

# Southern Union

State Community College  
Health Sciences Division

## Radiography Program



## Clinical Instructors Handbook

## INTRODUCTION

Southern Union State Community College's Radiography Program is designed so that thorough academic preparation will lead the student into the clinical environment. However, the best classroom teaching cannot fully simulate the "real work" of the Radiologic Technologist. Therefore, in order to achieve the program's ultimate goal – a well-prepared and ready to work Radiologic Technologist – it is essential that effective clinical instruction be available to the student.

To this end, a qualified clinical instructor is necessary to bridge the gap between practice and performance; this is, to ease the transition from the classroom to the clinical setting and eventually to the "working world".

This handbook is designed to give the Clinical Instructor guidelines to ensure effective clinical learning. Every effort has been made to address all the areas of clinical education so that continuity exists between the academic and clinical setting.

It is the intention of this program to provide a handbook that will help the Clinical Instructor, the clinical site, and all technologists involved with the student's clinical education guidelines for the provision of fair, effective, and professional clinical instruction for each student.

Rhonda Davis MSN, RN  
Dean, Health Science Division

MaryCatherine Herndon MA, RT(R)  
Program Director, Radiography

Buddy Glidewell BSRS, RT(R)  
Clinical Coordinator, Radiography

## Table of Contents

State Approval and National Accreditation Status .....	5
Mission Statement, Goals, and Student Learning Outcomes.....	5
College Activities.....	5
Participation in Program of Learning .....	6
Legal Limitations for Licensure and Employment .....	6
Faculty Phone Numbers .....	7
CLINICAL INSTRUCTOR REQUIREMENTS/QUALIFICATIONS .....	8
CLINICAL EDUCATION.....	9
Attendance Policy .....	10
GENERAL PLAN FOR CLINICAL EDUCATION.....	11
CLINICAL ROTATIONS .....	11
Use of Tobacco Products .....	11
Pregnancy Policy .....	11
Procedure .....	12
Criminal History Record Check: Eligibility for Clinical Rotation.....	12
CLINICAL COMPETENCIES.....	12
EVALUATION.....	13
Communication Channels.....	13
MAMMOGRAPHY COMPETENCY POLICY .....	13
INJURY DURING CLINICAL .....	13
BECOMING SICK DURING CLINICAL.....	14
Palm TX, iTouch, iPhone Policy for SUSCC Health Sciences Students.....	14
TRANSPORTATION.....	15
Student Tech Alerts (STAs).....	<b>Error! Bookmark not defined.</b>
CLINICAL COURSE OBJECTIVES.....	15
Clinical Expectations .....	15
CLINICAL START TIME .....	16
Holiday Information.....	17
Lead Markers .....	17
General Clinical Objectives .....	18
Clinical Objectives - Emergency and Weekend Rotation.....	19
Fluoroscopy Assisting Objectives.....	20
CT Objectives .....	21
Uniform Guidelines .....	23
Radiation Dosimeter Policy .....	24
Clinical Site Orientation Verification.....	<b>Error! Bookmark not defined.</b>
Health Records Documentation .....	25

CLINICAL COMPETENCIES.....	25
Exam Observation.....	25
Exam Performance.....	25
Exam Competency.....	26
Competency Outline from PDA.....	26
Clinical Progress Evaluation Outline for PDA Evaluation.....	29
Competency Record.....	292

# State Approval & National Accreditation Status

Joint Review Committee on Education in Radiologic Technologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

Fax: (312) 704-5304

E-mail: mail@jrcert.org

## *Program Mission Statement*

The mission of the Radiography Program is to prepare entry level radiographers with the knowledge and skills to competently and safely perform diagnostic radiologic imaging procedures fulfilling the needs of the medical community in the service area.

<i>Goals</i>	<i>Student Learning Outcomes</i>
Provide the health care community with graduate entry-level radiographers skilled in diagnostic imaging procedures.	<p>a. Students will pass the ARRT national certification on the first attempt.</p> <p>b. Students will demonstrate the ability to perform diagnostic imaging procedures across the lifespan.</p>
Students will competently perform a full range of radiologic imaging procedures on patients as an entry-level practitioner.	<p>a. Students will use skills to competently position patients.</p> <p>b. Students will select and record appropriate technical factors when positioning patients.</p> <p>c. Students will minimize the risk of harm through the practice of safe radiation protection measures.</p>
Students will communicate effectively.	<p>a. Students will use effective oral communication skills in the performance of medical imaging procedures.</p> <p>b. Students will practice written communication skills in the evaluation of images for a selected medical diagnosis.</p>
Students will apply critical thinking skills in the performance of medical imaging procedures.	<p>a. Students will demonstrate critical thinking skills in modifications to patient positioning.</p> <p>b. Students will feel confident in applying critical thinking skills during medical emergencies.</p>
Students will evaluate the importance of professional growth and development.	<p>a. Students will implement one's role as a technologist in ways that reflect the professions legal and ethical boundaries to meet the healthcare needs of patients.</p> <p>b. Students will participate in an elective modality.</p>

## **College Activities**

Students have the opportunity to participate in College wide activities which serve to broaden the total academic experience. Activities vary from campus to campus and appeal to a variety of interests. Activities are described in the *College Catalog*, coordinated through the Student Services Office on the Wadley Campus, and posted on bulletin boards and/or announced in class.

College sponsored clubs and organizations provide opportunities to share similar interests and work toward common goals. Clubs sponsored at Southern Union are the Student Government Association, Baptist Campus Ministries, Circle K, College Bowl Team, Global Environmental Organizations of Students (GEOS), Interclub Council, Letterman's Club, Music Club, Phi Beta Lambda, Phi Theta Kappa, and Southern Union Players. Faculty is flexible with student's class and clinical schedule when absence is due to attendance at state and national meetings.

Radiography students particularly may be interested in belonging to the Association of Radiologic Technology Students (ARTS). The faculty encourages students to become active in professional organizations, and this is a good way to start!

