clinical learning opportunities to all students in the following ways:

- Clinical opportunities and rotations are designed to be similar and equitable for each student at each clinical assignment.
- Clinical preceptors along with the Clinical Coordinator engage in dialogue throughout the year to ensure that each clinical assignment provides the exam competencies needed for each student that is in line with needs of the program and the ARRT requirements.

- Any student needing to rotate to another clinical rotation in order to complete a competence not offered at the original site can do so with the approval of the Clinical Coordinator in conjunction with the approval of the rotating clinical site Supervisor and Clinical Coordinator if a clinical slot is available.
- Equitability in the program is maintained by the consistent implementation of program policy and procedures.
- Equitability in each course is maintained through course objectives, clearly defined grading procedures and clearly communicated policies.

Student Supervision Policy

This outlines the expectations of students, clinical preceptors, and clinical staff for the appropriate supervision of Radiography students when they are completing their externship. Appropriate supervision ensures patient safety and proper educational practices.

The following outlines the steps taken when the student is on-site and includes the following sections:

- Direct Supervision
- Indirect Supervision
- Repeating Images

Section Details

Direct Supervision

Students must be directly supervised by a qualified radiographer every time they perform a procedure until they demonstrate competency.

1. Direct supervision is defined as student supervision by a qualified radiographer who:
   - Reviews the procedure in relation to the student's level of achievement
   - Evaluates the condition of the patient in relation to the student's knowledge
   - Is physically present as the procedure is being conducted and observes the student's technique when performing the procedure
   - Reviews and approves the procedure and/or image to verify it has met standards

2. Students must, at the very minimum, be directly supervised the first time they perform a procedure, and every time thereafter until it is determined that the student has demonstrated competency.

Regardless of level of competency, students must be directly supervised for certain procedures.

1. Students must be supervised during all surgical procedures.
2. Students must be supervised during all mobile procedures, including mobile fluoroscopy

Indirect Supervision

Once a student has demonstrated competency, they may work under the indirect supervision of a qualified radiographer.

1. Indirect supervision is student supervision provided by a qualified radiographer who is immediately available to assist students, regardless of the level of student achievement.

Repeating Images

Regardless of whether a student has demonstrated competency for a particular procedure, all repeat images must be completed under direct supervision.

1. This ensures that students are receiving the feedback and guidance they need as a part of their educational experience. Furthermore, this ensures patient safety is maintained.

Disclosure

Clinical preceptors and students will sign an acknowledgment form before starting the student's clinical rotation stating that they have reviewed and understand the Radiography program's student supervision policy.

Clinical Affiliates

SITE NAME	ADDRESS	MILES FROM MAIN CAMPUS
Advanced Ortho & Sports Medicine	7195 Advanced Way, Las Vegas, NV 89113	18.7 Miles
Canyon Ridge Surgery Center	5852 S Durango Dr, Las Vegas, NV 89113	9.8 Miles
Centennial Hills Hospital	6900 N. Durango Drive, Las Vegas 89149	7.7 Miles
Crovetti Orthopaedics & Sports Medicine - Summerlin	10040 Alta Dr, Las Vegas, NV 89145	6.0 Miles
Desert Orthopaedic Center (Desert Inn)	2800 E Desert Inn Rd, Las Vegas, NV 89121	15.7 Miles
Desert Orthopaedic Center (Warm Springs)	8205 W Warm Springs Rd Suite 250, Las Vegas, NV 89113	20.1 Miles
Desert Radiology - Cathedral Rock/ Point	7200 W Cathedral Rock Dr Suite 150 & 230, Las Vegas, NV 89128	0.6 Miles
Desert Radiology (Centra Point/ Cimarron)	6675 S Cimarron Rd, Las Vegas, NV 89113	11.4 Miles
Desert Radiology (Eastern)	3920 S Eastern Ave #100, Las Vegas, NV 89119	16.1 Miles
Desert Radiology (Horizon Ridge)	2811 W Horizon Ridge Pkwy, Henderson, NV 89052	31.7 Miles
Desert Radiology (Palomino)	2020 Palomino Ln, Las Vegas, NV 89106	7.7 Miles
Desert Radiology (Sandy Ridge)	2611 W Horizon Ridge Pkwy, Henderson, NV 89052	31.8 Miles
Desert Radiology (South Rainbow)	3025 S Rainbow Blvd, Las Vegas, NV 89146	6.2 Miles
ER at Valley Vista	7230 N Decatur Blvd, North Las Vegas , NV 89131	10.9 Miles
ER at West Craig	7050 W Craig Rd, Las Vegas, NV 89129	3.6 Miles
Las Vegas Radiology	7500 Smoke Ranch Rd STE 100, Las Vegas, NV 89128	0.3 Miles
Mesa View Hospital (Mesquite)	1299 Bertha Howe Ave, Mesquite, NV 89027	86 Miles
Optum (N Tenaya NT)	2704 N Tenaya Way, Las Vegas, NV 89128	1.0 Miles
Optum (Oakey OAK)	4750 W. Oakey Blvd, Las Vegas, NV 89102	7.9 Miles
Optum (Siena SNS)	2845 Siena Heights Dr, Henderson, NV 89052	30.3 Miles
Optum (West Tropicana WTC)	4835 S. Durango Dr., Las Vegas, NV 89147	8.5 Miles
Quality Medical Imaging	2490 Professional Ct # 110, Las Vegas, NV 89128	0.2 Miles