## **Participation in Program of Learning**

Students have the opportunity to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors and through evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of the semester to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned course work, and examinations. Also, at each midterm conference, students are asked if the course work, clinical, and instructional objectives could be changed to enhance their learning. Students are asked to evaluate the entire curriculum at the completion of the program and one year after graduation.

## **Legal Limitations for Licensure and Employment**

According to the American Registry of Radiologic Technologists, application for certification to practice as a Radiographer may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many health care facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse. Students are encouraged to contact the ARRT at 505-298-4500 or 800-444-2778 to discuss any questionable past behavior.

## **Faculty Phone Numbers**

### **MaryCatherine Herndon:**

**Office: 334-745-6437 ext 5538**

**Email: mherndon@suscc.edu**

### **Buddy Glidewell:**

**Office: 334-745-6437 ext 5517**

**Email: bglidewell@suscc.edu**

## **CLINICAL INSTRUCTOR REQUIREMENTS/QUALIFICATIONS**

### **Qualifications:**

1. High school diploma or equivalent
2. Registered by the American Registry of Radiologic Technologist
3. At least one year of experience as a staff or supervisory technologist
4. Must be recommended by the radiology department

### **Position Summary:**

Provide direct and indirect supervision for Radiography Program students in the clinical setting. Enforce the policies outlined in the Radiography Program Student Handbook. Present a positive professional image. Maintain the goals and philosophy of the Southern Union State Community College Radiography Program.

### **Specific Duties:**

- Provide assigned students with professional guidance in performing prescribed radiologic procedures.
- Arrange and or perform evaluation of students to document their progress toward the established program objectives.
- Assure that adequate assistance and proper direct or indirect supervision is provided to all assigned students.
- Assure that safe and responsible measures are taken to provide good patient care with the lowest possible exposure to ionizing radiation.
- Provide and maintain proper documentation to include clinical performance, counseling and attendance.
- Participate in Clinical Instructor and Advisory Committee meetings.
- Maintain a strong link of communication with the Clinical Coordinator, as well as between the clinical site and the college.
- Attend clinical instructor meetings held by SUSCC.

### **The Clinical Instructor must be thoroughly familiar with:**

- The routines and procedures of his/her affiliate.
- The program's clinical evaluation system
- The rules, regulations, policies and procedures of the Radiography Program

### **Daily Responsibilities:**

- check for attendance and tardiness, fill out appropriate paperwork; notify students of appropriate break and lunch times
- provide assistance as needed
- perform image critique in conjunction with any competency evaluated (Radiographic Image Analysis Worksheet in appendix)
- make assignment changes as necessary and notify the Clinical Coordinator;
- make sure students are in correct area of assignment;
- check to be sure students are in proper uniform with film badge, markers, and name tag;
- check to be sure students are completing clinical expectations (see appendix)

### **Professional Guidance:**

Students learn by example as well as practice. Being able to perform examinations with technical perfection is only a part of the overall picture of Radiologic Technologist. The student must also be proficient in:

- relationships with other students, staff and physicians
- performing well under stressful conditions
- demonstrating a desire to improve the profession
- maintaining a positive attitude toward patients



- providing quality patient care

In order for the student to achieve competence in these areas the Clinical Instructor must be an example and the instructor must also strive for improvement through communication with the students, technologists and administration. Typically, problems with students' attitudes can be linked to the attitudes of one or more of the people with whom the student is working.

Maintaining and demonstrating these qualities is not an easy task, but it can be accomplished when reinforcement of these goals occurs through clinical instruction. For this reason, it is critical that the policies and procedures set forth in the Student Handbook be followed closely.

### **Discipline:**

There will be occasions when students are not adhering to the guidelines and some type of disciplinary action becomes necessary. These actions must be consistent and equally served. Specific example of problems and the disciplinary measure for these problems are difficult to make black and white – however, the following is a list of possible disciplinary measures:

1. Counseling – all counseling sessions, whether private or in a group, must be documented. Counseling can range from a minor to severe disciplinary measure. Copies of all documentation must be sent to the college.
2. Written Reprimand – a formal notice of further discipline for repeat offenses. It must be signed by the clinical instructor and the student. The Clinical Coordinator is to be notified of the reprimand and a copy of the reprimand sent to the Coordinator.
3. Sending the student home – this action may be taken for situations that cannot be resolved at the clinical site, or when it is in the best interest of the student and/or clinical site to send the student home. The Clinical Coordinator or other program official should be notified immediately if this action is taken.
4. Removal of the student from the clinical site – this measure requires mutual agreement by both the Program Director and the clinical site. Thorough documentation must be achieved prior to the point of removal.

## **CLINICAL EDUCATION**

During the two year period in the radiography program at Southern Union State Community College, students will participate in laboratory and clinical experiences to:

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

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

Prior to demonstrating competence, students may only perform examinations under **direct supervision** (a registered technologist must be present in the room during the entire examination). After demonstrating competence, students may be permitted to perform procedures with **indirect supervision** (a registered technologist must be readily available for assistance). All repeat examinations must be performed under **direct supervision**. Students are ultimately responsible for making sure that they are performing exams under the appropriate type of supervision.

### **Attendance Policy**

It is expected that the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session or for the student to arrive on time, it is the student's responsibility to call the assigned clinical site prior to the beginning of the clinical experience. Students must also notify the Clinical Coordinator of their clinical absence and tardies via Canvas.

All notifications of clinical absences must be made prior to the beginning of the clinical session. Any notifications made after the beginning of the clinical session will be awarded a grade of zero (0) for that day.

Students are expected to attend **all** clinical rotations required for each course. Only excused absences will be considered for makeup. However, due to limited clinical space and time, clinical make up days cannot be guaranteed. Failure to complete clinical rotations will prohibit progression in the Radiography Program.

Only under the extreme circumstances should a student miss more than the excused absences during the clinical rotation. In the event a student must miss more days, the student must submit a request in writing accompanied by a physician's prescription prior to the absence. The request and the physician's prescription will be reviewed by the SUSCC Health Sciences admissions committee for approval. Each request will be reviewed on a case-by-case basis. In order to progress in the Radiography program the student will be responsible for all missed clinical days and will be required to make up each clinical day before the beginning of the next clinical rotation. The student will also be responsible for all didactic work during missed clinical time.

**A student is considered tardy 10 minutes after the beginning of clinical.** Tardiness in excess of 50 minutes will be considered an absence. Students may still complete competencies. If a student is consistently arriving within the 10 minute tardy window, this privilege will be taken away.

**A student is also considered tardy if he/she leaves clinic (no matter the reason) up to 50 minutes early.** If a student must leave clinic early, he/she must notify the program faculty (via Canvas) and clinical site. If a student leaves clinic more than 50 minutes early, he/she will be counted absent. Students may still complete competencies. Leaving early is a privilege and can be taken away at the discretion of the clinical coordinator.

**Due to the importance of the clinical experience to the profession, student may miss no more than the designated number days per semester in each course; however students must also have a 75% average on the Daily Progress Evaluations at the end of the semester.**

RAD 114 – 1<sup>st</sup> year – Fall Semester – 1 day

RAD 124 – 1<sup>st</sup> year – Spring Semester – 3 days

RAD 134 – 2<sup>nd</sup> year – Summer Semester – 3 days

RAD 214 – 2<sup>nd</sup> year – Fall Semester – 5 days

RAD 224 – 2<sup>nd</sup> year – Spring Semester – 5 days

## **GENERAL PLAN FOR CLINICAL EDUCATION**

Each clinical center affiliated for education of radiography students has a clinical instructor responsible for supervision. The clinical instructor, or a designated technologist, supervises the student in the clinical education center. Supervision may be direct or indirect, depending on the progress of the student in the program.

Students are assigned to different clinical education centers. Clinical assignments will begin with the fall semester of the program and may include evening and weekend rotations. Students will rotate through the different diagnostic areas to facilitate the transfer of knowledge from theory to application of skills by performing diagnostic radiographic procedures.

During the clinical orientation course, students are oriented to fire safety, infection control, back safety, and CPR. Following orientation, students begin attending clinical.

At each site, students are oriented to the department which includes the darkroom, file room, emergency room, portable equipment, individual radiography rooms, the area supervisors and the department directors. At the end of each clinical day, students are evaluated using a clinical progress evaluation form.

During initial rotations, students will be primarily engaged in observation. Students will become proficient and gain competence through practice and experience. The clinical competencies that follow are designed to prepare the student for job entry-level competence upon graduation. Specific category competency requirements are listed in the respective clinical education course syllabus provided by the instructor as required by ARRT.

Opportunities for attaining competence in pediatric radiographic procedures, tomography, trauma, surgical, and bedside procedures are provided. Simulation is utilized for infrequent or limited volume examinations and will comprise a minor component of clinical education. Opportunities are provided for observation in computed tomography (required), echo, neuroradiological, cardiovascular interventional, magnetic resonance imaging, nuclear medicine, mammography, and ultrasonography.

## **CLINICAL ROTATIONS**

Clinical rotations will be broken down into five week rotations. Fall and Spring Semesters will have three, five-week rotations\* and Summer Semester will have two, five-week rotations\*. Students are assigned to clinical sites randomly with the intention that all students will visit all clinical sites at least one during the duration of the program. Under no circumstance will students be allowed to change their clinical sites. Clinical rotations are determined by the Clinical Coordinator and the Assistant Clinical Coordinator.

**\*The length of each clinical rotation is subject to change**

## **Use of Tobacco Products**

Southern Union State Community College provides a tobacco-free environment. Tobacco use is not permitted at any time inside any building on any Southern Union campus. Tobacco use is permitted outside of buildings in non-hazardous designated areas. In addition, **students are prohibited from using tobacco products while in SUSCC Clinical Uniform**. Any violation of this policy will result in a 5 pt STA (1<sup>st</sup> offense), 10pt STA (2<sup>nd</sup> Offense).

## **Pregnancy Policy**

It is the policy of Southern Union State Community College (SUSCC) to keep individual exposure to ionizing radiation to the absolute minimum, especially during pregnancy. The following procedures are provided to protect both the female student radiographer and SUSCC. Questions or concerns about any policy or procedure regarding pregnancy should be

addressed to the student's physician and/or the Radiation Safety Officer (Buddy Glidewell) at SUSCC 334-745-6437. Reference material about radiation safety and other related information is available in the Clinical Coordinator's office.

### **Procedure**

1. A pregnant female Radiography student may voluntarily disclose her pregnancy to the Clinical Coordinator in writing if she so chooses. Female student radiographers who become pregnant at any time during their 2-year tenure in the Radiography Program will be counseled and advised of their rights if it has been declared.
2. A pregnant student radiographer reserves the right to remain in the program unless it can be determined that unsafe radiation levels are likely to be exceeded.
3. The choice to remain in the program or be temporarily disenrolled is ultimately up to the student in question.
4. The pregnant student radiographer may be required to sign a statement of understanding regarding the risks involved should she choose to remain in the program.
5. If the pregnant student radiographer chooses to remain in the program, she will be required to continue to practice all radiation safety and protection techniques. Additionally, she will be required to wear a second radiation detection monitor at the abdomen level beneath the lead apron. The exposure will be recorded as "abdomen dose" and will be monitored monthly for the entire gestation.
6. The student also has the option to withdraw their declaration of pregnancy. Withdrawal of declaration of pregnancy must be done in writing.

### **Criminal History Record Check: Eligibility for Clinical Rotation**

Southern Union is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. Students are required to have background checks completed to meet the requirements of clinical agencies in accord with the Joint Commission Accreditation of Healthcare Organizations (JCAHO) standards. Background checks will be conducted by studentbackgrounds.com owned and operated by H.I.R.E, LLC. **Background, checks done by any vendor or agency that is not approved will not be accepted.**

### **CLINICAL COMPETENCIES**

ARRT and Southern Union requires that a minimum # of competencies must be demonstrated by each student prior to being recommended for graduation. The process for proving competency will be described later in this handbook. The following competencies are the general category clinical competencies required. See the clinical education course syllabus for specific examination requirements.