SimonMed (Coronado)	861 Coronado Center Dr Suite 101, Henderson, NV 89052	31.5 Miles
SimonMed (Flamingo)	3560 E. Flamingo Rd Ste 100, Las Vegas, NV 89121	15.4 Miles
SimonMed Imaging (North Las Vegas)	4640 W Craig Rd, North Las Vegas, NV 89032	5.4 Miles
Steinberg (Anthem)	2850 Siena Heights Dr, Henderson, NV 89052	30.2 Miles
Steinberg (Blue Diamond)	8945 S Lindell Rd, Las Vegas, NV 89139	24.9 Miles
Steinberg (Galleria)	800 N Gibson Rd, Henderson, NV 89011	20.9 Miles
Steinberg (Maryland Parkway)	2950 S. Maryland Pkwy Las Vegas, NV 89109	16.5 Miles
Steinberg (N. Durango/Centennial Hills)	6925 N. Durango Dr. Las Vegas, NV 89149	7.8 Miles
Steinberg (Tenaya) aka Northwest	2767 N Tenaya Wy, Las Vegas, NV 89128	1.4 Miles
Steinberg (W. Craig) aka North Las Vegas	1650 W Craig Rd, North Las Vegas, NV 89032	8.1 Miles
Valley Hospital Medical Center	620 Shadow Ln, Las Vegas, NV 89106	7.9 Miles

Externship Insurance Coverage

Throughout their radiography program and externship, students are covered under a comprehensive blanket insurance policy, ensuring their protection for the entirety of their academic and practical training.

A copy of the insurance policy is available at your request. Please contact the Dean of Clinical Programs - Corey Del Pino for the most updated information.

Students Working on Externship

The purpose of this policy is to establish guidelines for radiography students regarding employment during their externship period. This policy aims to ensure that students can fully dedicate themselves to their educational and clinical responsibilities during their externship without compromising their academic performance or the quality of patient care. Additionally, it aims to outline the process for attaining a student license for students who have been offered an employment opportunity at the site.

This policy applies to all radiography students enrolled in externship programs within Northwest Career College.

Full-Time Externship Commitment: Radiography students are expected to commit full-time to their externship program. This commitment entails adhering to the established schedule and dedicating the necessary time and effort to fulfill the requirements of the externship.

Employment During Externship: While on externship, students are allowed to work under the Nevada state student working license at the healthcare facility where they are completing their clinical training.

Priority to Educational and Clinical Responsibilities: The primary focus of radiography students during their externship period should be on their educational and clinical responsibilities. This includes actively participating in clinical rotations, learning from healthcare professionals, and providing patient care under supervision.

Avoidance of Conflict of Interest: Employment during externship may lead to conflicts of interest, wherein students may prioritize work commitments over their educational and clinical responsibilities. To prevent such conflicts, externship responsibilities cannot be executed while the student is on shift for working hours. For example, if the student is on the clock and accruing time and pay for the facility, they cannot complete any competencies. The student must be off the clock for all clinical externship responsibilities.

Non-compliance with this policy may result in disciplinary action, including but not limited to academic probation, dismissal from the externship program, or other sanctions deemed appropriate by the institution.

Responsibilities:

Clinical Coordinator: The clinical coordinator or program chair is responsible for enforcing this policy, providing guidance to students regarding their obligations during externship, and addressing any concerns or requests for exceptions in accordance with the policy guidelines.

Students: Radiography students are responsible for familiarizing themselves with this policy, adhering to its provisions, and communicating any challenges or exceptional circumstances that may arise during their externship period to the program coordinator or designated faculty member. Students are also responsible for attaining their student license through the state of Nevada.

Students can apply for the working license here: https://nvrcp.aithent.com/LoginRadiation.aspx

Accreditation & Licensure

JRCERT Program Accreditation

Accreditation is a process of voluntary, external peer review in which a nongovernmental agency grants public recognition to an institution or specialized program of study that meets certain established qualifications and educational standards, as determined through initial and subsequent periodic evaluations. The goals of the accreditation process are to protect the student and the public, identify outcomes by which a program establishes and evaluates its assessment policies and procedures, stimulate programmatic self-improvement, and provide protective measures for federal funding or financial aid.