1. Upper Extremity
2. Lower Extremity
3. Chest/Thorax

4. Spine/Pelvis
5. Head/Neck
6. Abdomen
7. Fluoroscopy
8. Mobile/Surgery
9. Electives
10. Computed Tomography

## **EVALUATION**

A minimum of 61 competencies must be demonstrated by each student prior to being recommended for graduation. The process for proving competency will be described later in this handbook. The following is the required number of observations, performances, and competencies for each clinical course (these numbers may change; always refer to your course syllabus for confirmation):

RAD 114 Clinical Education I	4 observations, 2 performances, 1 competency Tu or Th 7:30am – 2:30pm**
RAD 124 Clinical Education II	15 observations, 32 performances, 13 competencies Tu & Th 7:30am – 4:00pm**
RAD 134 Clinical Education III	15 observations, 32 performances, 15 competencies W, Th, &F 7:30am – 4:00pm **
RAD 214 Clinical Education IV	20 observations, 35 performances, 15 competencies M, W, &F 7:30am – 3:30pm; 3 hour/week for X-Sec Anat CT rotation and competencies **
RAD 224 Clinical Education V	4 observations, 18 performances, 15 competencies M, W, &F 7:30am – 4:30pm; includes modality rotations **

\*\*Above times are subject to change. See the appropriate course/clinical syllabus for the specific evaluation criteria.

## **Communication Channels**

Should a problem arise during the semester, students should first strive to solve it with the instructor or student involved; if no agreement is reached or dissatisfaction results, first consult the Clinical Coordinator. If the problem remains unresolved, then the Program Director; finally if problem remains unresolved then contact is the Dean of Health. The formal due process procedure may be found in the Student/Clinical Handbook.

## **MAMMOGRAPHY COMPETENCY POLICY**

In an effort to provide equal educational opportunity to both male and female students, mammography clinical rotations are optional for all radiography students.

## **INJURY DURING CLINICAL**

If a student is injured during clinical experiences (needle stick, back injury, etc), he/she must:

1. Notify your clinical site's Clinical Instructor and Clinical Coordinator immediately.
2. Complete an appropriate incident report.

The student will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency, to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as \$1000.00.

The student is financially responsible for any illness or injury occurring during clinical rotations; therefore, it is strongly recommended that students have health, hospitalization, and accident insurance. During clinical rotations, students are not employees of the clinical agency or the college. *If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.*

## **BECOMING SICK DURING CLINICAL**

If a student should become sick during clinical and cannot perform 100%, the student must go home and will receive a clinical absence for the day.

Students, upon diagnosis of communicable disease(s) (i.e., chicken pox, measles, flu, etc.), must contact the clinical site's Clinical Instructor and Clinical Coordinator immediately. Based on current medical knowledge, the Clinical Coordinator will make judgment of communicability and advise the student regarding attendance.

## **Palm TX, iTouch, iPhone Policy for SUSCC Health Sciences Students**

In the performance of their duties, students in training at the various clinic affiliates of SUSCC are often permitted to have unrestricted access to confidential information regarding patient's medical history and other proprietary patient information. They may also become aware of confidential information pertinent to the operations of the various clinical affiliates of SUSCC including proprietary business, financial, and personal information

Those people working as students in training at the various clinical affiliates of SUSCC should be aware of the sensitive nature of all this information. They will treat all information learned through their clinical with the various affiliates with the utmost confidentiality.

Use of the Palm TX, iTouch, or iPhone is for clinical purposes. Students must take full responsibility to keep all information on their Palm TX, iTouch, or iPhone confidential and private. These devices must be password protected in order to maintain HIPAA compliance.

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College Radiography Program requires all PDAs to be password protected, and all images to be de-identified. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

### **HIPAA violations**

1<sup>st</sup> offense – Counseling and clinical progress evaluation failure

2<sup>nd</sup> offense – Dismissal from the SUSCC Radiography Program

*While at Clinical all students are subject to the College Computer Lab and Internet Policy found in the SUSCC Catalog 2008 -2009 page 18. Pay special attention to acceptable and unacceptable uses according to the SUSCC policy.*

All users of Southern Union State Community College's computers are expected to comply, both in letter and spirit, with the policies established for the College's computer labs. To be eligible to use the open labs, students must sign-in and provide a current Southern Union identification.

**Acceptable Uses:**

All Internet/Network use by administration, students, faculty and staff at Southern Union State Community College should be for and in support of 1)research, 2)education, 3)local, state, or national government affairs, 4)economic development, 5)public service in relation to College support activities.

**Unacceptable Uses:**

The use of internet resources should comply with ethical and legal standards. The following will be considered as unacceptable uses:

- 1) It is not acceptable to use the Internet/Network for purposes which violate any federal or state law or College Policy.
- 2) It is unacceptable to use the Internet/Network for illegal purposes which would include but not be limited to, harassing, threatening, stalking, pornographic or obscene materials.
- 3) It is unacceptable to use the Internet/Network in a manner that disrupts normal network use and service. Such disruption would include, but it not limited to: the propagation of computer viruses, the violation of personal privacy, the unauthorized access to protected and private network resources, and the altering of system software and hardware configuration.
- 4) It is not acceptable to use the Internet/Network for commercial activities, including but not limited to commercial solicitation for business.
- 5) Use for private or personal business is prohibited.
- 6) Copyright infringement.

## **TRANSPORTATION**

Transportation to and from class and clinical experiences is the responsibility of the student.

## **CLINICAL COURSE OBJECTIVES**

During the radiography program at Southern Union State Community College, the student will participate in laboratory and clinical experiences to:

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

**\*Note: At no time will radiologic exams done while at work be counted for school.**

## **Clinical Expectations**

1. Upon arrival, check your room. Students should arrive 15 minutes early so that they are ready to participate in their clinical experience by **7:30 a.m.**

2. Clean your room (wipe off the table and wall bucky).
3. Stock linen.
4. Hang aprons and gloves in proper place.
5. Check supplies and stock if necessary (gloves, paper towels, soap, KY Jelly, alcohol, medicine cups, Styrofoam cups, straws, etc.,).
6. Warm up the tube (in each clinic that has it as a part of its protocol).
7. Check the bathroom to make sure it is clean for the patients.