Accreditation is assurance of acceptable educational quality since accredited programs are required to meet national standards established by radiologic technology professionals and communities of interest.

The Northwest Career College Radiography Program is accredited and evaluated by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is dedicated to excellence in education and to quality and safety of patient care through educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

The JRCERT is dedicated to excellence in education and to quality and safety of patient care through educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with the Standards for an Accredited Educational Program in Radiography (STANDARDS). The STANDARDS (2021) are as follows:

Standard One: Accountability, Fair Practices, and Public Information: The sponsoring institution promotes accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources: The sponsoring institution demonstrates a sound financial commitment to the program by ensuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff: The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices: The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety: The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment-Using Data for Sustained Improvement. The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

The Standards for an Accredited Educational Program in Radiography (STANDARDS) can be found under the Accreditation Information navigational menu on the JRCERT main website, https://www.jrcert.org/. Students have the right to report any real or perceived infraction to the JRCERT. Guidance is provided in the succeeding policy.

Source:

Joint Review Committee on Education in Radiologic Technology (2021). Standards for an accredited educational program in radiography. Retrieved from Joint Review Committee on Education in Radiologic Technology website:

Compliance with JRCERT Standards

The Northwest Career College Radiography Program strives at all times to remain in compliance with JRCERT STANDARDS. If an individual believes, at any time, the program is not in compliance with any standard; a complaint can be brought to the Program Chair's attention. Upon receipt of an allegation, the Chair will review it to determine if the noncompliance issue exists. Within ten (10) days after receiving the complaint, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the Chairwill develop a plan to resolve the issue and bring the program into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Chair to determine if noncompliance still exists. This meeting will be scheduled within twenty (20) days of the original meeting. If the Chair Determines noncompliance is still present, a plan will be drafted to solve the noncompliance issue. If the results of this meeting are still unsatisfactory to the party filing the complaint, a meeting can be scheduled with the Dean of Clinical Program, Chief Academic Officer, and/or the JRCERT.

The JRCERT is required to be responsive to allegations of non-compliance with any of its STANDARDS. Please be advised that the JRCERT cannot advocate on behalf of any one student. An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.

More information regarding the process to report allegations of noncompliance to the JRCERT can be found at:

ARRT Code of Ethics

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

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

10 The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

11 The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skills and safety to patients.

Source: American Registry of Radiologic Technologists (ARRT, 2019).

Certification and Registration

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS® (ARRT®) is the only examining and certifying body for radiographers in the United States. To become a Registered Technologist in Radiography, R.T.(R)(ARRT)®, you will have to successfully meet their EDUCATION + ETHICS + EXAMINATION = THE ARRT EQUATION FOR EXCELLENCE®.

The ARRT® examination is offered any day after your graduation. You will need to make an appointment to take the examination at your convenience. It is highly recommended that you take the examination as soon as you graduate, within two months if possible. Examination dates will be scheduled on an individual basis.

Ethics Review Pre Application

If you believe you have a potential ethics violation that may preclude you from successfully meeting the ARRT® EDUCATION + ETHICS + EXAMINATION = THE ARRT EQUATION FOR EXCELLENCE®, you can

complete their Ethics Review Pre Application process. Use the ethics review pre application if you have faced:

- Misdemeanor or felony charges or convictions,
- Military court-martial,
- Disciplinary actions taken by a state of federal regulatory authority or certification board,
- Serious honor code (academic) violations as described in the Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You do not have to report offenses such as poor grades or falling asleep in class. (ARRT, n.d.)

Individuals should file a pre application form in order to obtain a ruling of the impact of their eligibility for the certification and registration examination. The pre application form should be submitted at any time either before or after entry into the radiography program. The Department Chair can assist you in deciphering the appropriate forms and procedures; however, you do not need to know the extent of any potential violation. For complete ARRT® Ethics Responsibilities information, you can review the information here.

Source: American Registry of Radiologic Technologists. (n.d.). Request an ethics review before you apply. Retrieved August 13, 2019, from American Registry of Radiologic Technologists

website:

Department of Public Health Radiographer Licensure Requirements

The Division may issue a license to engage in radiation therapy and radiologic imaging to a person who has successfully completed an accredited educational program and is certified by the American Registry of Radiologic Technologists to practice in the area of radiography, nuclear medicine technology or radiation therapy or meets any alternative standards prescribed by regulation of the Board. Pursuant to NRS 653.500, he or she must:

1. Submit this application to the Division for the issuance or renewal of a license.
2. Submit a copy of current and valid credentials pursuant to NRS 653.510.
3. Or: Submit documentation for endorsement pursuant to NRS 653.530, NRS 653.540
4. Submit to the Division a signed “Attestation of Safe Injection Training” form confirming

knowledge of and compliance with the guidelines of the Centers for Disease Control and Prevention. This attestation is not required for a renewal.