**The above needs to be completed at 7:30 a.m. and 15 to 30 minutes before you leave in the afternoon.**

8. Lunch break at all clinical sites is 1 hour.
9. Two fifteen-minute breaks are allowed during the day; 1 in the morning and 1 in the afternoon. These breaks are not to be used in conjunction with arrival/departure times or lunch breaks. Students must ask the Clinical Instructor or technologist in charge for permission to take a break; breaks should be taken during non-busy times. These two breaks are not in addition to smoke breaks. Please be aware of the time you leave and return from breaks and lunch.

### **CLINICAL START TIME**

ADI - Auburn	8:00 Central Time
Carmichael Imaging	7:30 Central Time
Columbus Diagnostic Center	7:30 Central Time
Community Hospital	7:30 Central Time
Coosa Valley Medical Center	7:30 Central Time
East Alabama Medical Center	7:30 Central Time
Surgery	7:30 Central Time
Orthopaedic Clinic	8:00 Central Time
Cancer Center	7:30 Central Time
IMA-Internal Medicine Associates	7:30 Central Time
Lake Martin Community Hospital	7:30 Central Time
Lanier Health Services	7:30 Central Time
Jackson Hospital	7:30 Central Time
Surgery	7:15 Central Time
Jackson Imaging	8:00 Central Time
Montgomery Cancer Center	8:00 Central Time*
Mulberry Diagnostic	8:00 Central Time*
Orthopaedic Clinic-Opelika	8:00 Central Time*



Randolph Medical	7:30 Central Time
Russell Medical Center	7:30 Central Time
Cancer Center	8:00 Central Time*
VA Hospital - Montgomery	7:30 Central Time
VA Hospital – Tuskegee	7:30 Central Time

\*If a student is attending a clinical site that begins 30 minutes after the regular clinical beginning time, that student must stay 30 minutes after the regular clinical ending time.

### **Holiday Information**

Southern Union State Community College Radiography Program recognizes the following holidays:

- Labor Day
- Veteran’s Day
- Thanksgiving
- Christmas
- New Year’s Day
- King/Lee Day
- Independence Day

Students will not attend clinical on these holidays.

### **Lead Markers**

Students will be loaned a pair of lead markers to use during the 1st semester of the program. These markers must be turned in by the end of the 1st semester. If the markers are not returned, the student must supply the program with a new set of markers sans initials by the beginning of the next semester.

Students should order their own markers during the 1st semester that have their three initials on it along with a positioning bead. See images below for approved types of lead markers.



## **General Clinical Objectives**

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

1. Maintain radiographic room cleanliness:
  - a. change linens.
  - b. Maintain aseptic conditions for radiographic equipment and instruments.
2. Prepare the room and equipment and obtain necessary supplies for the radiographic examination.
3. For contrast studies:
  - a. prepare contrast for patient exams using aseptic technique under technologist supervision.
  - b. administer contrast media appropriately, under technologist supervision, with concern for patient comfort.
  - c. recognize a contrast media reaction or other patient emergency.
  - d. assist and anticipate physician needs during exam.
4. Perform tube warm-up procedure when necessary.
5. Discuss and demonstrate the proper communication skills when receiving a patient to include:
  - a. informal introduction - address the patient in the proper manner by use of surname, title or complete name.
  - b. general courtesy to patient.
  - c. an explanation of the examination.
6. Check the patient's identification with the requisition.
7. Discuss the importance of maintaining confidentiality of patient's charts and request forms.
8. Discuss medical-legal and personal consequences when confidentiality is breached.
9. Assist the patient to the radiographic area.
  - a. Demonstrate the proper handling of wheelchairs or stretchers.
  - b. Demonstrate the proper body mechanics for lifting.
10. Remove all unnecessary or interfering clothing and/or accessories (e.g. dentures, jewelry, hairpins, wigs, etc.)
11. Maintain the modesty of the patient by keeping the patient covered at all times.
12. Manipulate the patient for proper projections required for the examination being evaluated.
13. Perform accurate measurement of the part to be radiographed.
14. Communicate proper instructions to the patient clearly and audibly.

15. Use immobilization techniques properly.
16. Provide support which may alleviate patient discomfort and/or provide needed modifications for projections desired.
17. Align the central ray properly to the IR and body part.
18. Use the proper SID according to the IR and projection taken.
19. Operate the tube and/or table locks accurately.
20. Collimate properly to the appropriate exposure area.
21. Select the proper cassette size according to the projection taken.
22. Produce the proper number of combined projections on a cassette, if applicable.
23. Coordinate the cassette size with the part size to be radiographed.
24. Place the cassette properly in the Bucky tray.
25. Use Image markers accurately.
26. Operate control panel accurately.
27. Make proper exposure according to the technique chart, using judgment to alter factors for pathological conditions.
28. Use appropriate gonadal shielding when needed.
29. Close the radiographic door during the exposure.
30. Wear lead apron and/or gloves when appropriate.
31. Apply appropriate principles of radiation protection to both patient and co-workers.
32. Turn radiographic equipment off when appropriate.
33. Perform appropriate IR handling techniques for processing.
34. Evaluate the resulting radiograph for technique and positioning.
35. Maintain and use a notebook of procedures and techniques

### **Clinical Objectives - Emergency and Weekend Rotation**

Objectives: The student will

1. Practice correct trauma patient care which will include patient analysis, observation and verification of exam correctness.
2. Observe the proper manner in which to respond to medical emergencies.
3. Identify common injuries from different types of trauma.
4. Observe and practice methods of radiographing trauma patients. This will include radiographing cervical spines, thoracic spines, lumbar spines, ribs, sternum, shoulders, hips, decubitus abdomen, and decubitus chest.

5. Observe and perform portable radiographic methods.
6. Demonstrate organizational skills, planning skills, verbal and nonverbal communication skills.
7. Observe and practice basic radiation protection.

### **Fluoroscopy Assisting Objectives**

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

1. correctly mix the appropriate barium mixture.
2. gather and organize the appropriate supplies for easy access during the process.
3. attach the footboard and check it for safety when it is needed for the procedure.
4. place the table in the correct position with the Bucky tray at the end of the table.
5. prepare pillow and additional clean linens as appropriate for the procedure.
6. make sure that all radiation safety devices are in place and aprons and gloves are available for all personnel.
7. correctly set the control panel for fluoroscopy.
8. correctly load and set the device or camera.
9. correctly identify the patient according to accepted practice.
10. give the patient correct dressing instructions.
11. explain the procedure fully to the patient in such a way that the patient understands.
12. take a pertinent and complete history.
13. correctly and carefully insert enema tip for BE exams.
14. properly introduce the patient to the doctor.
15. adequately protect the patient's modesty.
16. correctly assist with barium administration and patient positioning during fluoroscopy.
17. change IR's with speed and accuracy.
18. practice good radiation safety for patient, self, and others.
19. provide appropriate supportive patient care during the procedure.
20. maintain aseptic condition of equipment and general fluoroscopy suite environment.

## Clinical Objectives – Portables and Surgery

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

1. locate the mobile equipment and operate it safely and appropriately.
2. manipulate the locks carefully and easily.
3. set up the equipment efficiently.
4. maintain cleanliness of the mobile equipment.
5. communicate effectively with nursing staff before beginning all mobile procedures.
6. follow appropriate infection control procedures.
7. clearly explain the procedure to the patient.
8. show concern for patient care and comfort.
9. make adjustments in tube/part/IR alignment to compensate for patient position.
10. select an appropriate technique to compensate for atypical situations, i.e., grid, patient pathology, casts, patient variations.

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

1. differentiate between sterile and non-sterile areas.
2. move efficiently while maintaining a sterile field.
3. manipulate equipment efficiently while maintaining a sterile field.
4. make correct placement of the cassette in sterile conditions.
5. operate the C-arm effectively.
6. perform surgical radiographic procedures of all types.

## CT Objectives

Upon completion of Computed Tomography (CT), the student will demonstrate an acceptable level of competence when he/she can:

1. perform scanner warm-up procedures.
2. position patient properly.
3. prepare contrast media as needed.
4. adjust technique & gantry based on patient condition and body type.
5. practice radiation protection for self, patient, and others.

6. maintain cleanliness of room and equipment.
7. process images.
8. complete departmental paperwork.
9. practice medical ethics and professionalism.
10. use basic patient care techniques.
11. identify cross-sectional anatomy on finished scans.

satisfactorily completes one (1) brain without contrast, one (1) brain with contrast, one (1) chest with or without contrast, one (1) abdomen with or without contrast, and one (1) pelvis with or without contrast exams. The contrast exams will need the assistance of a RT(R) for the administration of contrast media.

## **Uniform Guidelines**

<b>Women</b>	1 <sup>st</sup> year students: Uniform of navy slacks (1 <sup>ST</sup> year) or royal blue slacks (2 <sup>nd</sup> year) that are clean and wrinkle-free. Tight knit, stretch, or sweat pants are unacceptable. Tops must be a navy (1 <sup>st</sup> year) or royal blue (2 <sup>nd</sup> year). No jersey or knit tops. Tops must not be low cut or revealing in any way. White crew or knee socks may be worn with pantsuits and neutral hose should be worn with dress style uniforms.
<b>Men</b>	Uniform of navy slacks (1 <sup>st</sup> year) or royal blue slacks (2 <sup>nd</sup> year) and navy (1 <sup>st</sup> year) or royal blue (2 <sup>nd</sup> year) shirts which are clean and wrinkle-free. White crew or knee socks must be worn with white shoes.
<b>Shoes</b>	White, non-canvas, uniform shoes which are to be worn only when in the clinical agency. Clogs are not acceptable.
<b>Jewelry</b>	Limited to wedding ring ( <b>with no stones</b> ), watch with a second hand, official Southern Union State Community College name pin, and one pair of small plain, stud earrings. Earrings, and other types of jewelry, may be worn only in pierced earlobes and may not be worn in any other area of the body that may be pierced and visible to others. No necklace or bracelet of any type shall be permitted.
<b>Perfume</b>	Perfume or cologne shall not be worn in the clinical area.
<b>Hair</b>	Clean, confined so that it does not interfere with patient care. Hair must be kept off the shoulders and collar. If hair can be worn up, it must be done. Hair color must be naturally occurring to humans and style should be within accepted societal norms.
<b>Nails</b>	Short and clean; clear or neutral polish only. No artificial nails or nail tips.
<b>Personal</b>	Students are expected to maintain necessary personal hygiene including bathing daily, shampooing hair, and using underarm deodorant.
<b>Lab Coat</b>	White lab coats worn over uniforms for clinicals. They are to have the official Southern Union State Community College badge clipped on the collar of the lab coat. It is expected that your appearance be professional. Jeans, T-shirts, shorts, or other very casual clothing may not be worn at the clinical agency.
<b>Name Pin</b>	Official Southern Union State Community College picture ID is to be worn on the left side of the chest on the uniform.
<b>Dosimeter</b>	A radiation monitoring badge will be issued prior to the beginning of laboratory and clinical experiences. The Dosimeter must be worn at all times in clinical and laboratory areas. They serve to monitor radiation exposure and are for the students' safety and protection.
<b>Tattoos</b>	Only non-visible tattoos are allowed.
<b>Misc</b>	iPod Touch for management of clinical files is required each day.
<b>*NOTE</b>	Violation of this policy will result in student being sent home from clinicals for the day.

## Radiation Dosimeter Policy

### Method of Payment

All radiography students are required to have dosimeters in order to participate in laboratory and clinical exercises. The dosimeters must be purchased through Southern Union prior to registration each semester. The cost will be approximately \$18 per semester plus a \$10 set-up fee. Receipt of payment must be presented to the Clinical Coordinator prior to any clinical experience for that semester.