If needed Safe Injection Training is linked here:

5. If renewing licensure, submit proof of completing 24 continuing education credits relating to category A or A+, by an approved National Professional Organization.
6. Provide any additional information requested by the Division.
7. Submit this application and required documentation to: Radiation Control Program, Division of Public and Behavioral Health 675 Fairview Dr., Ste 218 Carson City, Nevada 89701.
8. A nonrefundable payment of $200 (Check or Money Order) is required unless this is an additional application for licensure, and you hold a paid for license or mammography certificate.

Include payment as required with this application.

Please contact the Radiation Control Program with any questions. Upon approval of your application, you will be issued a License as applicable. This registration expires 2 years after the date on which it was issued and must be renewed on or before that date.

The application can be found here:

ARRT Exam & State Licensure Policy

Procedure Overview

The Radiography Program ensures that graduates are supported through the ARRT credentialing and state licensing process. NCC covers the cost of the ARRT examination and initial state license fee, contingent upon students meeting all academic, clinical, and documentation requirements, and providing required proof of completion within the specified deadlines. Graduates who do not follow the steps outlined in this policy will no longer be eligible to have their exam and license paid for by the institution.

This SOP includes the following sections:

- RAD207 Course Completion
- Exam Scheduling
- Exam Completion and Reporting
- State Licensing

Procedure Tools

Team members will need to reference the following materials to perform this procedure:

Tool	Tool Type	Description/Link
RADReview	Exam Practice Tool	An online platform with practice testing material that students have access to throughout the NCC Radiography program.
ARRT Account	Website	www.arrt.org

Procedure Details

RAD207 Course Completion

In order to be eligible to take the ARRT exam, the student must pass RAD207.

1. As part of the course, students complete a RADReview Practice Exam in a proctored, classroom environment on their last day of class.
   - Instructors will review scores after all students have completed the exam and confirm passing scores before dismissing class for the day.
   - Upon a passing score, the instructor will guide students through registering for their ARRT account.

2. ARRT Account Setup
   - Go to www.arrt.org.
   - Select “My ARRT Info” “Create an Account.”
   - Students should use their NCC email address and create a password.
   - Enter personal information exactly as it appears on official identification.

3. Eligibility Verification
   - The Program Chair will review program completion for each student (academics, competencies, and externship requirements).
   - The Program Chair will verify eligibility in the ARRT Educator Portal.
   - Students will receive an eligibility confirmation via email within 2–3 business days.

Exam Scheduling

Once the graduate receives the confirmation email, they must take the following steps to schedule the exam:

1. Students must schedule their ARRT exam within the required timeframe (currently within 90 days of graduation).
    - In order for a student to complete scheduling, they have to mark Invoice My School when setting up the account, and an invoice will be sent to Northwest Career College.
    - NCC's Graduate Advisor will pay invoices as they are received. Once they are paid, the student will be able to schedule their exam.
2. The student must email the NCC Graduate Advisor with the confirmed exam date.
    - Failure to provide the exam date will delay NCC payment for the NV State License.

NOTE: If a graduate student schedules the exam outside the 90-day timeframe, they will no longer be eligible to have their exam and license paid for by NCC. Also, graduates who choose to pay for the exam out of their own pocket will not be reimbursed by NCC.

Second Exam Attempts

If the graduate student has to attempt the ARRT a second time, they will no longer be eligible to have their exam paid for by NCC.

3. Graduate students will have to pay for the second attempt out of pocket.
4. Upon passing the ARRT exam, graduate students will remain eligible for State Licensure.

NOTE: If a graduate student does not provide their score report within 30 days of taking and passing the exam, they will no longer be eligible to have their license paid for by NCC.

Exam Completion and Reporting

1. After taking the ARRT exam, students must send their official score report to the NCC Graduate Advisor. This documentation is required to advance to licensing.

State Licensing

1. Upon receipt of a passing score report, the NCC Graduate Advisor will schedule an appointment with the graduate.
2. During the appointment, the NCC Graduate Advisor will assist the graduate with the necessary account setup and signature verification for their Nevada State License.
3. The NCC Graduate Advisor will process payment of the initial state licensing fee, contingent upon receipt of the exam score report within 30 days of taking and passing the exam.

NOTE: If a graduate student does not provide their score report within 30 days of taking and passing the exam, they will no longer be eligible to have their license paid for by NCC.

northwest
CAREER COLLEGE

Follow us at **@nccvegas**

VISIT A LOCATION NEAR YOU!

Las Vegas
7398 Smoke Ranch Road Las Vegas, Nevada 89128

Henderson
1776 Warm Springs Road
Las Vegas, Nevada 89119

East Las Vegas
1860 E. Sahara Ave.
Las Vegas, Nevada 89104

CONTACT US!

702-254-7577

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