### Use, Wear and Storage of Your Monitor

Your radiation monitor is a precision instrument that must be used, worn and stored properly for you to receive maximum benefits its purpose is to measure how much ionizing radiation you are exposed to over a specified period of time (three months). The accuracy of the dosimeter reading depends on you. Each quarter (every three months) the dosimeters are collected and sent off for a reading or analysis which tells the amount of radiation exposure. This dosimeter report of exposure is circulated each quarter. Your readings will be available on your online Clinical Competency Record. Any exposure that exceeds the .38 rem per quarter is investigated promptly by the Radiation Safety Officer/Clinical Coordinator. The RSO will notify the student or faculty member if he or she exceeds ALARA notification level. Students can be assured that the quarterly reports are closely monitored by the RSO. **Students are not allowed to perform Radiologic examinations without their dosimeters. Appropriate deductions will be taken on the clinical progress evaluation if a student is without his/her dosimeter at clinical.**

### Radiation Exposure Can Be Reduced By

1. Time                      Reduce the time you spend at or near a radiation source
2. Distance                Increase the distance between yourself and the source of radiation
3. Shielding                Use appropriate shielding (lead aprons, gloves, etc.)

### Methods to Assure Accuracy of Your Radiation Dosimeter Reports

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

1. Wear your dosimeter when performing duties which involve x-ray exposure or radioactive sealed or unsealed sources.
2. Wear only the dosimeter which is assigned to you. Do not wear anyone else or allow anyone else to wear yours.
3. Wear your dosimeter clipped to your collar near the throat. Do not wear your dosimeter under the lead apron.
4. Great care should be taken not to lose your assigned dosimeter. If lost or misplaced, report this immediately to the RSO to obtain a replacement prior to working with any radiation source.
5. If you have work in another facility, wear only the dosimeter provided by that institution.
6. Do not wear your dosimeter during your own routine medical or dental x-ray examination.
7. Dosimeters should not be exposed to extreme heat such as in an automobile during the heat or summer, or in clothes dryer.

**Dosimeters must be turned in at the end of each quarter (wear period) or a \$4.50 charge will be assessed to you (Global Dosimetry charges a \$4.50 fee for each dosimeter that is not returned at the end of each wear period). Dosimeters must also be turned in to the Clinical Coordinator before each semester break.**



## ***Health Records Documentation***

Health records are kept on file and verified for each student before the beginning of each semester. Health records verification can be requested at any time by contacting Buddy Glidewell (bglidewell@suscc.edu).

### **CLINICAL COMPETENCIES**

Students are to participate in as many procedures as possible to gain the necessary experience to become a successful radiographer, and their progression during clinical will be logged using this booklet.

The stages of competency include:

1. Exam Observation
2. Exam Performance
3. Exam Competency

#### **Exam Observation**

This stage allows the student to become familiar with the projections necessary for the exam. Students will see how the exam is performed by a professional. Not only is it important for the student to see the appropriate method of radiographing the anatomy, but they must also see how to appropriately interact with the patient, radiologist, other radiographers, etc. Image evaluation is important so that students can become familiar with the anatomy on radiographs.

Students will use this step to observe and/or assist the radiographer with the exam. Direct supervision is required in this stage. Students must complete the appropriate area on their PDA and have the supervising radiographer sign in the space provided.

Students can also use the space provided to write tips from the radiographer for the exam.

#### **Exam Performance**

This stage allows the students to become familiar performing the exam itself. Students will perform the exams under direct supervision. The supervising radiographer will provide feedback to the student on their performance so that they may improve. The student will be informally evaluated on patient care skills, actual performance of exam, anatomy, image evaluation, etc. Students must use manual technique during this stage, where applicable.

Evaluators should use the space provided to write any pertinent comments, helpful tips, etc.

Students cannot perform an exam until that exam type has been observed and is documented. Students will use this step to “perfect” their skills on the exam. Direct supervision is required in this stage. Students must complete the appropriate area on their PDA and have the supervising radiographer sign in the space provided.

It is the evaluator’s decision as to whether or not the student can count the exam as a performance.

The number of performances required will depend on the exam. This will be denoted on comprehensive clinical record listed at the end of this handbook.

## Exam Competency

**This stage allows the student to prove competency on exams. Students will perform the exams under direct supervision and MUST notify the evaluator of such before beginning the exam. The supervising radiographer will evaluate the student's overall performance using a handheld computer (PDA, Palm, Smartphone). Students cannot be evaluated for competency until all performances have been completed.**

**\*\*All competencies must earn a score of 75% to be considered satisfactory.**

## Competency Outline from PDA

### Patient Care

- Student will accurately identify patient.
  - o 4 – Identified & verified w/ 2 pt identifiers
  - o 3 – Identified & verified w/ 1 pt identifier
  - o 2 - Identified w/o verification
  - o 1 – Did not adequately identify patient
  
- Student will accurately identify the patient and explain the procedure to the patient.
  - o 4 – Greeted pt w/student name and adequately explained exam
  - o 3 – Greeted pt w/ student name and somewhat explained exam
  - o 2 – explained exam w/o greeting patient
  - o 1 – did not greet pt or explain exam
  
- Student will practice safe infection control procedures.
  - o 4 – Practiced safe infection control
  - o 3- Practiced infection control with minor adjustments needed
  - o 2 – Practiced infection control with major adjustments needed
  - o 1- Did not practice infection control
  
- Student will practice safe radiation protection procedures. (PATIENT)
  - o 4 – practiced safe radiation protection
  - o 3 – shielded patient after guidance
  - o 2 - shielded patient incorrectly obscuring anatomy
  - o 1 - did not shield patient
  
- Student will practice safe radiation protection procedures. (SELF and TECHNOLOGIST)
  - o 4 – practiced safe radiation protection
  - o 3 – wore lead shield when necessary after guidance
  - o 2 – wore lead shield incorrectly
  - o 1 – did not wear lead shield when necessary or exposed another student or technologist

### Exam Performance

- Student will perform exams in a timely manner and logical sequence.
  - o 4- Performed exam in a timely manner & logical sequence
  - o 3- Performed exam timely but out of sequence
  - o 2 – performed exam inaccurately, untimely & out of sequence
  - o 1- unable to complete exam

- Student will manipulate the tube and table locks properly.
  - 4 – manipulated tube/table locks properly
  - 3- manipulated tube/table locks with minor difficulty
  - 2- manipulated tube/table locks with major difficulty
  - 1 – remediation suggested
  
- Students will use the correct angle and SID for each exam.
  - 4 – Correct angle and SID
  - 3- Minor corrections needed for CR angle OR SID
  - 2- Major corrections needed for CR angle OR SID
  - 1 – Incorrect angle AND SID
  
- Students will select the appropriate size cassette; and accurately place cassette in bucky or on table top.
  - 4- correct cassette size and placement
  - 3- Minor corrections req. cassette size OR placement
  - 2- Major corrections req. cassette size OR placement
  - 1- incorrect cassette size AND placement

#### **Image Production**

- Student will select correct exposure factors before positioning patient.
  - 4- set exposure factors correctly BEFORE positioning patient
  - 3 – set exposure factors correctly AFTER positioning patient
  - 2 – set incorrect exposure factors with minor adjustments
  - 1- remediation suggested
  
- Students will position the patient properly.
  - 4- Positioned pt correctly no repeats required
  - 3 – Positioned pt with minor adjustments 1 repeat required
  - 2 – positioned pt with major adjustments 2 or repeats required
  - 1- remediation suggested
  
- Student will give proper breathing instructions.
  - 4 - Used correct breathing instructions
  - 3 - Used breathing instructions with minor adjustment needed
  - 2- Used breathing instructions with major adjustments needed
  - 1- Did not use breathing instructions
  
- Student will use proper collimation.
  - 4- evidence of collimation seen on all 4 borders
  - 3 – evidence of collimation with minor adjustments needed
  - 2- evidence of collimation with major adjustments needed
  - 1 – no evidence of collimation

#### **Image Evaluation**

- Students will be able to identify all anatomy.
  - 4- student able to identify all anatomy
  - 3 – student able to identify some anatomy
  - 2- student able to identify some anatomy with prompt

- o 1- student unable to identify any anatomy
  
- Students will be able to evaluate radiographs and make adjustments if needed.
  - o 4- student able to critique image and make adjustments if needed no guidance required
  - o 3 – student able to critique image but unable to make adjustments without guidance
  - o 2 – student unable to critique image
  - o 1- remediation suggested
  
- Students will be able to select appropriate technical factors so that radiographs possess adequate contrast and density.
  - o 4 – adequate contrast and density
  - o 3 – minor adjustments required
  - o 2 – major adjustments required
  - o 1 – remediation suggested
  
- ◆ Students will be able to modify routine exams based on circumstance, pathology, or patient condition.
  - o 4 –able to modify exam based on pt
  - o 3 – minor adjustments required
  - o 2 – major adjustments required
  - o 1 – remediation suggested

## Clinical Progress Evaluation Outline for PDA Evaluation

The student radiographer should exhibit professional traits and characteristics most often cited as needed by the professional radiographer. Check the appropriate box as to whether or not the student performed the objective.

<b>Compassion Objectives</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments:</b> (Please the comment area on the last page of PDA file for any score of "No.")
Attentive to patient needs and comfort				
Never unnecessarily leaves a patient unattended.				
<b>Interest &amp; Preparation Objectives</b>				
Asks necessary questions in order to perform the radiographic procedure requisitioned.				
Posses and uses items of professional uniform (lead markers, pen, ID, dosimeter, etc.)				
Familiar with routine procedures in assigned area as outlined in the department's procedure manual.				
<b>Cooperation Objectives</b>				
*Respects each person's (patients and personnel) dignity and privacy.				
Establishes good rapport with all health care professionals.				
*Accepts guidance, suggestions, and constructive criticism from the school and radiology personnel and change behavior in response.				
Exhibits pleasant, amiable behavior with patients and personnel.				
*Uses appropriate radiation protection measures.				
*Uses appropriate direct/indirect supervision as necessary.				
<b>Appearance Objectives</b>				
Wears the approved student uniform.				
Practices good personal hygiene.				
Refrains from the use of chewing gum, food, drinks, and smoking while in the radiographic room/hallways of the radiology department.				
<b>Motivation Objectives</b>				
*Practices previously learned skills voluntarily.				
Asks for assistance in attempting new or more complex procedures.				
Performs tasks that are unassigned as necessary for the efficient function of the department.				
<b>Dependability Objectives</b>				
Arrives at the clinical site at the assigned time.				
Energetically and efficiently approaches radiographic procedures to be performed.				
*Returns to the radiology department from lunch or breaks at the allotted time.				
Proceeds with assignments given; completes them within the stated time.				
*Functions as prescribed by the clinical education objectives at the direction of the CC or CI.				
Recognizes and acknowledges limitations of knowledge and experience.				
Is honest and truthful.				
*Notifies appropriate personnel of absenteeism/tardiness.				
<b>Grade: <u>Number of "Yes"</u> 25</b>	<b>%</b>			An asterisk (*) denotes critical behaviors that will result in a zero (0) for the evaluation.

## *Signature Page*

I have read the policies set forth in the "Southern Union State Community College Radiography Program Clinical Instructors Handbook. I understand that my signature indicates that I have read, understand, and agree to enforce the policies outlined in this book. In order to ensure that every technologist in my facility is up to date on all relevant information regarding the Radiography Program at Southern Union, I also understand that I am a responsible for disseminating any additional correspondence such as schedules, policies, emails, policy changes, etc. that are sent to me by the Southern Union Radiography faculty members. At any time I can refer myself or technologists to [www.suscc.edu](http://www.suscc.edu) to review this handbook and the policies.

Signed \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_